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**TO:** Regional Growth Management  
Advisory Committee

**FROM:** Planning Department

**SUBJECT:** Regional Growth Strategy 5-Year Review: Communications and  
Consultation Plan

**File No:** 3045.01.04

**Date:** January 22, 2019

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## RECOMMENDATION:

That it be recommended to the Board of Directors, the Regional Growth Strategy 5-Year Review: Communications and Consultation Plan be adopted; and further,

That in accordance with Section 450 (1)(c)(i) of the *Local Government Act*, staff be directed to write a letter to the Province requesting the establishment of an Intergovernmental Advisory Committee (IAC) for the RGS review.

## SUMMARY:

In accordance with the *Local Government Act*, in order to proceed with a Regional Growth Strategy (RGS) review process, a consultation plan needs to be considered for adoption that in the opinion of the Board provides opportunities for early and ongoing consultation. Staff have developed a consultation plan which outlines the: scope of work; objectives; amendment process; legislative requirements for consultation; approach; engagement and feedback; activities; budget; and staff resources. If endorsed, the plan prescribes a course for implementation that is scheduled to be undertaken from January 2019- September 2019.

## BACKGROUND:

The *Local Government Act* sets requirements for regional districts with adopted regional growth strategies to consider whether the strategy must be reviewed for possible amendments, at least every five years.

On May 6, 2015 at the Regular Meeting of the Board of Directors, a resolution was passed that a letter be sent to the Minister of Community, Sport and Cultural Development, adjacent regional districts and First Nations notifying of the initiation of the Regional Growth Strategy 5-year Review; and further that the Regional Growth Strategy 5-Year Review Terms of Reference be referred to member municipal councils and the Electoral Area Advisory Committee for review and comment.

On May 18, 2016 the Board of Directors endorsed a revised Terms of Reference for the RGS 5-Year Review to reflect both the comments received from member municipalities regarding the scope and scale of the review as well as to reflect the fact that grant funding was not secured. To carry out a full review with multiple working groups and public consultation similar to the approach used for the development of the RGS was not financially feasible nor necessary in light of the request by various communities that the review be scaled back. In the fall of 2016 the Regional Planning Projects Manager went on maternity leave and unfortunately a replacement for this position was not secured and therefore the RGS review was placed on hold.

Upon the return of the Regional Planning Projects Manager, the RGS review continues to be a priority project. In 2018 staff reviewed the results of the: State of the Region report, State of the Basin report and the North Okanagan Community Foundation's Vital Signs report to identify the key topic areas that needed to be considered during this review. Staff also included the 2013 Quality of Life survey results as they related to the various topics to provide a summary or picture of how we are doing (State of the Region results) versus the public's perception or values associated with the various topic areas. This work resulted in the development of the *Issues and Opportunities Paper*. On July 18, 2018 the following topics were endorsed by the Board of Directors as the focus of the RGS 5-year review: Housing Affordability & Availability; Economic Development; Environment- Air Quality; Greenhouse Gas Emissions; Climate Change Adaptation; Active Transportation Infrastructure and Transit; Growth Area Boundaries & Asset Management.

As the review is focused on specific topic areas, consultation is also focused on those stakeholders that will be affected by changes to the identified strategies while still providing opportunities for all community members to provide input.

### DISCUSSION:

As per Section 434 (2) the Board must consider the adoption of a consultation plan for the RGS review. Attached as Schedule 1 is the RGS 5-Year Review- Communications and Consultation Plan. The purpose of this Consultation Plan is to identify opportunities for the community and various stakeholders to participate in the review of draft policies that have been developed for the Key Topics as well as bring forward additional strategies for consideration. This Plan outlines consultation opportunities for those who are interested and affected by the RGS during the RGS review process.

