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July 25<sup>th</sup>, 2022

## SUMMARY ENGAGEMENT PLAN

### GAMBIER ISLAND OCP/LUB TARGETED REVIEW PROJECT

### ISLANDS TRUST

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#### **1.0 Review Islands Trust Background Documents**

Bayshore Planning Services Inc. has reviewed all the documents, discussion papers, minutes of relevant Islands Trust meetings as well as the current OCP and Land Use Bylaw.

A review of mapping, consideration of other available information (for example, local newspaper articles, past applications that had riparian issues and other reports prepared for the Islands Trust regarding the OCP/LUB project update.

The Consultant Team will develop a Survey and we will engage community groups through the workshops with a Community Workbook that is designed as an educational tool and seeks opinions of community members. It also will discuss the OCP and key topic areas at 2 educational workshops (1 In person + 1 Zoom Workshop).

#### **1.1 Engagement Tools**

- One in-person community meeting September 1<sup>st</sup> and 1 virtual Zoom meeting in mid September to be scheduled. Draft agendas for each meeting will be prepared. The goal for the virtual meetings is to use Community Workbook that will include technical information on the key topic areas. To facilitate discussion key questions will be introduced to be addressed by the community.
- The meetings will be scheduled for 1.5-2.0 hours. Serena Klaver, Jean Porteous and Sharon Horsburgh will facilitate the sessions. Our team will provide technical support, facilitate a break away room if required, and ensure the session is recorded.
- Prepare a mailout that will include a poster with information on the OCP/LUB Review process. This will include a link the survey or QR Code so people can easily access it online.

#### **1.2 Launch Online Survey (Mid-End of August)**

The survey will be presented to the Gambier Island Working Group for input. The survey will be distributed through the email list currently accessed through the Local Area Trustee for

Gambier Island. In addition, the link will be on the Islands Trust Gambier Island Project Website page.

### **1.3 Gambier Island Working Group #1 (Mid-End of August)**

Initial engagement will be through email communication until time permits to schedule a virtual meeting. The purpose of engaging with the Working Group is to:

- ensure that the Consultant Team has all the background materials.
- confirm engagement plan details and assist with implementing the plan.
- confirm key issues; and
- encourage participation in the consultation events

### **1.4 Gambier Island Working Group #2 (October)**

The purpose of this meeting is to review the survey findings, feedback from the online workshops and in-person workshop.

This is proposed as a virtual meeting.

### **1.5 September 1st LTC meeting will provide in person workshop.**

The in-person workshop will be hosted as part of the LTC meeting that will be held on Gambier Island Community Hall.

To engage participants the Community Workbook will be printed for use in the workshop.

### **1.6 Summarize Community Input**

A summary of the Community Workshop input will be summarized and documented as to the support or non-support of the four topics and implementation strategies.

### **1.7 Meet with Gambier Island Working Group #3 (end of October 2022).**

After the Consultants' report is prepared, we are proposing a virtual meeting with the Working Group to present the recommendations and discuss the report and the implementation process with the LTC members.

### **1.8 Report on Workshops and Recommendations for Bylaws**

Using the input from the workshops, staff and the Work Group, the Consultant Team will prepare the Consultant Report. This will include the summary of the Workshops and the recommendations for amendments to the OCP and Land Use Bylaws to achieve the recommendations. This report will be provided to Islands Trust on or before Nov. 25, 2022

<b>PUBLIC ENGAGEMENT PLAN</b>		
<b>Timeline</b>	<b>Engagement Tactic</b>	<b>Communication Tactic</b>
<b>July/August</b>	<ul style="list-style-type: none"> <li>-Kick off OCP/LUB Review Process and introduce team.</li> <li>-Engage with Working Group through email. Provide engagement plan and Community Workbook for comment.</li> <li>Schedule a Zoom meeting with Gambier Island Working Group before September 1<sup>st</sup>.</li> <li>-Use Islands Trust discussion papers as background information.</li> <li>-Introduce purpose of Community Workbook to introduce key topic areas.</li> <li>Prepare Mailout/poster</li> <li>-Schedule Online/In person Workshop</li> </ul>	Online
<b>Week of July 25<sup>th</sup></b>	<ul style="list-style-type: none"> <li>-Prepare Email outreach to launch the OCP/LUB Review Process</li> <li>- Prepare Community Workbook to provide educational material and opportunity for comment/ideas.</li> <li>- Include information to clarify OCP/LUB regulations.</li> </ul>	Online
<b>Mid August</b>	<ul style="list-style-type: none"> <li>-Draft Survey will be made available for review.</li> <li>-Host 1<sup>st</sup> Zoom meeting with the Gambier Island Working Group to provide overview of the OCP/LUB Review Project.</li> <li>-Launch survey.</li> </ul>	Online
<b>September 1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>-Host the 1st community meeting in person at the Gambier Island Community Hall.</li> <li>-Use the Community workbook as an in person interactive activity.</li> <li>-Provide overview of Survey and make paper copies available for pick up.</li> </ul>	In person
<b>Mid September</b>	<ul style="list-style-type: none"> <li>-2<sup>nd</sup> Community meeting that will be facilitated over Zoom. This will be with Community to provide an online educational workshop.</li> </ul>	Online
<b>October</b>	<ul style="list-style-type: none"> <li>-Close survey and prepare results for virtual meeting with the community.</li> <li>Host a 2<sup>nd</sup> Zoom Virtual Meetings with Gambier Island Working Group.</li> </ul>	Online
<b>November 25<sup>th</sup></b>	<ul style="list-style-type: none"> <li>-Presentation to Islands Trust Committee on Policy recommendations for update to the OCP/LUB.</li> </ul>	Online/In person