

<< ENGAGEMENT PLAN >>

South Highlands Local Area Plan

District of Highlands

EVENT / TASK	ENGAGEMENT TOOLS	OBJECTIVES	AUDIENCE	DATE / VENUE	RESPONSIBILITIES
Stage 1	<b>Targeted Interviews</b>	- Direct communications (phone, email)	- Inform background analyses	July	<b>Primary</b> - District staff - Other identified stakeholders (internal or external) <b>Barefoot Team</b> - Conduct interviews <b>DoH Staff</b> - Provide contact information
	<b>Task Force Meeting #1</b>	- Facilitated videoconference	- Review Draft Background Summary Report - Review Draft Engagement Plan	July 27	<b>Primary</b> - SHLAP Task Force - District Staff <b>Secondary</b> - Public <b>Barefoot Team</b> - Prepare meeting materials - Facilitate meeting <b>DoH Staff</b> - Manage meeting logistics (e.g., venue, printing of materials) - Participate in meeting and provide input / content as needed
	<b>Task Force Engagement</b>	- Email-based communications	- Review draft Engagement Materials (for Public Ideas Fair)	August	<b>Primary</b> - SHLAP Task Force - District Staff <b>Barefoot Team</b> - Prepare materials - Facilitate email discussion <b>DoH Staff</b> - Participate and provide input / content as needed
<b>Digital Engagement Hub - LetsTalkSHLAP.ca</b>  ONLINE PROJECT RESOURCE AND ENGAGEMENT PLATFORM	- Bang the Table website, including: - Project Updates - Project Info - Document Library - Surveys - Q&A	- Project home base for all project info, news, and engagement opportunities	<b>Primary</b> - Local residents - Local landowners - Local employers/employees - Community Association <b>Secondary</b> - Wider District community - Other identified stakeholders	September onward	<b>Barefoot Team</b> - Develop website and content - Update site - Create surveys and other tools - Respond to Q&A - Manage feedback data <b>DoH Staff</b> - On-going support - Respond to direct queries
<b>Project Launch Event</b>  EDUCATION & PRIMING FOR VISIONING SURVEY	- Open House-style event with non-interactive display boards - Parallel online Ideas Fair webpage for further project resources and digital survey (feedback)	- Inform public about process - Educate about context and known opportunities / constraints - Direct participants to LetsTalkSHLAP.ca	<b>Primary</b> - Local residents - Local landowners - Local employers/employees - Community Association <b>Secondary</b> - Wider District community - Other identified stakeholders	September 23 @ Community Hall	<b>Barefoot Team</b> - Develop event and digital communications materials - Facilitate event <b>DoH Staff</b> - Event logistics, supplies, and printing - Stakeholder/public communications and invitations - Support event facilitation - DoH Webpage updates

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<b>Visioning Survey</b> ISSUES, OPPORTUNITIES, & VISIONING	<ul style="list-style-type: none"> <li>- Digital Survey on <a href="https://lets-talk-shlap.ca">LetsTalkSHLAP.ca</a></li> <li>- Hardcopy surveys available</li> </ul>	<ul style="list-style-type: none"> <li>- Harvest feedback on project vision, goals, principles, etc.</li> <li>- Harvest high-level feedback on key themes and directions</li> <li>- Identify other issues and opportunities (specific or high-level)</li> </ul>	See above	September 23 to October 14	<b>Barefoot Team</b> <ul style="list-style-type: none"> <li>- Develop survey</li> <li>- Advise on survey process</li> </ul> <b>DoH Staff</b> <ul style="list-style-type: none"> <li>- Review and support</li> <li>- DoH webpage updates</li> </ul>
<b>Task Force Meeting #2</b>	<ul style="list-style-type: none"> <li>- Facilitated videoconference</li> </ul>	<ul style="list-style-type: none"> <li>- Review outcomes of initial engagement (Project Launch and Digital Engagement / Survey)</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>- SHLAP Task Force</li> <li>- District Staff</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>- Public</li> </ul>	Late October	<b>Barefoot Team</b> <ul style="list-style-type: none"> <li>- Prepare meeting materials</li> <li>- Facilitate meeting</li> </ul> <b>DoH Staff</b> <ul style="list-style-type: none"> <li>- Manage meeting logistics (e.g., venue, printing of materials)</li> <li>- Participate in meeting and provide input / content as needed</li> </ul>
<b>Stage 2</b> <b>Stakeholder Workshop</b> REFINE DIRECTIONS, TAP EXPERTISE, SOLUTIONS-ORIENTED	<ul style="list-style-type: none"> <li>- Action-oriented working session with key stakeholders</li> <li>- In-person event with social distancing</li> <li>- Or, if required, videoconference workshop</li> </ul>	<ul style="list-style-type: none"> <li>- Engage key stakeholders in a collaborative way</li> <li>- Direct feedback on Project Framework (vision, principles, etc.)</li> <li>- Advance “Emerging Directions/ Themes” from survey and Ideas Fair</li> <li>- Develop sets of possible LAP directions or scenarios, with a focus on land use</li> </ul>	<ul style="list-style-type: none"> <li>- Residents (limited #)</li> <li>- HDCA (limited #)</li> <li>- Businesses</li> <li>- Landowners</li> <li>- DoH Staff</li> <li>- Tsartlip First Nation</li> <li>- Capital Regional District</li> <li>- Other (TBD)</li> </ul>	Early November	<b>Barefoot Team</b> <ul style="list-style-type: none"> <li>- Develop event and communications materials</li> <li>- Facilitate event</li> </ul> <b>DoH Staff</b> <ul style="list-style-type: none"> <li>- Stakeholder/public communications and invitations</li> <li>- Event logistics</li> <li>- Event supplies and printing</li> <li>- Support event facilitation</li> <li>- Participation of other DoH staff, where appropriate</li> <li>- Digitization of handwritten inputs</li> </ul>
<b>Targeted Interviews</b>	<ul style="list-style-type: none"> <li>- Direct communications (phone, email)</li> </ul>	<ul style="list-style-type: none"> <li>- Inform draft LAP directions</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>- District staff</li> <li>- Adjacent municipalities</li> <li>- Other identified stakeholders (internal or external)</li> </ul>	Mid November	<b>Barefoot Team</b> <ul style="list-style-type: none"> <li>- Conduct interviews</li> </ul> <b>DoH Staff</b> <ul style="list-style-type: none"> <li>- Provide contact information</li> </ul>

