OCP ADVISORY COMMITTEE AGENDA

-OCP ADVISORY COMMITTEE-

Agenda for the OCP Advisory Committee Meeting of the Village of Pemberton to be held 25th of October 2022 at 5:00 PM via ZOOM Webinar ID: 84356196865

	Page

1. **CALL TO ORDER**
   In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

2. **APPROVAL OF AGENDA**

   Recommendation: THAT the agenda be approved as presented.   1

3. **MINUTES**

   a) OCP Advisory Committee, June 23, 2022   2

   Recommendation: THAT the minutes of the OCP Advisory committee meeting held June 23, 2022, be adopted as circulated.

4. **PRESENTATION: OCP Communication and Engagement Strategy**   4

   Melissa Clements and Andrew Cuthbert from Urban Systems Ltd.

5. **EXERCISE: Current OCP – Plan Audit**
   Colin Brown, Village Planner II and Melissa Clements of Urban Systems Ltd
   Key Questions:
   - What do you like about the OCP?
   - What is the first thing you would change about the OCP?

6. **NEW BUSINESS**

   There is no new business for discussion.

7. **NEXT MEETING**

   The next meeting will take place January 24 or 31, 2023.

8. **ADJOURNMENT**

   Recommendation: THAT the meeting be adjourned.

OCP ADVISORY COMMITTEE MINUTES

OCP ADVISORY COMMITTEE MINUTES

Minutes for the OCP Advisory Committee Meeting of the Village of Pemberton held Thursday, June 23, 2022 at 5:00 PM in person at Council Chambers and via ZOOM Webinar ID: 846 9199 6213

IN ATTENDANCE:	Kevin Clark
	Gail Harris
	Ben Day
	Grace Chadsey
	Sophie Rivers
	Susan Osborne
	Katrina Nightingale
	Jessie Croll
	Chris Wetaski
STAFF IN ATTENDENCE:	Scott McRae, Manager of Development Services
	Colin Brown, Planner II
PUBLIC:	

1. CALL TO ORDER

At 5:01 p.m. the meeting was called to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledged that we are meeting within the unceded territory of the Lil'wat Nation.

2. INTRODUCTIONS

3. APPOINTMENT OF CHAIR
Kevin Clark was appointed chair.
Chris Wetaski was appointed vice-chair.

4. APPROVAL OF AGENDA

Moved/Seconded
THAT the agenda be approved as circulated.

CARRIED

5. STAFF PRESENTATION:

Colin presented an introduction to the concepts and background of the Official Community Plan. Questions were asked about schedule and process; about 'what is Pemberton'; about the boundary, and boundary extensions; about how the division of services works for Area C and VoP.

There was discussion about the downsides of growth and ways to deal with it and on the tradeoffs of growth and limiting growth.

6. SELECTION OF A PROJECT NAME
a) A project name was decided – Pemberton Growing Forward - a Thoughtful Future.

7. NEW BUSINESS
No new business was arising

8. NEXT MEETING
The next meeting date will be September 21, 2022 at 5:00pm

9. ADJUORNEMENT
Moved/Seconded
THAT the OCP Advisory Committee meeting be adjourned.
CARRIED

At 6:48 p.m. the meeting was adjourned.

This is a true and correct
copy of a meeting of the
OCP Advisory Committee of
the Village of Pemberton,
held June 23, 2022

_____
Chair – Kevin Clark

**REPORT TO
OCP ADVISORY COMMITTEE**

Date: Tuesday, October 25, 2022

To: Official Community Plan Advisory Committee

From: Colin Brown MCP, Planner II

Subject: Official Community Plan Review – Communication and Engagement Strategy, and Work Plan

PURPOSE

The purpose of this report is to present the Communication and Engagement Strategy, and a revised Work Plan for the 2022-2024 Official Community Plan Review.

BACKGROUND

Since its incorporation, the Village has had numerous Official Community Plans (OCP): OCP Bylaw No. 211, adopted in 1986; OCP Bylaw No. 355, adopted in 1994; and OCP Bylaw No. 435, adopted in 1999. OCP Bylaw No. 654, adopted in 2011, and is the current Official Community Plan.

Pemberton is growing, with a 32.4% increase in population from 2016 to 2021. Growth pressures are most notably demonstrated by the dramatic increase in development activity in the community. Given that the OCP is now more than 11 years old, the community's vision, strategic direction and identified priorities, need to be updated.

Village Council has identified a review and update of the Official Community Plan a priority. In Spring 2022, staff developed and issued a request for proposals seeking to retain consultant services to assist the Village with this substantial project. In June 2022, a consulting contracted was awarded to Urban Systems Inc. as the lead consultant for the project.

DISCUSSION AND COMMENTS

Village staff have begun work with Urban Systems with a series of meetings taking place over the summer. An early deliverable is the Communication and Engagement Strategy, and the revised Work Plan that are attached as **Appendix A and B,** respectively. These documents are meant to be read as companions to each other. They are also living documents, meaning that it is anticipated that they will evolve throughout the life of the project. The projected timeline is over an anticipated two-year period from June 2022 to June 2024.

Engagement is the heart of this project as we seek the community's input on the full spectrum of topics. Invitations and some initial conversations have already started with Lil'wat Nation, to ensure that their interests are honoured and protected. The projected timeline will see the public launch of the project in January 2023, with a series of engagement activities to follow. The project

will continue throughout the remainder of 2023. The goal is to have the plan finalized and ready to proceed to bylaws by the summer of 2024.
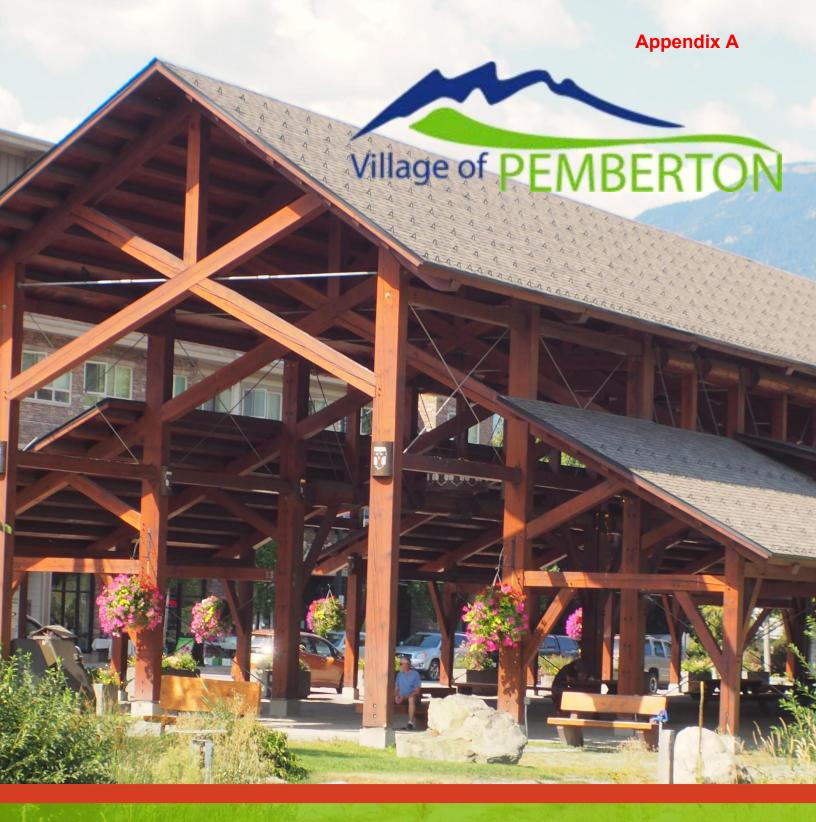
Work continues behind the scenes with substantial work for staff and consultants to review previous plans and documents. Preparatory work includes updating community data and statistics that will be baselines for future policy development work. Fall 2022 will be used to develop engagement materials and set up the project and the phases to come.