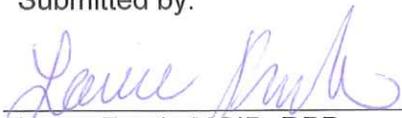
Given that the scope of the RGS review is focused and consultation is ongoing throughout the review process, the Board may decide to waive the public hearing, and continue to accept input during the notification period. By adopting the Consultation Plan, the RDNO acknowledges the option to waive the public hearing but can still hold a public hearing if deemed appropriate after consultation is complete.

In accordance with Section 450 (1)(c)(i) of the *Local Government Act* it is recommended that the Board request the province to establish an Intergovernmental Advisory Committee (IAC). The role of the IAC is to advise local governments on the development and implementation of the RGS and to facilitate coordination of Provincial and local government actions, policies and programs as they relate to the RGS. The IAC can be instrumental in providing assistance in the review of any proposed amendments.

### FINANCIAL IMPLICATIONS:

There are no expected implications to the Regional Planning Projects (031) budget resulting from adoption of the Consultation Plan. Funding for the RGS review is included in the annual Regional Planning Projects budget.

Submitted by:



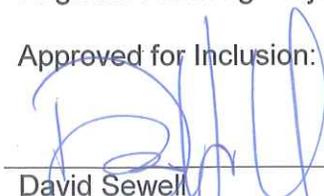
Laura Frank, MCIP, RPP  
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Reviewed and endorsed by:



Rob Smailes, MCIP, RPP  
General Manager, Planning and Building

Approved for Inclusion:



David Sewell  
Chief Administrative Officer



# Regional District of North Okanagan

## *RGS 5-Year Review Consultation & Communications Plan*





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## Purpose:

Following four years of community engagement and participation the North Okanagan Regional Growth Strategy (RGS), was adopted by the Board of Directors on September 21, 2011. Now, it is time to review the plan and make amendments to adapt to changes. The Key Topics that are being reviewed in this process were identified in the Issues and Opportunities paper and endorsed by the Board in July 2018, and include:

- Housing Affordability & Availability;
- Economic Development;
- Environment;
  - Air Quality
  - Greenhouse Gas Emissions
  - Climate Change Adaptation
- Active Transportation Infrastructure & Transit;
- Growth Area Boundaries Review & Asset Management

The purpose of this Consultation Plan is to identify opportunities for the community and various stakeholders to participate in the review of draft policies that have been developed for the Key Topics as well as bring forward additional strategies for consideration.

This Plan outlines consultation opportunities for those who are interested and affected by the RGS during the RGS review process.

This Plan is intended to meet the RDNO Board's responsibilities under Section 434(2) of the Local Government Act.

## Scope:

The Scope of this Consultation Plan is focused on providing information to the broader community and seeking input from those stakeholders who are interested in or affected by changes to the policies identified for review. The RGS Review is focused on the five key topic areas identified above, as well as an update to the demographic & labour force projections based on 2016 census data, and general housekeeping amendments.

## Objectives:

The objectives of the Consultation Plan are:

- Effective dissemination of information about the project so that the community and stakeholders are kept informed of the RGS Review process and proposals for change;
- Identification of key stakeholder groups, community members, businesses, and other interested parties to be included in regular notifications and engagement opportunities;
- Provision for a feedback mechanism (i.e. survey) to encourage community input regarding the issues and policy proposals being considered during the project process;
- Encouraging input and representation from a cross-section of the regional community in the process by providing information regarding the project effectively and ensuring that various views are considered in the process;





- Ensuring that stakeholder groups, individuals and community members who have expressed an interest in the project are provided with the continued opportunity to participate throughout the process;
- Provision of open houses designed to obtain input from the community;
- Early and extensive consultation efforts and activities with the Okanagan Indian Band and Splitsin throughout the process;
- Inclusion of project updates to the Board of Directors and municipal Councils; and,
- Regular effective public communications regarding project deliverables and public participation opportunities using various formats, including but not limited to RDNO website, social media, e-newsletters, media releases, and reports to the Regional Growth Management Advisory Committee.

