



title: REVISED CONSULTATION STRATEGY FOR INTEGRATED SUSTAINABILITY
PLANNING PROJECT
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1.0 INTRODUCTION

This Public Participation Strategy has been prepared as part of Phase 1 in the City of Castlegar Integrated Sustainability Planning Project in order to foster awareness and public engagement in the planning process. This Strategy is based on feedback from City Staff and Council regarding public participation objectives. In order to reach a broad representation of public interests, different types of public consultation will be used throughout the process: Focus Groups, Public Meetings & Community Workshops, and a Council Committee. A number of steps have been identified to involve the public throughout this project, particularly to establish a community vision and review various different future development scenarios. This strategy sets out a number of components:

- The roles of various groups in the consultation process
- The steps in the consultation process
- The notice and advertising required during each step.

The strategy is set out in more detail below.

2.0 ROLES

2.1 Focus Groups

The Focus Groups will be assembled to look specifically at the three pillars of sustainability: Economic, Social and Environmental topics. Focus Group meetings will be held in one venue with all groups meeting concurrently and then sharing their results with the group as a whole, allowing each group to hear the highlights of the discussions held within the other groups.

Focus Group members are expected to participate in 4 meetings, approximately 2 hours each, over a 1 year period.

2.2 Public Meetings & Community Workshops

Public meetings will be held to share progress and gather feedback from the community. This element of public participation will involve open houses, workshops and meetings to share ideas, concerns, and to explore solutions at key points throughout the project.

There will be 3 public meetings, plus the public hearing. These will be held over a 1 year period.

2.3 Joint Council Committee

The joint Green Committee and Planning & Development Committee, made up of representatives from Council, will provide guidance throughout the project. Other Council members will be made aware of these meetings and can attend if they wish.

The Joint Committee is expected to participate in 3 meetings, plus a full Council workshop and the public hearing, over a 1 year period. Additional reviews of project material, guided by City Staff, may also be necessary throughout the process.

2.4 City Staff

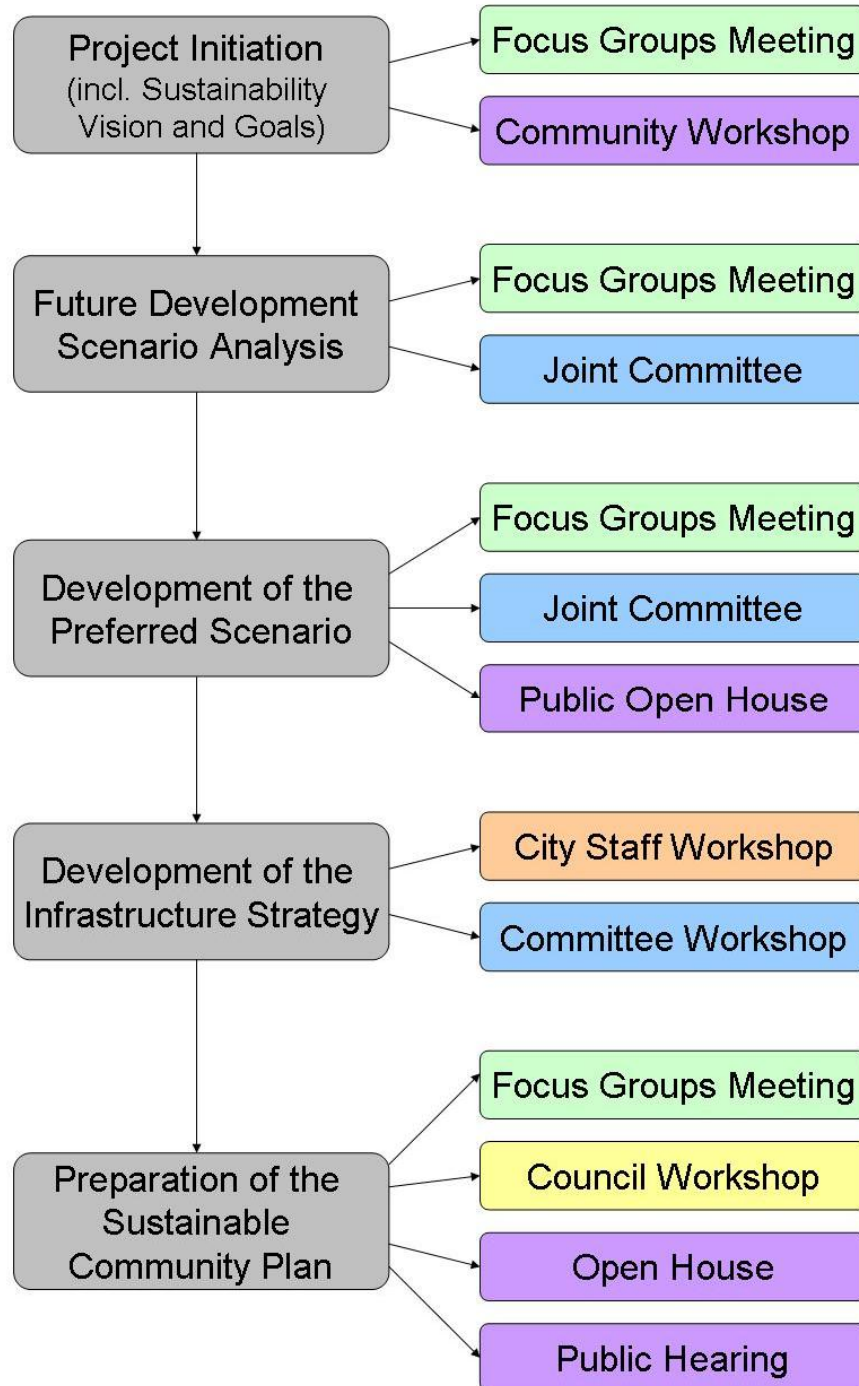
City Staff will be engaged throughout the process – at each participation session described below, as well as at other points identified in the work program. We will be working closely with City Staff to gather essential and relevant information, and to implement each phase of the project. Regular communication will be essential.