CONCLUSION

The OCP Communication and Engagement Strategy, and the revised Work Plan is provided for the information of the committee. Committee members are invited to provide feedback and suggest alternate steps to ensure that the community is engaged and involved in the process to come.

Appendix A: Communication and Engagement Strategy
Appendix B: Work Plan – OCP Review

Village of PEMBERTON

Communication and Engagement Strategy

Prepared for the Village of Pemberton

URBAN SYSTEMS

SEPTEMBER 2022

550 - 1090 Homer Street, Vancouver, BC V6B 2W9

T: 604.235.1701 | E: mclements@urbansystems.ca

Melissa Clements, RPP, MCIP

BACKGROUND OVERVIEW

This is a Communication and Engagement Strategy for the Village of Pemberton Official Community Plan (OCP) Review. This strategy is based on the Village of Pemberton's Request for Proposals dated May 2022 and a Communication and Engagement Workshop held with Village Staff in August 2022. This strategy is a 'living document' that will be updated throughout the planning process.

The OCP Review process was initiated in June 2022 with the official "public" launch occurring in January 2023. The public launch will be delayed due to the municipal election in October 2022 and the busy holiday season when engagement levels tend to be low. The OCP Review is a two-year project that will be phased as follows:

- Phase 1   Project Initiation, Plan Audit, Draft Vision: June 2022 - June 2023

- Phase 2   Draft Policies, Strategies, Actions: June 2023 - January 2024

- Phase 3   Final OCP: January 2024 - April 2024

A notice for the OCP Review is posted on the [Village webpage](#) and readers are invited to register for information at HaveYourSay.Pemberton.ca.

OCP REVIEW ADVISORY COMMITTEE

On April 26, 2022, Village Council appointed a nine (9) member committee to advise Village Staff and Consultants on the following:

- Consider and evaluate issues referred to it by the Village and report back to and make recommendations based on those issues.

- Advise Village Staff on the preparation of a new Official Community Plan.

- Advise Village Staff on the preferred type and nature of public engagement employed during the OCP review process, including selection of locations and dates and times.

- Have a primary focus on guiding policy development in the new OCP document but not be restricted from examining other matters related to the new OCP document.

- Assist and advise Village Staff on the processing of public engagement input materials to ensure it accurately reflects the input provided.

- Be a communication resource to the community on issues, events and activities associated with the OCP process, as required.

The Terms of Reference for the OCP Review Advisory Committee has been approved by Council. The Committee will serve for the duration of the planning process and meet no more than four (4) times per year. The Committee members will contribute a broad range of opinions, skills, and experience to the OCP Review process.

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ENGAGEMENT APPROACH

The approach to communication and engagement adheres to the core values and best practices of the International Association of Public Participation (IAP2). IAP2's Spectrum of Public Participation identifies the appropriate level of public participation for an audience. The Spectrum, which includes five (5) levels of participation, reflects the goals, resources, and concerns an audience has. Generally, audiences who will be impacted (to a greater extent) by the outcomes of a decision want to be engaged more while audiences who will be impacted (to a lesser extent) prefer less engagement. The five (5) levels of participation are identified below in Figure 1 - IAP2 Spectrum of Public Participation.

FIGURE 1 - IAP2 SPECTRUM OF PUBLIC PARTICIPATION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision-making in the hands of the public
Promise To The Public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will implement what you decide
Example Technique	• Fact sheets • Web sites • Open houses	• Public comment • Focus groups • Surveys • Public meetings	• Workshops • Deliberative polling	• Citizen advisory committees • Consensus-building • Participatory decision-making	• Citizen juries • Ballots • Delegated Decision

COMMUNICATION & ENGAGEMENT OBJECTIVES

A successful communication and engagement process is built on trust. The following communication and engagement objectives are designed to activate trust, collaboration, and

meaningful engagement. The objectives will also better enable the Village of Pemberton (VOP) to achieve the most efficient and effective decision-making outcomes.

- To inform people about the OCP Review planning process.

- To strengthen existing relationships with Lil'wat Nation.

- To ensure participants have a base level of understanding to enable them to provide informed and meaningful input into the planning process.

- To engage community members who typically do not participate in municipal events.

- To engage Electoral Area C residents who work and/or play in Pemberton.

- To involve as many people as possible within the time constraints and resources available.

- To consult, involve, and collaborate with participants in a variety of engaging, and creative ways that generate thoughtful and constructive conversations.

- To create an open, honest, and transparent process by publicly (and regularly) reporting what has been expressed through community engagement.

- To empower Council to make decisions based on local values, community engagement, and technical expertise.

- To plan and coordinate engagement activities with high-traffic community building events.

- To leverage existing municipal communication channels and engagement resources.

KEY MESSAGES

Key messages are the foundation of our narrative - they are the messages that will be conveyed most often and consistently through communication materials and events. The following key messages are clear, concise, and memorable so they may stand alone and be communicated to all audiences.

- The OCP Review is a strategic priority of Council.

- The new OCP will guide growth and development to 2050.

- The OCP Review is an opportunity to strengthen the Village's relationship with Lil'wat Nation and to advance truth and reconciliation within the community.

- Pemberton is one of the fastest growing communities in BC.

- Pemberton grew by 32.4 percent between 2016 and 2021 (from 2,574 to 3,407 residents).

- The OCP Review will explore ways to manage growth while retaining Pemberton's character.

- The OCP Review will build on other municipal and regional planning initiatives including, but not limited to, the Community Climate Action Plan, Pemberton Valley Recreation Trails Master Plan, and the Age-Friendly Affordable Housing Action Plan.

- We invite everyone to get involved.

- We want to hear from our neighbours in Electoral Area C.

- Have your say and let us know what you want Pemberton to be.