## Amendment Process:

The RGS review amendment process flow chart in Schedule 1 shows the steps that need to be taken for Bylaw adoption and indicates when public consultation will occur within the process.

## Legislative Requirements for Consultation

This Consultation Plan is intended to meet Sections 434(1) and (2) of the Local Government Act that requires the RDNO to provide consultation opportunities relating to proposed changes to a Regional Growth Strategy. Section 434(2) states "...as soon as practicable after the initiation of a regional growth strategy, the board must adopt a consultation plan that, in the opinion of the board, provides opportunities for early and ongoing consultation with, at a minimum, the following:

- a) Its citizens;
- b) Affected local governments;
- c) First nations;
- d) Boards of education, greater boards and improvement district boards;
- e) The Provincial and Federal governments and their agencies."

The RDNO Board is required to consider whether the Consultation Plan should include a public hearing to provide an opportunity for individuals and organizations to make their views known before proposed amendments to the RGS are submitted for acceptance by 'affected local governments' (Section 434(3) of the Local Government Act).

## Approach

The Consultation Plan will involve residents and a range of stakeholders, including the Board Directors who are responsible for approving any amendments. To ensure an effective and efficient process, the consultation process will focus on the affected local governments, key stakeholders and approving bodies while maintaining ongoing opportunities for all residents to learn about the review and provide input.

Section 436 of the Local Government Act states that before any amendments to the RGS can be adopted the changes must be accepted by all "affected local governments", which are listed in Table 1. There are also two First Nations within the Plan Area whose formal acceptance of the bylaw is not required under Section 436 of the Local Government Act, but who are considered valuable partners in the process and must be provided with an opportunity to provide input.





Table 1: Local Government and First Nations

Affected Local Government	First Nations
City of Armstrong	Okanagan Indian Band  Splatsin
City of Enderby	
City of Vernon	
District of Coldstream	
Township of Spallumcheen	
Village of Lumby	
Regional District North Okanagan Electoral Area Directors	
Regional District of Central Kootenay	
Regional District of Central Okanagan	
Regional District of Columbia Shuswap	
Regional District of Kootenay Boundary	
Thompson Nicola Regional District	

In addition to these Local Governments and First Nations, other stakeholders may also include people who were involved in the development of the current RGS. It's anticipated that through the public consultation process new groups, organizations and individuals will become known and when this occurs, the stakeholders will be invited to learn about the process and participate by providing feedback and their insights.

## Communication and Promotion for the Review

To ensure that the RGS review process provides adequate notice for consultation opportunities among all stakeholders, the process incorporates communication and promotional activities, including:

### 1. Background Information- Hard Copy

Information on the RGS and any proposed amendments will be available for review at the RDNO office.

### 2. RDNO Website/Twitter/Facebook

In February of 2019, a project webpage will be developed and serve as the primary platform to promote





and encourage communications on activities related to the RGS review. It is anticipated that social media will also be an option for public engagement in 2019. The use of Facebook and Twitter will be used as appropriate.

The project webpage will contain documents related to the review and any proposed amendments, along with staff reports and RDNO Board decisions.

### **3. Media Releases**

Media releases will be used as appropriate to provide project updates, information about the proposed amendments, and opportunities for community consultation.

### **4. RDNO e-Newsletter - Board Bulletin**

Where possible, the RDNO Board Bulletin will be used to provide information and updates on the amendment.

### **5. RDNO Staff Availability**

RDNO staff will be available to answer enquires and meet with interested people to discuss the proposed amendment.

## **Engagement and Feedback**

As the review is focused on specific policy areas, consultation is also focused on those stakeholders that will be affected or have expertise and local knowledge to contribute to the proposed changes while still providing opportunities for all community members to provide input.

### **1. Open Houses**

Open houses are a key component of consultation. Open Houses will be held with the community and stakeholders to help make them aware of the policy options under consideration and to gain their feedback. It is anticipated that at least three open houses will be held throughout the North Okanagan to capture comments from stakeholders across the region.