City Staff is expected to help with each Focus Group, public meeting and Council meeting, and participate in 1 staff workshop, during this process.

3.0 STEPS FOR PUBLIC INVOLVEMENT

Public participation will occur in various forms throughout the project. Public and Council involvement have been identified, during each phase of the ICSP process, in the Consultation Overview flow chart on the next page. The level of public involvement at key stages in the project is described below.

Consultation Overview Chart



3.1 Sustainability Vision and Goals

To publicly kick off the project we will hold Focus Group meetings and host a community workshop to establish a sustainability vision and goals. Focus Group meetings will be held in the late afternoon and early evening, with each group looking at one of the three pillars of sustainability: Economic, Social and Environmental.

We will then shift to a public community workshop. As a starting point at the workshop we will review the results of the 2006 Resident Survey. Next, we will explore the principles of community sustainability and break into a workshop format to discuss a community vision for sustainability, along with a discussion of community concerns, potential solutions, and goals for community sustainability.

These meetings will be used as a basis for the creation of development scenarios and it will provide a foundation for the Sustainable Community Plan and Infrastructure Strategy.

3.2 Future Development Scenarios

We will generate two or three general future development scenarios developed based on the assessment of land supply and demand, and the implications of these scenarios will be evaluated from a number of different perspectives (e.g. servicing costs, implications on community form, environmental protection). Graphical models of each scenario will then be circulated to staff and Joint Green and Planning Committee. This will occur prior to sharing development scenarios with the Focus Groups or general public.

We will facilitate Focus Group meetings to present and evaluate the future development scenarios, discuss the options and obtain feedback. The feedback will be useful in developing a preferred approach to move forward with the Infrastructure Strategy and Sustainable Community Plan.

We will meet with the Joint Green and Planning Committee to provide a briefing on the options, and the feedback received from the Focus Groups. We will engage in a discussion directed at moving towards choosing a preferred option. The input of the Joint Committee and the Focus Groups will be used to develop a preferred scenario.

3.3 Preferred Development Scenario

At this point, a preferred development scenario will have been selected. As a final step prior to moving forward with the Infrastructure Strategy and Sustainable Community Plan, we will present a strategy brief, outlining the scenario evaluation and the reasons for the selecting the preferred

development scenario, to the Joint Green and Planning Committee. At this meeting it will be important for other members of City Council to attend. We would like to obtain consensus from Council members that we should formulate the preferred option into policy and capital planning.

Focus Group meetings will be held to present the preferred development scenario, and discuss the rationale for this choice. Feedback will be encouraged.

We will then host a public open house to lay out the preferred development scenario and to obtain feedback on the preferred scenario.

3.4 Infrastructure Strategy

We will prepare an Infrastructure Strategy to match infrastructure servicing plans and strategies with the land use direction put forward in the selected future development scenario. A workshop will be held with key City staff to:

- Review infrastructure servicing requirements associated with the preferred development scenario;
- Review current City infrastructure financing approaches; and,
- Review “developer pay” policies and the circumstances in which developers will be required to pay development cost charges for major off-site works vs. funding that could be required to front end infrastructure.