- We welcome all feedback.

- We will report back what we heard and keep you informed throughout the process.

- The OCP Review webpage will be updated regularly.

- Look for opportunities throughout the community to share your thoughts.

- Council will consider all feedback when making decisions.

AUDIENCES & STAKEHOLDERS

The audience and stakeholder list will include members of the Pemberton community as well as residents from Electoral Area C who live, work, and play in the Village. A detailed list of audiences and stakeholders has been included as **Appendix 1 - Audiences & Stakeholders List**.

LIL'WAT NATION

Pemberton Council will invite Lil'wat Nation to collaborate on the OCP Review on a government-to-government basis. A protocol agreement will be updated between the Village and the Nation outlining how they will communicate and strengthen their relationship through the OCP Review process.

INCLUSION PLAN

Inclusion is essential to effective, ethical, and meaningful engagement. Inclusive engagement provides decision-makers with a deeper understanding of the issues, the problems to be solved, and the decisions to be made. The engagement team will work with the project team to reduce barriers to reach a more inclusive outcome. The engagement team will strive to ensure all ages and abilities are able to participate. To ensure that all communication and engagement activities are accessible and inclusive, the engagement team will:

CREATE ACCESSIBLE COMMUNICATION MATERIALS

- Write a clear and concise narrative to inform and engage a wide spectrum of audiences.

- Use graphic tools including maps, photos, infographics, icons etc. to make information more accessible to a broader group of people.

- Produce materials that are available in paper format for groups who may not have internet access (seniors, low income, unhoused populations etc.).

- Distribute paper format materials at VOP-operated facilities (e.g., libraries, community centres etc.).

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DEVELOP YOUTH-SPECIFIC COMMUNICATION MATERIALS

- Write simplified communication materials for younger audiences.
- Use graphic tools including maps, photos, illustrations etc. to make information more accessible.
- Produce materials that may be distributed via email by Parent Advisory Committees.
- Liaise with School Districts 48 and 93 to create engagement opportunities for students.
- Include youth-specific components at public engagement events.

DEVELOP SENIOR-SPECIFIC COMMUNICATION MATERIALS

- Use fonts and design elements that are easy to read.
- Use graphic tools including maps, photos, illustrations etc. to make information more accessible.
- Produce materials (electronic and hard copies) that may be distributed by Seniors Groups.
- Liaise with the Pemberton Valley Seniors Society and Pemberton Lions Club to create engagement opportunities for seniors.
- Host public engagement events in wheelchair accessible locations.

HOST A VARIETY OF PUBLIC ENGAGEMENT EVENTS

- Recognize individuals have their own unique learning and communication styles.
- Include a mix of passive and interactive engagement activities at all events.
- Provide different ways for participants to provide feedback (e.g., oral, written, illustrations, dotmocracy etc.).
- Locate public engagement events throughout the community.
- Plan events for different times of day/week recognizing people keep different schedules.
- Select venues that are accessible for all mobility levels.
- Design events to be family friendly.

ENGAGEMENT PHASES & TOOLS

The Pemberton OCP Review planning process is divided into three (3) phases. This Communication and Engagement Strategy proposes materials and events for each of the phases recognizing engagement with Lil'wat Nation and the OCP Review Committee will be ongoing throughout the planning process. The general approach to each phase of engagement is outlined in **Table 1: ENGAGEMENT PHASES & TOOLS.**

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Table 1: ENGAGEMENT PHASES & TOOLS[1]

Phase 1: August 2022 - June 2023					
Method	**Description**	**Engagement Level**	**Timing**	**Materials Required**	**Roles/Responsibilities**
Indigenous Collaboration	VOP Council to send a formal letter to Lil'wat Nation inviting them to participate in the OCP Review Process.	TBD	October 2022	Letter	VOP to engage Lil'wat Nation on a government-to-government basis
Council Presentation	USL to introduce themselves, describe approach and methodology, and provide an overview of the C & E Strategy	Inform	October 4, 2022	Slide Deck	USL to draft slide deck and make presentation
OCP Review Committee	USL to participate in two (2) meetings per phase	Inform Consult Involve	October 25, 2022	Slide Deck	USL to present Work Plan and Communication & Engagement Strategy
Webpage Launch	Project specific webpage will be created to host all Pemberton OCP Review materials	Inform	January 9, 2023	Webpage Content Key Messages Images Maps	VOP to manage webpage USL to provide content
Whistler Pique News Article	Featured article in the local newspaper	Inform	January 9, 2023	Key Messages Speaking Notes	VOP to lead the interview USL to participate in interview USL to draft speaking notes
Social Media Launch	Facebook and Instagram posts will announce the project and direct readers to the webpage for more information. Posts will be made through both the regular and youth accounts.	Inform	January 9, 2023	Sound Bites Key Messages Images	VOP to manage social media USL to provide strategic advice on content

[1] VOP = Village of Pemberton   USL = Urban Systems

URBAN SYSTEMS

Village Billboard	OCP Review poster to be installed on Village Billboard	Inform	January 9, 2023	Poster Design Printed Poster	USL to design the poster VOP to coordinate printing and installation
Community Message Boards	1-page single-sided 11x17 posters to be installed on community message boards	Inform	January 9, 2023	Poster Design Posters to Install	USL to design the poster VOP to coordinate printing and installation
Audience & Stakeholder Distribution Lists	Email sent to VOP audience and stakeholder distribution lists announcing the OCP Review and directing readers to the OCP Review webpage	Inform	January 9, 2023	Email Content	VOP to manage email blast USL to provide strategic advice on content
Discussion Guides	Four (4) 1-page double-sided 8.5 x 11 discussion guides on key issues and topic areas	Inform	January 9, 2023	Discussion Guides	USL to draft content and design discussion guides VOP to coordinate distribution to audiences and key stakeholders
Kitchen Table Discussions	A series of self-directed, small group discussions to define Pemberton's character, create a vision for the community, and undertake a community mapping exercise.	Inform Consult	January 9, - February 28, 2023	OCP 101 Material Host Guide Discussion Guide Feedback Forms Community Mapping Exercise	USL to prepare content VOP to facilitate kitchen table discussions with select audiences and stakeholder groups e.g., long-term residents, Electoral Area C residents, Lil'wat Nation etc.
Community Open House	A three-hour in-person event with a presentation component to inform and an interactive component to involve participants through small group discussions. Focus: Vision, Community Character, Community Map, Key Issues and Topic Areas	Inform Involve	March 2023	Slide Deck Presentation Boards Small group exercises Community Mapping Exercise	USL to design open house, prepare materials, and facilitate VOP to oversee advertising, email notifications to audience and stakeholder groups, pre-registration, facility rentals, and catering. VOP to help facilitate small group discussions.
What We Heard Report	A summary of what we heard through Phase 1.	Inform	April 2023	WWH Report	USL to draft report USL to present to Village staff