### **2. Surveys**

Online and print surveys will be utilized to obtain feedback on the draft policies within the five key topic areas.

### **3. Ongoing Ways for the RDNO to Receive Comments and Feedback**

All residents wishing to provide feedback can at any time provide written comments to RDNO by e-mail, mail or in person. Community members and other stakeholders may also submit comments on the amendment to the RDNO Board or Regional Growth Management Advisory committee.

In these instances, the communication will be documented as part of the public record on these amendments and will be made available for review. It should be noted that the RDNO Board will not be able to consider any correspondence/ feedback received after the end of a scheduled public hearing.





## Activities

The table below identifies the key deliverables identified in the RGS 5-Year Review Terms of Reference as well as the consultation activities, and roles and responsibilities of the RDNO. The timing of consultation activities will depend upon the RDNO Board approval of the Consultation Plan. The majority of the consultation will be focused on engaging with stakeholders on the five Key Topic Areas identified for review and draft policies.

<b>Consultation Activities pending Board approval of the Consultation Plan</b>		
<b>Activity</b>	<b>Date</b>	<b>Lead</b>
Meeting with staff from member municipalities (Regional Growth Strategy Support Team) to discuss Boundary Review Criteria and subject parcels for consideration.	Jan 2019	RDNO Staff
Present Draft Policies to the Regional Growth Management Advisory Committee (RGMAC) for initial review	Jan 2019	RDNO Staff
Present Consultation Plan to RGMAC	Jan 2019	RDNO Staff
RDNO Board to consider the Consultation Plan for endorsement	Feb 2019	RDNO Board
RDNO Board requests Province to establish Intergovernmental Advisory Committee	Feb 2019	RDNO Board
<b>Consultation Activities Following Board approval of Consultation Plan</b>		
Project Webpage Launch  Ongoing updates of webpage and other communications channels as appropriate throughout the RGS review process.	Feb 2019	RDNO Staff
Intergovernmental Advisory Committee meeting to help coordinate provincial and local government review and feedback	March-April 2019	RDNO Staff





Preparation of material for open houses on the Key Topic Areas and draft policies.	March 2019	RDNO Staff
Compile and analyze results from input received. Prepare summary of consultation and draft bylaw amendment	May 2019	RDNO Staff
Up-date the RGMAC on consultation summary	May 2019	RDNO Staff
Prepare staff report and draft bylaw amendment	June 2019	RDNO Staff
<b>Board gives first and second reading &amp; referral to Public Hearing</b>		
Update webpage and other communication channels as appropriate	June 2019	RDNO Staff
Hold Public Hearing	June 2019	RDNO Board
Begin 60 days referral period to receive 'affected local governments' acceptance	July 2019	RDNO Staff
<b>Board gives third reading of Bylaw</b>		
Bylaw considered for third reading and adoption	Aug 2019	RDNO Board
Update webpage and other media as appropriate	Aug 2019	RDNO Staff
Implementation Priority Setting Workshop	Sept 2019	RDNO Staff





## Budget

The staff time, materials and other resources (printing, advertising, hall rentals etc.) needed to implement this Consultation Plan are included in the 2019 Regional Planning budget.

## Staff Resources

### Project Management

The Regional Planning Projects Manager will facilitate this amendment process and carry out the majority of actions identified in this consultation plan. The Regional Planning Projects Manager reports to the General Manager of Planning and Building.

### Planning Staff Time

Additional Planning staff may be drawn upon to assist with the Public Information Meetings. Member Municipal Planners will continue to be consulted throughout this process.