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<b>Task Force Meeting #3</b>	- Facilitated videoconference or in-person meeting	- Review preliminary directions in advance of Plan Directions survey	<b>Primary</b> - SHLAP Task Force - District Staff <b>Secondary</b> - Public	Late November	<b>Barefoot Team</b> - Prepare meeting materials - Facilitate meeting <b>DoH Staff</b> - Manage meeting logistics (e.g., venue, printing of materials) - Participate in meeting and provide input / content as needed
<b>Plan Directions Survey</b> REFINING DIRECTIONS, PRIORITIES AND PREFERENCES	- Digital survey and online engagement - Hardcopy survey as required	- Present preliminary LAP concepts and key directions and elements - Harvest community input on preferred plan concepts and key elements	<b>Primary</b> - Local residents - Local landowners - Local employers/employees - Community Association <b>Secondary</b> - Wider District community - Other identified stakeholders	December / January	<b>Barefoot Team</b> - Develop content - Update LetsTalkSHLAP.ca <b>DoH Staff</b> - Stakeholder/public communications and invitations - Review and support - Facilitate hardcopy surveys, - Digitization of handwritten inputs
<b>Stage 3 Task Force Meeting #4</b>	- Facilitated videoconference or in-person meeting	- Review Early LAP Content	<b>Primary</b> - SHLAP Task Force - District Staff <b>Secondary</b> - Public	February	<b>Barefoot Team</b> - Prepare meeting materials - Facilitate meeting <b>DoH Staff</b> - Manage meeting logistics (e.g., venue, printing of materials) - Participate in meeting and provide input / content as needed
<b>Task Force Engagement</b>	- Email-based communications	- Review draft LAP in advance of community engagement	<b>Primary</b> - SHLAP Task Force - District Staff	March	<b>Barefoot Team</b> - Prepare materials - Facilitate email discussion <b>DoH Staff</b> - Participate and provide input / content as needed

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<p><b>Digital Engagement for Draft LAP</b></p> <p>FINAL SAY</p>	<ul style="list-style-type: none"> <li>- Online feedback opportunities</li> </ul>	<ul style="list-style-type: none"> <li>- Present a full draft LAP</li> <li>- Solicit general feedback and specific comments</li> </ul>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>- Local residents</li> <li>- Local landowners</li> <li>- Local employers/employees</li> <li>- Community Association</li> </ul> <p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>- Wider District community</li> <li>- Other identified stakeholders</li> </ul>	<p>March-April</p>	<p><b>Barefoot Team</b></p> <ul style="list-style-type: none"> <li>- Prepare content</li> <li>- Update LetsTalkSHLAP</li> </ul> <p><b>DoH Staff</b></p> <ul style="list-style-type: none"> <li>- Event logistics, booking, and setup</li> <li>- Host and digitize online platform</li> <li>- Supplies and forms printing?</li> <li>- Support event facilitation</li> <li>- Digitization of analog inputs</li> </ul>
<p><b>Presentation to Council</b></p>				<p>Spring 2021</p>	