Phase 2: June 2023 - January 2024					
Method	**Description**	**Engagement Level**	**Timing**	**Materials Required**	**Roles/Responsibilities**
Indigenous Collaboration	OCP Review Team to follow communication and engagement protocol.	TBD	TBD	TBD	TBD
OCP Review Committee	USL to participate in two (2) meetings per phase	Inform Consult Involve	TBD	TBD	TBD
Webpage Update	Project specific webpage will be updated with new content	Inform	June 5, 2023	Webpage Content Key Messages Images Maps	VOP to manage webpage USL to provide content
Whistler Pique News Article	Featured article in the local newspaper	Inform	June 5, 2023	Key Messages Speaking Notes	VOP to lead the interview USL to participate in interview USL to draft speaking notes
Social Media Launch	Facebook and Instagram posts will announce Phase 2 of the project and direct readers to the webpage for more information. Posts will be made through both the regular and youth accounts.	Inform	June 5, 2023	Sound Bites Key Messages Images	VOP to manage social media USL to provide strategic advice on content
Village Billboard	An updated OCP Review poster to be installed on Village Billboard	Inform	June 5, 2023	Poster Design Printed Poster	USL to design the poster VOP to coordinate printing and installation
Community Message Boards	1-page single-sided 11x17 posters to be installed on community message boards	Inform	June 5, 2023	Poster Design Posters to Install	USL to design the poster VOP to coordinate printing and installation

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Audience & Stakeholder Distribution Lists	Email sent to VOP audience and stakeholder distribution lists with an update on the OCP Review process and directing readers to the OCP Review webpage	Inform	June 5, 2023	Email Content	VOP to manage email blast USL to provide strategic advice on content
Discussion Guides	One (1) 1-page double-sided 8.5 x 11 discussion guide on growth projections, built form, density, infill development, and greenfield development	Inform	June 5, 2023	Discussion Guide	USL to draft content and design discussion guide VOP to coordinate distribution to audiences and key stakeholders
Pop-Up Events	At least three (3) pop-up events will be held at high-traffic community events over the summer. • Farmer's Market • Canada Day • Slow Food Cycle • One Mile Lake Park • Bike Skills Park	Inform Consult	June - August 2023	Pop-Up Display	USL to design pop-up materials USL to facilitate two (2) events VOP to facilitate X events OP to handle venue logistics
Community Open House	A three-hour in-person event with a presentation component to inform and an interactive component to involve participants through small group discussions. Report Back: Vision, Guiding Principles, Goals & Objectives Focus: Growth Projections, Built Form and Density, and Growth Management Options	Inform Involve	October 2023	Slide Deck Presentation Boards Small group exercises Community Mapping Exercise	USL to design open house, prepare materials, and facilitate VOP to oversee advertising, email notifications to audience and stakeholder groups, pre-registration, facility rentals, and catering. VOP to help facilitate small group discussions.
What We Heard Report	A summary of what we heard through Phase 2.	Inform	December 2023	WWH Report	USL to draft report USL to present to Village staff

URBAN SYSTEMS

Phase 3: January 2024 - April 2024

Method	Description	Engagement Level	Timing	Materials Required	Roles/Responsibilities
Indigenous Collaboration	OCP Review Team to follow communication and engagement protocol.	TBD	TBD	TBD	TBD
OCP Review Committee	USL to participate in one (1) meeting this phase	Inform Consult Involve	TBD	TBD	TBD
Webpage Update	Project specific webpage will be updated with new content	Inform	January 15, 2024	Webpage Content Key Messages Images Maps	VOP to manage webpage USL to provide content
Whistler Pique News Article	Featured article in the local newspaper	Inform	January 15, 2024	Key Messages Speaking Notes	VOP to lead the interview USL to participate in interview USL to draft speaking notes
Social Media Launch	Facebook and Instagram posts will announce Phase 2 of the project and direct readers to the webpage for more information. Posts will be made through both the regular and youth accounts.	Inform	January 15, 2024	Sound Bites Key Messages Images	VOP to manage social media USL to provide strategic advice on content
Village Billboard	An updated OCP Review poster to be installed on Village Billboard	Inform	January 15, 2024	Poster Design Printed Poster	USL to design the poster VOP to coordinate printing and installation
Community Message Boards	1-page single-sided 11x17 posters to be installed on community message boards	Inform	January 15, 2024	Poster Design Posters to Install	USL to design the poster VOP to coordinate printing and installation

Audience & Stakeholder Distribution Lists	Email sent to VOP audience and stakeholder distribution lists with an update on the OCP Review process and directing readers to the OCP Review webpage	Inform	January 15, 2024	Email Content	VOP to manage email blast USL to provide strategic advice on content
Community Open House	A three-hour in-person event with a presentation component to inform and an interactive component to involve participants through small group discussions.\n\nFocus: Draft OCP	Inform Involve	February 2024	Slide Deck Presentation Boards Small group exercises Community Mapping Exercise	USL to design open house, prepare materials, and facilitate VOP to oversee advertising, email notifications to audience and stakeholder groups, pre-registration, facility rentals, and catering. VOP to help facilitate small group discussions.
What We Heard Report	A summary of what we heard through Phase 3.	Inform	March 2024	WWH Report	USL to draft report USL to present to Village staff

URBAN SYSTEMS

BYLAW ADOPTION PROCESS

The OCP Bylaw will receive three (3) readings (by Council) before it is adopted in accordance with the *Local Government Act*. The public will have an opportunity to comment on the proposed OCP Bylaw at the hearings.

MEASURES OF SUCCESS

Success will be measured against the Communication and Engagement Strategy objectives.

- The Village's relationship with Lil'wat Nation has become stronger.

- At least 75 percent of those who participate in engagement events report the background material provided enabled them to offer informed input.

- Input gathered through the engagement process represents a wide range of perspectives that reflect the VOP's demographic and socio-economic diversity.

- The unique perspectives of those living in Electoral Area C are heard and reported.

- What We Heard Reports will be presented to staff and Council at the end of each phase of the planning process. These reports will also be made available to the public.

- Input received from all sources, will provide the planning team with the feedback they need to ensure the Pemberton OCP Review reflects the concerns and interests of a diverse group of community residents.

- Input received from all sources, will provide Council with confidence that the Pemberton OCP Review reflects the values and interests of a diverse group of community residents.

- Engagement activities were planned and coordinated with high-traffic, community building events.

- Existing forms of communication were leveraged to support the engagement process.

