

RDOS

Electoral Area “A”

OCP Update



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ENGAGEMENT FRAMEWORK





1. INTRODUCTION

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PURPOSE AND GOALS

The Electoral Area “A” Official Community Plan (OCP) review and update requires a broad engagement and consultation process. Engagement will focus on electoral area residents and stakeholders and will also include Town of Osoyoos and Osoyoos Indian Band (OIB). Given the relatively small and dispersed population of the area, the existing Advisory Planning Commission will play an important and ongoing role in the project. For the duration of the project, a standing agenda item on the OCP update process will be added to their agenda, and they will perform an important advisory role in the project. The group may be supplemented by additional residents through the OCP update process.

Multiple engagement opportunities through all project phases will be required, including in-person meetings, online engagement, printed information materials (Community Workbooks, newsletters), surveys, and other methods.

The purpose of this Engagement Framework is to guide the work of the consultant team in gathering input and feedback for use in updating the Electoral Area “A” OCP Update.

The three broad goals of the Engagement Strategy are to:

- **Offer multiple methods of participation** for people and stakeholder groups who do not wish to, or cannot, attend in-person public meetings.
- **Engage a range of stakeholders** through creative and innovative communication tools to capture people’s interest and inspire them to help shape the future of their community (e.g., social media,

interactive technology at Open Houses, travelling exhibitions). Engagement will be inclusive and age friendly, including targeting initiatives to engage those identified as “harder to reach” groups.

- **Clearly set out goals and objectives for the engagement process** for each phase of work so that the public understands how they can participate and how their input will be incorporated into the overall project.

SCOPE

*In addition to fulfilling statutory requirements identified in the **Local Government Act**, the OCP Update public engagement will involve and engage a wide range of residents and stakeholders. Many are identified below, along with an indication as to how the planning team anticipates working with them.*

- **Regional District of Okanagan Similkameen (RDOS):** Throughout this process, the Electoral Area “A” Director will provide project oversight for the OCP review. Project updates will also be provided to the RDOS Planning & Development Committee by staff and the Area “A” Director. The planning team will also work with RDSO staff to keep them engaged and informed and to ensure that their valuable local knowledge and expertise is incorporated in the OCP review process. RDOS project staff meetings will be aligned with broader community engagement and for key project steps, including the review of the existing OCP and project mapping.
- **Advisory Planning Commission (APC):** The APC for Area “A” meets regularly and comprises a relatively broad cross-section of area residents. The group will meet regularly over the course of the project through scheduled APC meetings and provide input on OCP issues and review OCP sections as they are developed. APC members will also be tasked with supporting outreach activities, including two open houses and publicizing project surveys (including a Community Workbook survey to be developed at the start of the project). Project consultant team members will attend at least four meetings in person, while additional meetings would take advantage of on-line meeting tools to be selected at project outset (e.g., Zoom video conferencing). Additional community members may be invited to participate during the OCP meeting segments to provide additional input.
- **Osoyoos Indian Band (OIB):** As a major regional developer and economic development agent with significant cultural and archeological resources in the immediate planning area, OIB needs to be engaged in the planning process. It is important to include OIB in the discussions as early as possible to ensure planning harmonization and continued relationship building. Working with RDOS, the project team will inform OIB of the project and discuss engagement options for Band administration, leadership, and community members. Final engagement will be determined by OIB. In recent OCP updates for other electoral areas (Area “I” and “F”, the RDOS has helped support the participation of Indigenous partners (in those cases, Penticton Indian Band).
- **Interested Organizations and Special Interest Groups:** In coordination with initial outreach, focus group meetings may be held with community groups and associations, including the Okanagan Similkameen Stewardship Society, Okanagan Similkameen Conservation Alliance, and the Okanagan Similkameen Healthy Living Alliance.
- **General Public:** It is clearly recognized that there is no single “public.” As such, a variety of tools and techniques will be employed to make sure there are adequate opportunities for the members of the public to become informed, meaningfully engaged, and to provide input on both the OCP Update process and its outputs.



2. ENGAGEMENT TOOLS

The following communication tools are key components of public engagement. Their use and timing is summarized below in Section 3, Activities and Timing.