A workshop with the Joint Green and Planning Committee (with other members of Council invited as well) will be held to review the Infrastructure Strategy and confirm the financing and cost recovery strategies. We will also obtain consensus to move forward in formulating the preferred development scenario into policy through the development of the Sustainable Community Plan.

3.5 Sustainable Community Plan

A Focus Group meeting will be held to highlight work completed to date and review the preferred development scenario and the Infrastructure Strategy. We will then facilitate discussions to assist in the development of policy directions in key topic areas around the framework of social, economic, and environmental sustainability. We will post a detailed plan outline on an electronic FTP site for availability to Committee members in advance of the Focus Group meeting.

The refined draft Sustainable Community Plan will be presented to Council at a workshop. The workshop will be designed to include a thorough review of the document and to identify key changes and areas of interest for Council.

We will facilitate a community workshop/open house to obtain public feedback on the draft Sustainable Community Plan. Concurrently, we will send the draft plan out for agency review and comment. We will compile public feedback and agency comments, and complete plan revisions.

We will prepare a final draft of the Sustainable Community Plan and circulate the document for a final agency review. Once these steps are complete, we will submit the Plan to the City for adoption, and attend the public hearing to assist with any final technical, policy, or consultation questions.

3.6 Schedule

The following schedule has been developed for the project:

➤ Phase 1 – Project Initiation	Jan – April 2009
➤ Phase 2 – Future Development Scenario Analysis	Feb – June 2009
➤ Phase 3 – Selection of the Preferred Scenario	July – Oct 2009
➤ Phase 4 – Infrastructure Strategy	July – Dec 2009
➤ Phase 5 – Sustainable Community Plan	Oct 2009 – Spring 2010

4.0 PUBLIC MEETING NOTICES

Community notice will be given before each event in a form appropriate to the type of meeting. This could include advertising, e-mails, or letters. The City has good relationships with local press, which can be used to support the public consultation process. It is recommended that the City work directly with the local press to prepare news releases and newspaper ads. We will provide the City with a draft copy of all advertising text for review and publishing. The City will also send letters and e-mails out under the City's letterhead. We can provide text for letters if necessary.

4.1 Sustainability Vision and Goals

The following notices will be prepared for public consultation regarding the establishment of Sustainability Vision and Goals (Work Program Task 1.4):

- a letter to each Focus Group member inviting them to the first meeting

- an ad in the paper inviting residents to attend the community workshop, and making note that residents are also welcome to participate in a Focus Group (with RSVP to the City for Focus Group attendance)
- a press release regarding the community workshop
- an e-mail to inform government agencies of initial public consultation

4.2 Future Development Scenarios

The following notices will be prepared for presenting and evaluating the future development scenarios (Work Program Task 2.4):

- e-mail to Focus Group members inviting them to the next meeting
- a press release regarding the Focus Group Meetings

4.3 Preferred Development Scenario

The following notices will be prepared for presenting a preferred development scenario (Work Program Task 3.4):

- e-mail to Focus Group members inviting them to the next meeting and the public open house, and indicating that the Development Strategy Brief is available on the City's website
- an ad in the paper inviting residents to attend the public open house, and indicating that the Development Strategy Brief is available on the City's website
- a press release regarding the public open house

4.4 Infrastructure Strategy

The primary form of input during the Infrastructure Strategy is the workshop with City Staff, therefore no public meeting notices are required at this stage.

4.5 Sustainable Community Plan

The following notices will be prepared to review the preferred development scenario and the Infrastructure Strategy (Work Program Task 5.2):

- e-mail to Focus Group members inviting them to the next meeting, and indicating that the Infrastructure Strategy is available on the City's website

- e-mails/letters to public agencies inviting feedback, and indicating that the Infrastructure Strategy is available on the City's website
- a press release regarding the Focus Group meetings

The following notices will be prepared to facilitate a community workshop/open house regarding the draft Sustainable Community Plan (Work Program Task 5.6):

- e-mail to Focus Group members inviting them to the community workshop/open house, and indicating that the draft Sustainable Community Plan is available on the City's website
- an ad in the paper inviting residents to attend the community workshop/open house, and indicating that the draft Sustainable Community Plan is available on the City's website
- e-mails/letters to public agencies inviting them to conduct a review of the final draft Sustainable Community Plan, indicating that the draft is available on the City's website
- a press release regarding the community workshop/open house

The following notices will be prepared as the final steps in completing the Sustainable Community Plan (Work Program Task 5.7):

- a legal ad, prepared by the City, for the public hearing
- formal referral of the Sustainable Community Plan to specific public agencies

Completion of Task 5.7 will mark the end of the consultation process. Minor adjustments may also be required throughout the process to ensure effective public notice and communication. Urban Systems will work closely with the City to ensure that the communication process is working well.