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Village of Pemberton
OCP Advisory Committee Meeting
October 25, 2022
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APPENDIX 1

AUDIENCES & STAKEHOLDERS LIST

INDIGENOUS NATIONS

- o Lil'wat Nation

GOVERNMENT AGENCIES AND REPRESENTATIVES

- o MLA Jordan Sturdy
- o MP Patrick Weiler
- o Electoral Area C - Squamish-Lillooet RD
- o BC Transit
- o BC Housing
- o BC Wildfire Service
- o Vancouver Coastal Health
- o Ministry of Transportation and Infrastructure

INTERNAL STAKEHOLDERS

- o Council
- o Staff
- o OCP Review Advisory Committee
- o Village Planner (consultant)
- o Village Engineer (consultant)

UTILITY PROVIDERS

- o BC Hydro
- o Telus
- o Shaw

COMMUNITY GROUPS

- o Sea to Sky Community Services Society
- o Pemberton Arts Council
- o Pemberton Multicultural Network
- o Growing Great Children
- o Pemberton Women's Institute
- o Pemberton Community Church
- o Pemberton Farmers Market
- o Pemberton Farmers Institute

- o Royal Canadian Legion Branch 201

- o Pemberton Rotary Club

- o Friends of the Library

- o Young Life

- o Pemberton Healthcare Foundation

- o Pemberton Animal Wellbeing Society

- o Pemberton Firefighter's Association

- o Pemberton Food Bank

SENIORS GROUPS

- o Pemberton Valley Seniors Society

- o Pemberton Lions Club

- o Pemberton Men's Shed

SPORT/LEISURE/RECREATIONAL GROUPS

- o Pemberton Valley Trails Association

- o Birken Recreation and Cultural Society

- o Pemberton Youth Soccer Association

- o Pemberton BMX

- o Pemberton Canoe Club

- o Pemberton Grizzlies

- o Pemberton Karate Club

- o Pemberton Soaring Club

- o Pemberton Valley Snowmobile Club

- o Sea to Sky Baseball

- o Sea to Sky Women's Soccer

- o Spud Valley Nordics

- o Pemberton Off Road Cycling Association

- o Whistler Skateboard Club

- o Pemberton Stockcar Association

- o Green River Motocross Club

- o Pemberton Dance Studio

- o Mountain Movement Dance Collective

- o Whistler Sportsman's Hockey Association
- o Pemberton Slo-Pitch
- o Sea to Sky Disc Golf

ENVIRONMENTAL/CLIMATE CHANGE GROUPS

- o Speĺkúmtn Community Forest
- o Stewardship Pemberton Society
- o Pemberton Wildlife Association
- o Pemberton Community Bees
- o Pemberton Creek Community Garden

OTHER GROUPS

- o Pemberton Valley Diking District
- o Pemberton and District Library
- o Pemberton Museum and Archives Society
- o Pemberton Regional Airport
- o Pemberton Secondary School PAC
- o Signal Hill Elementary PAC
- o Ecole de la Vallee PAC
- o Pemberton Children's Centre
- o Pemberton Red Devils Alumni Association
- o School District 48 Sea to Sky
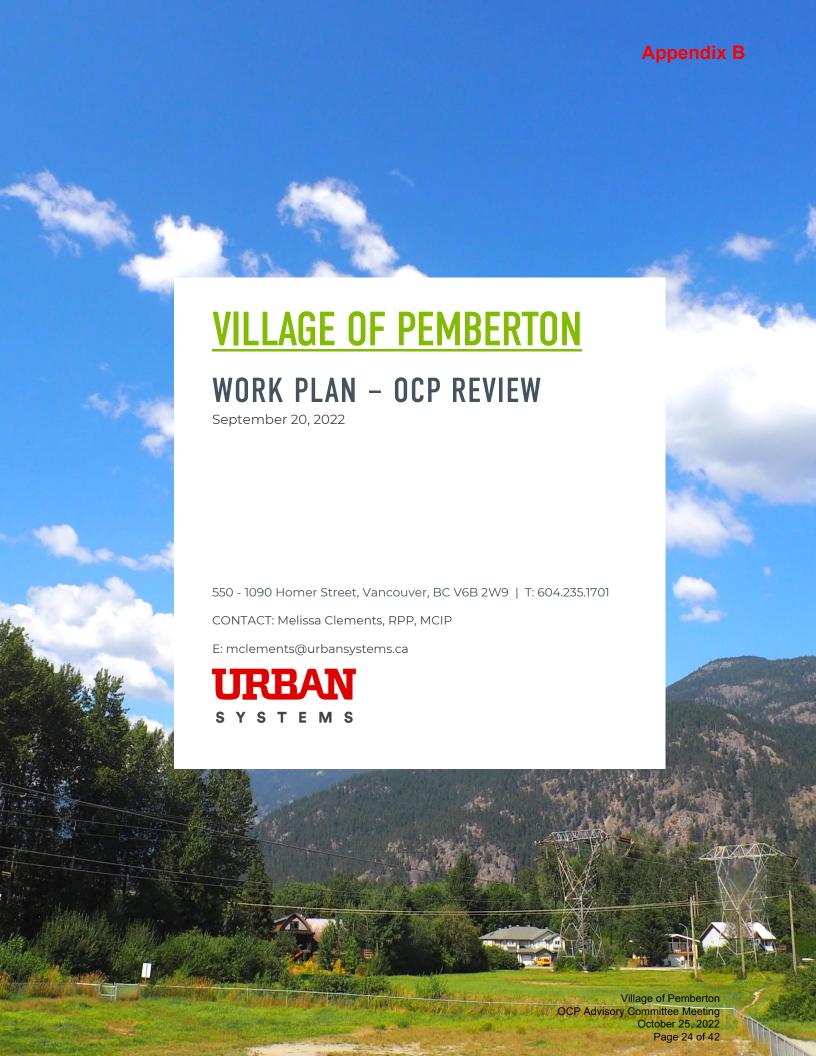- o School District 93 Ecole de la Vallee
- o Pemberton Search and Rescue

BUSINESS AND CORPORATE

- o Pemberton and District Chamber of Commerce
- o Tourism Pemberton
- o The Pemberton Collective
- o CN Rail
- o Pemberton Medical Clinic
- o Development Industry
- o Property Management Companies

- o   Real Estate Agents
- o   Local Consultants

MEDIA

- o   Pique NewsMagazine
- o   Wellness Almanac

VILLAGE OF PEMBERTON

WORK PLAN – OCP REVIEW

September 20, 2022

550 - 1090 Homer Street, Vancouver, BC V6B 2W9 | T: 604.235.1701

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APPENDIX A: PROJECT SCHEDULE

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WORK PLAN

The Village provided a clear and well thought out work plan in the Official Community Plan (OCP) Review Request for Proposal document. Our proposed Work Plan builds upon the Village's work and includes our approach to OCP planning processes. Our proposed Work Plan represents the first deliverable of this exciting project for a quickly growing community.

We have also prepared a Communication and Engagement Strategy to accompany the Work Plan. The Strategy provides a detailed overview of the engagement methods we will employ for each phase of the project. The Work Plan presented herein focuses on the community land use planning components of the project recognizing the Plan is meant to be read alongside the Communication and Engagement Strategy.

