

<< ENGAGEMENT PLAN >>
South Highlands Local Area Plan
District of Highlands

EVENT / TASK	ENGAGEMENT TOOLS	OBJECTIVES	AUDIENCE	DATE / VENUE	RESPONSIBILITIES
Stage 1	Targeted Interviews	- Direct communications (phone, email)	- Inform background analyses	July	Primary - District staff - Other identified stakeholders (internal or external) Barefoot Team - Conduct interviews DoH Staff - Provide contact information
	Task Force Meeting #1	- Facilitated videoconference	- Review Draft Background Summary Report - Review Draft Engagement Plan	July 27	Primary - SHLAP Task Force - District Staff Secondary - Public Barefoot Team - Prepare meeting materials - Facilitate meeting DoH Staff - Manage meeting logistics (e.g., venue, catering, printing of materials) - Participate in meeting and provide input / content as needed
	Task Force Engagement	- Email-based communications	- Review draft Engagement Materials (for Public Ideas Fair)	August	Primary - SHLAP Task Force - District Staff Barefoot Team - Prepare materials - Facilitate email discussion DoH Staff - Participate and provide input / content as needed
Public Ideas Fair EDUCATION, VISIONING, DIRECTIONS, KEY ISSUES	- Open House-style event with interactive display boards (with COVID protocols in place)	- Inform public about process - Educate about context and known opportunities / constraints - Harvest feedback on project vision, goals, principles, etc. - Harvest high-level feedback on key themes and directions - Identify other issues and opportunities (specific or high-level)	Primary - Local residents - Local landowners - Local employers/employees - Community Association Secondary - Wider District community - Other identified stakeholders	September @ Community Hall	Barefoot Team - Develop event and communications materials - Facilitate event DoH Staff - Event logistics - Stakeholder/public communications and invitations - Event supplies and printing - Support event facilitation - Digitization of handwritten inputs
Public Survey EXTEND THE REACH	- Digital Survey - Project resources webpage - Potential hardcopy surveys (COVID protocols TBD)	- Extend reach of Ideas Fair objectives	See above	Open for 3-4 weeks from Ideas Fair event date	Barefoot Team - Develop survey - Advise on survey process DoH Staff - Digitize/host survey - Provide access to survey results

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Pop Up Engagement or Digital Analog GO TO THE PEOPLE	<ul style="list-style-type: none"> - Pop-up tent conversations - Or, alternative tools to raise awareness for project and drive traffic to survey 	<ul style="list-style-type: none"> - Broaden reach of survey - Facilitate informal conversation about key issues 	Pop Ups <ul style="list-style-type: none"> - Highlands Fling or other, if possible 	September	Barefoot Team <ul style="list-style-type: none"> - Develop event and communications materials - Facilitate event DoH Staff <ul style="list-style-type: none"> - Event logistics - Event supplies and printing - Support event facilitation - Digitization of handwritten inputs
Task Force Meeting #2	<ul style="list-style-type: none"> - Facilitated videoconference or in-person meeting 	<ul style="list-style-type: none"> - Review outcomes of initial engagement (Ideas Fair, Survey, Pop Up) 	Primary <ul style="list-style-type: none"> - SHLAP Task Force - District Staff Secondary <ul style="list-style-type: none"> - Public 	October	Barefoot Team <ul style="list-style-type: none"> - Prepare meeting materials - Facilitate meeting DoH Staff <ul style="list-style-type: none"> - Manage meeting logistics (e.g., venue, catering, printing of materials) - Participate in meeting and provide input / content as needed
Stage 2 Stakeholder Workshop REFINE DIRECTIONS, TAP EXPERTISE, SOLUTIONS-ORIENTED	<ul style="list-style-type: none"> - Action-oriented working session with key stakeholders 	<ul style="list-style-type: none"> - Engage key stakeholders in a collaborative way - Direct feedback on Project Framework (vision, principles, etc.) - Advance “Emerging Directions/ Themes” from survey and Ideas Fair - Develop sets of possible LAP directions or scenarios, with a focus on land use 	<ul style="list-style-type: none"> - Residents (limited #) - Employees (limited #) - HDCA (limited #) - Landowners - DoH Staff - Tsartlip First Nation - Adjacent municipalities (?) - Other (TBD) 	Early November	Barefoot Team <ul style="list-style-type: none"> - Develop event and communications materials - Facilitate event DoH Staff <ul style="list-style-type: none"> - Event logistics - Event supplies and printing - Support event facilitation - Participation of other DoH staff, where appropriate - Digitization of handwritten inputs
Targeted Interviews	<ul style="list-style-type: none"> - Direct communications (phone, email) 	<ul style="list-style-type: none"> - Inform draft LAP directions 	Primary <ul style="list-style-type: none"> - District staff - Other identified stakeholders (internal or external) 	Late November	Barefoot Team Conduct interviews DoH Staff Provide contact information