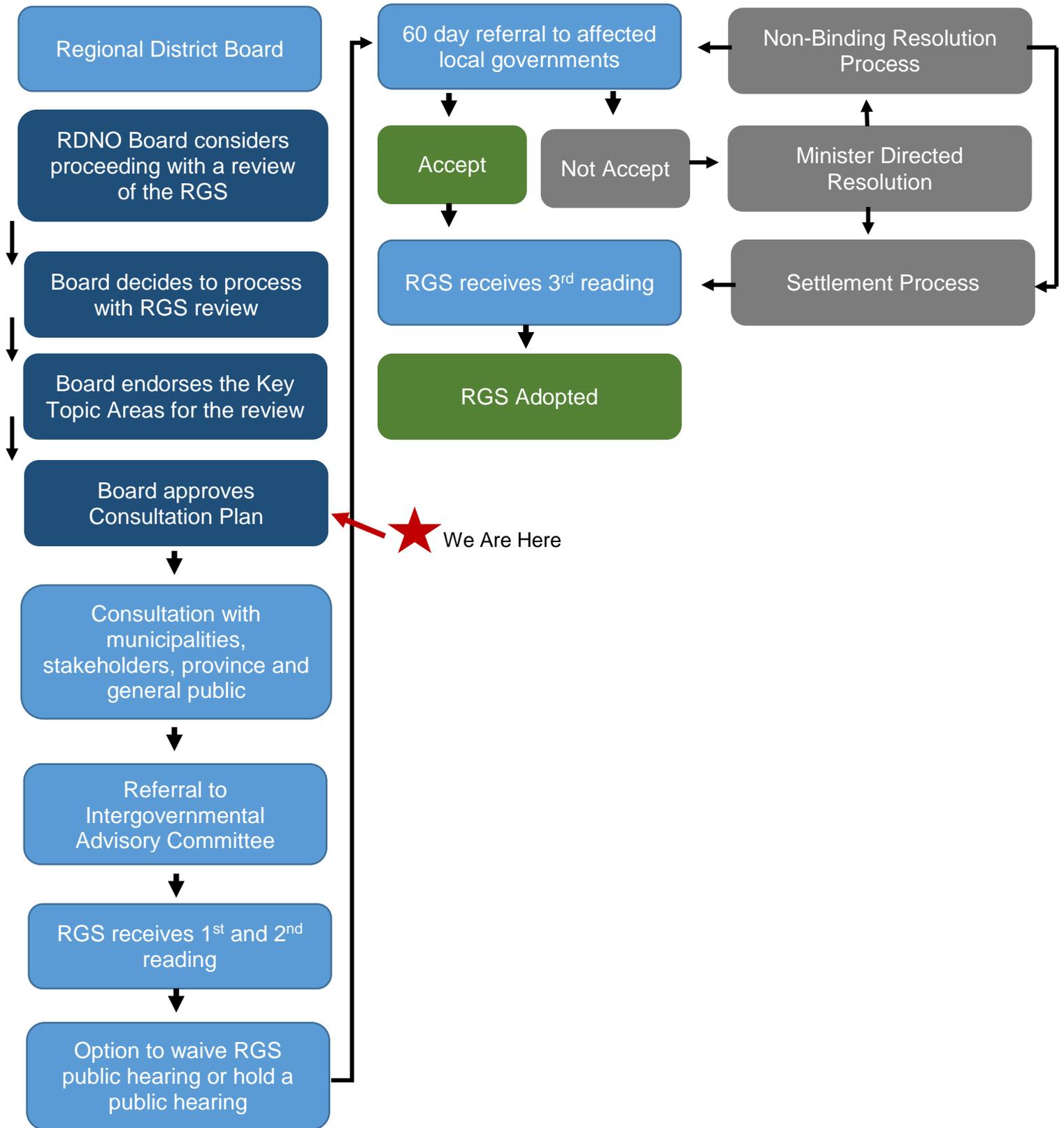
### Corporate Communications

The RDNO's Communications Officer has reviewed and provided comment on this Consultation Plan and will assist with a number of actions relating to public engagement.





Schedule 1 RGS Review Amendment Process



We Are Here