We have included an updated Project Schedule as **Appendix A** to accompany this Work Plan.

1.0 PHASE 1: PROJECT INITIATION, PLAN AUDIT, DRAFT VISION

JUNE 2022 – JUNE 2023

1.1 Project Initiation

1.1.1 Project Start-Up Meeting With Village Staff

We will initiate the project and set the stage for the OCP Review in this task. We propose a virtual meeting to introduce team members and learn more about the drivers for the project and expectations for project success. The team will work with Village staff to identify the key issues that need to be addressed and outline a detailed scope of work for deliverables, mapping, and other activities.

TASKS INCLUDE:

- Organize a kick-off meeting with Village staff to introduce the team, and review the work plan and scope of the project
- Identify staff expectations and metrics for success

DELIVERABLES:

- Meeting notes

1.1.2 Meet With Village Staff To Discuss Communications And Engagement

We will meet with Village staff to discuss expectations and ideas for this project's communications and engagement components. We will connect with different departments to determine what channels the Village has available for outreach and to discuss which channels they have seen the greatest success with.

TASKS INCLUDE:

- Obtain relevant background information, establish a roster of local resources, and identify key stakeholders

1.1.3   Conduct A Comprehensive Site Tour Of The Community

We will conduct a comprehensive community tour of Pemberton. This site tour will be informed by discussions with staff and other reviews completed to date to ensure that our team is able to see areas of the Village that might be referenced in discussions with the public in future phases. This tour will help build our familiarity with the community and help us put conversations into context. We will also collect site photos which can be used in future promotional and engagement materials.

TASKS INCLUDE:

▸   Site tour of Pemberton

DELIVERABLES:

▸   Site photos

1.1.4   Prepare A Detailed Work Plan And Project Schedule

Following our discussions at the project kick-off meeting, we will adjust our work plan and schedule and submit them to the Village for review.

TASKS INCLUDE:

▸   Develop a comprehensive Work Plan, and establish key deliverables and milestones

DELIVERABLES:

▸   Detailed (and updated) Work Plan

1.1.5   Prepare A Communication And Engagement Strategy

Our team will develop a Communication and Engagement Strategy that will guide how we inform, consult, involve, and collaborate with audiences and stakeholders throughout the planning process.

Our team will develop a Communication and Engagement Strategy that:

- describes our approach to engagement;

- establishes communication and engagement objectives;

- crafts key messages that will be conveyed most often over the project;

- lists audiences and stakeholder groups;

- addresses how Lil'wat Nation will be engaged;

- includes an Inclusion Plan;

- outlines the methods to be employed for each phase of the project; and

- identifies measures of success.

TASKS INCLUDE:

Complete

- ▸ Develop a Communication and Engagement Strategy

DELIVERABLES:

- ▸ Communication and Engagement Strategy

1.1.6   Attend An Introductory Meeting with Village Council (Virtual Meeting)

We will attend a regular council meeting to introduce our team and Communication and Engagement Strategy. This virtual meeting will be timed to meet with the existing Council before the fall election.

DELIVERABLES:

- ▸ Council Presentation

1.1.7   Attend An Introductory Meeting with OCP Review Committee (Virtual Meeting)

We will attend a regularly scheduled meeting with the OCP Review Committee to introduce ourselves and meet the committee members. This will be a useful meeting to discuss ways the committee can contribute to the process and learn more about what issues are important to the community.

DELIVERABLES:

- ▸ Attendance at regularly scheduled OCP Review Committee meeting

1.2   Plan Audit: Technical Review and Issues Identification

1.2.1   Prepare Base Mapping

We will collaborate with your GIS team to build base maps that will provide the foundation of our future mapping work. We will gather data from provincial, regional, and municipal sources as well as third-party utility providers to develop a comprehensive base map.

TASKS INCLUDE:

- ▸ Gather data from various sources to develop base mapping for the project

1.2.2   Review Relevant Plans and Policy Documents

In this task, our team will build on our existing knowledge of Pemberton and the region and deepen our familiarity with relevant reports, plans, bylaws, and regional documents. This review will inform how ongoing community planning initiatives will be integrated into the revised OCP and include policies and plans from neighbouring jurisdictions that have the potential to influence the OCP.

TASKS INCLUDE:

- ▸ Review of other documents provided by Village staff

1.2.3   Review Existing OCP And Conduct A Gap Analysis

Next, our team will review the current OCP and identify key findings, implementation measures, opportunities, and challenges. We will also identify gaps and items that may no longer be relevant to Pemberton's current context. Findings relevant to the OCP Review will be organized by focus area to set the stage for the update. This task will identify all required OCP map updates required to implement the revised Plan and incorporate any mapping from the technical studies.

TASKS INCLUDE:

▸ Gap analysis of the existing OCP to identify areas that need improvement

DELIVERABLE:

▸ Technical Memo: OCP Review and Gap Analysis

1.2.4   Review Implementation Scorecard

Our team will review the OCP Implementation Scorecard to determine action items that need to be addressed in the new Official Community Plan.

TASKS INCLUDE:

▸ A thorough review of the existing Implementation Scorecard

1.2.5   Draft Technical Review Memo (OCP Review, Gap Analysis, Background Material Review)

This final component of the Background Review will involve completing a technical analysis that may include summarizing each of the OCP focus areas, including climate change and environment analysis, land economic analysis, municipal infrastructure, and local and regional housing needs. We will rely on critical inputs from our team of specialists in asset management, community services, climate change, environment, and infrastructure, to analyze, and synthesize.

TASKS INCLUDE:

▸ Technical Review report with key issues identified

DELIVERABLES:

▸ Technical Memo: Planning framework and policy analyses

1.2.6   Present Key Findings To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Technical Background Memo with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

▸ A virtual meeting with staff

DELIVERABLES:

▸ Presentation to Village Staff

1.2.7   Present Key Findings To OCP Committee (Virtual Meeting)

This presentation is intended to review key components of the Background Review and OCP Gap Analysis with the OCP Review Committee and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

▸   A virtual or in-person meeting with OCP Review Committee

DELIVERABLES:

▸   Presentation to the OCP Review Committee

1.2.8   Present Key Findings To Council (Virtual Meeting)

This presentation is intended to review key components of the Background Review and OCP Gap Analysis with Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

▸   A virtual or in-person meeting with Council

DELIVERABLES:

▸   Presentation to Council

1.3   Community and Stakeholder Engagement

Our planners and engagement specialists are enthusiastic about creating innovative strategies to enhance the engagement experience in ways that best fit the community's needs and comfort levels. We will work with Village staff to ensure that engagement activities meet provincial health guidelines and be adaptive and proactive with respect to changing circumstances. A detailed summary of our approach is outlined in the accompanying **Communication and Engagement Strategy**.