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Task Force Meeting #3	- Facilitated videoconference or in-person meeting	- Review preliminary directions in advance of community gallery	Primary - SHLAP Task Force - District Staff Secondary - Public	Late November	Barefoot Team - Prepare meeting materials - Facilitate meeting DoH Staff - Manage meeting logistics (e.g., venue, catering, printing of materials) - Participate in meeting and provide input / content as needed
Community Gallery Event REFINING DIRECTIONS, PRIORITIES AND PREFERENCES	- "Gallery" style Open House utilizing "dotmocracy" style voting (with COVID protocols in place)	- Present preliminary LAP concepts and key directions and elements - Harvest community input on preferred plan concepts and key elements	Primary - Local residents - Local landowners - Local employers/employees - Community Association Secondary - Wider District community - Other identified stakeholders	Early December	Barefoot Team - Develop event and communications materials - Facilitate event DoH Staff - Event logistics - Event supplies and printing - Support event facilitation - Digitization of handwritten inputs
Community Gallery Survey	- Digital Survey - Project resources webpage - Potential hardcopy surveys (COVID protocols TBD)	- Extend reach of Ideas Fair objectives	See above	Open for 3-4 weeks from Gallery event date	Barefoot Team - Develop survey - Advise on survey process DoH Staff - Digitize/host survey - Provide access to survey results
Stage 3 Task Force Meeting #4	- Facilitated videoconference or in-person meeting	- Review Early LAP Content	Primary - SHLAP Task Force - District Staff Secondary - Public	Early February	Barefoot Team - Prepare meeting materials - Facilitate meeting DoH Staff - Manage meeting logistics (e.g., venue, catering, printing of materials) - Participate in meeting and provide input / content as needed
Task Force Engagement	- Email-based communications	- Review draft LAP in advance of community engagement	Primary - SHLAP Task Force - District Staff	March	Barefoot Team - Prepare materials - Facilitate email discussion DoH Staff - Participate and provide input / content as needed

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<p>Digital Engagement for Draft LAP</p> <p>FINAL SAY</p>	<ul style="list-style-type: none"> - Comprehensive online survey and feedback opportunities 	<ul style="list-style-type: none"> - Present a full draft LAP - Solicit feedback on all plan components, with an emphasis on key elements 	<p>Primary</p> <ul style="list-style-type: none"> - Local residents - Local landowners - Local employers/employees - Community Association <p>Secondary</p> <ul style="list-style-type: none"> - Wider District community - Other identified stakeholders 	<p>March-April</p>	<p>Barefoot Team</p> <ul style="list-style-type: none"> - Develop event and communications content - Design materials - Facilitate event <p>DoH Staff</p> <ul style="list-style-type: none"> - Event logistics, booking, and setup - Host and digitize online platform - Supplies and forms printing? - Support event facilitation - Digitization of analog inputs
<p>Presentation to Council</p>					