- **OCP Update Webpage:** The planning team will develop materials to be placed on an OCP Update project page on the RDOS website. The page will act as the principal information portal for the project and provide opportunities for ongoing public feedback and engagement. Through the course of the project, all project materials (information boards, event reports, surveys, newsletters, etc.) will be posted on the webpage. The page will also host the Community Workbook and the project survey.
- **Open Houses:** Given experiences with other planning processes in the area, the OCP update will include two open houses in the Town of Osoyoos. The first will formally kick-off the project, while the second will present the draft OCP. Both open houses will be facilitated by the planning team and incorporate a variety of interactive “stations” (e.g., issue ranking, visioning activities). Each open house will also include presentations that incorporate Audience Response Units to support “instant” polling (i.e., PowerPoint polling) and to help feed community input directly into project decision-making frameworks. For both open houses, the planning team will produce a report summarizing the input of participants and the results of data analysis from the event.
- **Community Workbook:** A Community Workbook will be developed for the early stages of the project. The workbooks will provide basic information on the project and be designed to gather preliminary information about community issues and opportunities. They will be designed for individuals to complete on paper working with small groups at ‘kitchen table conversations’ hosted by Citizens Advisory Committee members, or on-line. Workbooks would be made available at local community venues (e.g., RDOS offices, Sonora Centre, library) where they could be picked up and completed ones dropped off (for pick up by either APC members or RDOS staff).
- **Survey:** The project team will develop two community surveys. The first survey will provide an on-line version of the Community Workbook. The second will be used to confirm draft OCP policy directions and themes.
- **Newsletters:** At the conclusion of each phase of work, the planning team will prepare a newsletter that summarizes the results and outputs, and that outlines upcoming work. Copies will be available on the project webpage, at community venues, and distributed by APC members.
- **“Piggybacking” outreach at community events:** Where opportunities present themselves, the planning team will look to present project materials at community events and celebrations (e.g., Canada Day). This would include having posters or other information materials available at the events.

3. ACTIVITIES AND TIMING

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Engagement will occur in each of the OCP update project's four phases. In each phase, the planning team will be conferring with and, where appropriate and feasible, meeting with RDOS staff and the APC to confirm strategy elements and objectives.



KEY ISSUES, TRENDS & PRIORITIES November - December 2019

- Background research
- Mapping
- Technical Background Report

This phase will include initial meetings with RDOS staff and the APC. During this phase project communications and information materials will include:

- A **project newsletter** to be distributed online and, potentially, included with any RDOS mail-outs to the planning area.
- Development of a **project webpage** on the RDOS website to function as the OCP Update's key information portal.

At this stage, general communications materials will focus on describing the project and its purpose, the

overall timeline, and inviting community members to participate in upcoming engagement.

VISIONING, ISSUES & IDEAS January - April 2020

- Community engagement
- Visioning and goals

This phase of engagement will involve a series of activities and outreach tools to engage residents in a conversation about their future. In addition to APC and RDOS staff meetings, this phase's project communications and information materials will include:

- A second **project newsletter**.
- A **community open house** in the Town of Osoyoos to kick off the project.

- A **Community Workbook** to be provided both on-line and to the residents through the APC.

Key activities are described in more detail below.

- **Community Open House:** The team will host a public open house to introduce the OCP update process and solicit input on community issues. The open house will include:
 - Background Study highlights – key issues and opportunities
 - Community visioning opportunities
 - Potential policy directions, particularly around any “new” OCP issues areas
 - A community mapping table to locate issue and opportunity areas

The open house will be organized around a series of interactive stations for participants to visit and include a summary presentation using Audience Response Units that will allow live audience polling with participants.

- **Community Workbook (survey #1):** A Community Workbook will be developed for distribution through the APC, on-line, and at the first open house. The workbooks will be structured to introduce the project and survey community members on community and regional issues, challenges and opportunities for the OCP to consider.
- **Community Workbook survey:** A version of the workbook and survey will be developed for use on-line.

DRAFT PLAN

May - July 2020

- Community engagement
- Draft OCP
- Preliminary referrals

This phase of the Engagement Strategy will involve a series of activities and outreach tools to engage

residents in reviewing a preliminary draft OCP and to confirm its policy directions and themes. In addition to APC and RDOS staff meetings, this phase’s project communications and information materials will include:

- A third **project newsletter**.
- A **community survey** to be provided both on-line and at the second open house.

Key activities are described in more detail below.

- **Focus Groups:** Where necessary, the project team will meet with interested community groups and associations to review elements of the OCP update of particular concerns to their group’s interest.
- **Community Survey:** The project team will develop a community survey, to be delivered via the RDOS project webpage and in person at community open houses. The survey will be used to confirm preliminary draft OCP policy directions and themes.
- **Community Open House:** The team will host a public open house to present the draft OCP and key policy directions for feedback and input.

REVIEW & ADOPTION

August - November 2020

- Community engagement
- Final OCP
- Referrals, review & adoption

The fourth and final phase will give the public a chance to review and comment on the draft OCP during a broader referral process and through RDOS Board presentations. The phase will include the final APC meetings. Following final revisions to the OCP, the planning team will prepare a presentation for the RDOS Board. Optionally, a member of the project team could deliver this presentation in person.