The Communication and Engagement Strategy identifies the following:

- methods of engagement to be used during Phase 1;

- a description of the methods identified;

- specifies the level of engagement (as per the IAP2 Spectrum of Engagement);

- notes the timing and materials required; and

- assigns roles and responsibilities for the consultant team and Village Staff.

The following is an illustration of how the Communication and Engagement Strategy is structured:

Table 1: ENGAGEMENT PHASES & TOOLS

Phase 1: August 2022 - June 2023					
Method	**Description**	**Engagement Level**	**Timing**	**Materials Required**	**Roles/Responsibilities**
Indigenous Collaboration	VOP Council to send a formal letter to Lil'wat Nation inviting them to participate in the OCP Review Process.	TBD	October 2022	Letter	VOP to engage Lil'wat Nation on a government-to-government basis
Council Presentation	USL to introduce themselves, describe approach and methodology, and provide an overview of the C & E Strategy	Inform	October 4, 2022	Slide Deck	USL to draft slide deck and make presentation
OCP Review Committee	USL to participate in two (2) meetings per phase	Inform Consult Involve	October 25, 2022	Slide Deck	USL to present Work Plan and Communication & Engagement Strategy

The Strategy recognizes that collaboration with Lil'wat Nation and the OCP Review Committee will be ongoing throughout the planning process.

1.4 First Draft OCP

VISION, GUIDING PRINCIPLES, GOALS AND OBJECTIVES

1.4.1   Draft OCP Vision, Guiding Principles, Goals And Objectives

Our team will use information gathered from previous tasks to develop the Draft OCP. This will involve the synthesis of all technical components, mapping, and community engagement to inform the development of the new OCP content, policies, and materials. These updates will be in accordance with the detailed approach outlined in the methodology section.

Importantly, this task will also ensure that all required OCP maps are updated appropriately and enhanced to provide exceptional clarity and accuracy. Our team of certified GIS professionals has extensive experience producing first-class maps for communities that are comprehensive, legible, and accurate.

Finally, we will work with the Village of Pemberton staff to undertake any necessary updates to the final graphic structure and format to meet the Village's requirements and ensure that the final Plan is user-friendly and graphically appealing.

TASKS INCLUDE:

▸ Prepare a draft community vision and guiding principles informed by findings from the technical review of existing OCP, public and stakeholder engagement, and evaluation of community values

▸ Formulate preliminary goals and objectives

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DELIVERABLES:

- ▶ First Draft of the following key OCP elements:
    - o Vision
    - o Guiding Principles
    - o Goals and Objectives

1.4.2   Present Draft OCP To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Draft OCP with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with staff

DELIVERABLES:

- ▶ Present First Draft to staff

1.4.3   Present Draft OCP To Council and OCP Review Committee (Virtual Meeting)

This presentation is intended to review key components of the Draft OCP with the OCP Review Committee and Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ Virtual meeting with Council and OCP Review Committee

DELIVERABLES:

- ▶ Present First Draft to Council and OCP Review Committee

2.0 PHASE 2: DRAFT POLICIES, STRATEGIES & ACTIONS

JUNE 2023 – JANUARY 2024

2.1 Growth Forecasts

2.1.1 Develop Growth Projections (5-And-10-Year Time Horizons) For Population, Housing Units, And Jobs

In this task, we will prepare growth projections that will inform future decision-making and determine the community priorities over the next five and ten years. We understand that Pemberton is experiencing significant population increase, and we anticipate that this trend will continue. We will use historical census data to forecast future population growth. The anticipated population increase will impact the housing and employment forecasts as well, and we will develop these projections as well.

TASKS INCLUDE:

- Develop population projections for 5-and-10-year horizons
- Prepare a housing forecast
- Develop employment projections

DELIVERABLES:

- 5-and-10-year growth forecasts

2.1.2 Draft Growth Projections Technical Memo

This Technical Memo will be a summary of population, housing, and employment forecasts for the 5- and 10-year horizons. We will distribute the document to the Village Staff to offer an opportunity to review the projections.

DELIVERABLES:

- Draft Growth Projections Technical Memo

2.2 Communication and Engagement

The Communication and Engagement Strategy identifies the following:

- methods of engagement to be used during Phase 2;
- a description of the methods identified;
- specifies the level of engagement (as per the IAP2 Spectrum of Engagement);
- notes the timing and materials required; and
- assigns roles and responsibilities for the consultant team and Village Staff.

2.3 Develop Community Map

We will prepare a Community Map that is informed by audiences, stakeholders, and members of the public. Our Communication and Engagement Strategy includes Kitchen Table Discussions and a Community Open House in Phase 1. Both engagement methods will include a community mapping exercise that will ask participants to identify places that are significant to them and the community as well as pathways (both formal and informal) they use to travel around the village. Participants will be asked to mark-up maps with a variety of features to inform development of a consolidated map created entirely by the community.

TASKS INCLUDE:

▸ Preparing a Community Map

DELIVERABLE:

▸ Draft Community Map

2.4 Second Draft OCP - Policies, Strategies, And Actions

After the second round of public engagement, we will refine the Draft OCP and develop comprehensive recommendations encompassing the draft Vision, Guiding Principles, Goals, and Objectives. We will thoroughly analyze the existing land use regulations and zoning to determine potential opportunities for more optimal land use. The refined Draft will contain updated maps and monitoring indicators which will ensure a realistic re-evaluation of the Plan.

TASKS INCLUDE:

▸ Review OCP Plan Audit results and technical deliverables

DELIVERABLES:

▸ Submit a refined Draft OCP that contains:

▸ Vision, Guiding Principles, Goals, and Objective

2.4.1   Review Land Use Designations

In this task, we will review and refine the draft land use designations based on the OCP Plan Audit results, feedback from the previous round of engagement, and technical review.

TASKS INCLUDE:

▸ Conduct an analysis of existing land use designations and highlight potential revisions

DELIVERABLE:

▸ Draft Land Use Designations

2.4.2   Draft Policies, Strategies, And Actions

In this task, we will start preparing refined policies, strategies, and actions that will be an integral part of the revised draft OCP.

TASKS INCLUDE:

▸ Develop draft recommendations (actions, strategies, and policies) based on findings from the technical review and public consultation

DELIVERABLE:

▸ Draft Policies, Strategies, and Actions

2.4.3   Analyze Development Permit Areas And Guidelines

We will analyze the Development Permit Areas and their guidelines and revise them to accommodate Village works completed since the previous OCP (Hillside Development Design Guidelines, Downtown Enhancement, and Agriculture Parks, etc..).

TASKS INCLUDE:

▸ Analyze and refine the Development Permit Areas and DPA guidelines

DELIVERABLES:

▸ Draft Development Permit Areas and the accompanying guidelines

2.4.4   Consider Development Approval Information Areas

We will identify circumstances where development approval information may be required. We will designate areas where development approval information is required if we determine it is necessary.

TASKS INCLUDE:

▸ Consider Development Approval Information Areas

DELIVERABLES:

▸ Draft Development Approval Information Area guidelines

▸ Map areas where Development Approval Information should be required

2.4.5   Refine OCP Maps

In this task, we will revise and refine the OCP maps based on the information we gather from the technical review, the first round of public engagement, and development trends.

TASKS INCLUDE:

▸ Update OCP maps based on new information from the technical review, consultation, and development trends

DELIVERABLES:

- ▶ Draft OCP maps including, but not limited to, Land Use Designations, Development Permit Areas, and environmental and land constraints

2.4.6 Develop Implementation Framework And Monitoring Indicators

We will work alongside Village staff to create a framework for implementing the policies and initiatives outlined in the OCP. This process is critical to ensuring that the final document is actionable by Council and staff moving forward. The implementation section will outline key actions that staff, and Council can take, including timelines, the entity responsible for each item and potential partnerships.

TASKS INCLUDE:

- ▶ Identify implementation actions, responsible entities, and partnerships.
- ▶ Develop monitoring policies that will assist staff in monitoring the implementation and success of the Plan over the next 10 years.

DELIVERABLES:

- ▶ Implementation strategy
- ▶ Draft monitoring indicators developed through consultation with staff

2.4.7 Present Second Draft OCP To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Second Draft OCP with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with staff

DELIVERABLES:

- ▶ Present Second Draft to staff

2.4.8 Present Second Draft OCP To OCP Review Committee (Virtual Meeting)

This presentation is intended to review key components of the Second Draft OCP with the OCP Review Committee and Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

- ▶ A virtual meeting with OCP Review Committee and Council

DELIVERABLES:

- ▶ Present Second Draft to OCP Review Committee and Pemberton Council

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3.0 PHASE 3: FINAL OCP

JANUARY 2024 – APRIL 2024

3.1 Communication And Engagement

The Communication and Engagement Strategy identifies the following:

- methods of engagement to be used during Phase 3;

- a description of the methods identified;

- specifies the level of engagement (as per the IAP2 Spectrum of Engagement);

- notes the timing and materials required; and

- assigns roles and responsibilities for the consultant team and Village Staff.

3.2 Final OCP Revisions

3.2.1 Finalize OCP

This Phase of the OCP Review and Update will seek to consolidate and finalize the new OCP. During this phase, our team will incorporate all updated graphics, maps, and schedules into one document and support the OCP approval process, including the legislative process for Council to consider the new Draft OCP. Our team will assist staff with the OCP adoption process with Council. We will also provide staff with high-level advice on the Council report and final approvals under the key assumption that Pemberton staff will lead the formal approval process with Council and receive and consider revisions based on referral comments.

Our team will provide a presentation to Pemberton Council for First Reading. We anticipate that we will include an accompanying Staff Report recommending the adoption of the OCP. During the Council presentation, our team will provide an overview of the planning process to date and provide a comprehensive review of key policies, tools, guidelines, and mapping that compose the Draft OCP.

TASKS INCLUDE:

- Incorporate final revisions following public engagement feedback
- Prepare Draft OCP for final presentation

DELIVERABLE:

- Final Draft OCP and maps

3.2.2 Prepare Technical Memo Demonstrating How OCP Meets Legislative Requirements

This memorandum is intended to provide information on how the new OCP meets the legislative requirements to be enacted. This is to ensure that the Final OCP is aligned with existing regional and provincial regulations.

TASKS INCLUDE:

▶ Prepare a Technical Memorandum to demonstrate how the OCP meets the legislative requirements

DELIVERABLE:

▶ A Technical Memorandum demonstrating the alignment of the OCP with the legislative requirements

3.2.3 Present Final OCP To Village Staff (Virtual Meeting)

This meeting is intended to review key components of the Final OCP with Village Staff and offer an opportunity for Village Staff to ask questions or offer comments.

TASKS INCLUDE:

▶ A virtual meeting with staff

DELIVERABLES:

▶ Present Final OCP to staff

3.2.4 Present Final OCP To OCO Committee (Virtual Meeting)

This presentation is intended to review key components of the Final OCP with the OCP Review Committee and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

▶ A virtual meeting with OCP Review Committee

DELIVERABLES:

▶ Present Final OCP to OCP Review Committee

3.2.5 Present Final OCP To Village Council (In Person)

This presentation is intended to review key components of the Final OCP with Council and offer an opportunity for members to ask questions or offer comments.

TASKS INCLUDE:

▶ A virtual presentation to Council

DELIVERABLES:

▶ Present Final OCP to Pemberton Council

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APPENDIX 1

PROJECT SCHEDULE

PEMBERTON OFFICAL COMMUNITY PLAN SCHEDULE

	2022		2023				2024	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Phase 1: June 2022 - June 2023								
A. Project Initiation								
Project Start-up Meeting with Village Staff	▓							
Meet with Village Staff to discuss Communications and Engagement	▓							
Conduct a comprehensive site tour of the community	▓							
Prepare a Detailed Work Plan and Project Schedule - Deliverable #1	▓							
Prepare a Communications and Engagement Strategy - Deliverable #2	▓							
Attend introductory meeting with Village Council	▓							
Attend introductory meeting with OCP Committee	▓							
B. Plan Audit: Technical Review and Issues Identification								
Prepare base mapping	▓							
Review relevant plans and policy documents	▓							
Review existing OCP and conduct gap analysis		▓						
Review Implementation Scorecard		▓						
Draft Technical Review Memo - Deliverable #3		▓						
Present key findings to Village staff		▓						
Present key findings to OCP Committee		▓						
Present key findings to Council		▓						
C. Community and Stakeholder Consultation								
Indigenous Collaboration		▓	▓					
Prepare communication materials		▓						
Prepare backgrounders		▓						
Design Kitchen Table Discussion Materials		▓						
Design Community Mapping Exercise and Materials		▓						
Kitchen Table Discussions			▓					
Review and theme feedback from Kitchen Table Discussions			▓					
Design and facilitate Community Open House #1				▓				
Prepare Phase 1 What We Heard Memo - Deliverable #4				▓				
Present What We Heard Memo to Village staff				▓				
Participate in OCP Review Committee Meetings				▓				
D. First Draft OCP – Vision, Guiding Principles, Goals and Objectives								
Draft OCP Vision, Guiding Principles, Goals and Objectives - Deliverable #5				▓				
Present Draft OCP to Village Staff				▓				
Present Draft OCP to OCP Committee				▓				
Phase 2: June 2023 - January 2024								
A. Growth Forecasts								
Develop growth projections				▓				
Draft Growth Projections Technical Memo - Deliverable #6				▓				
B. Communication and Engagement								
Indigenous Collaboration					▓	▓		
Prepare communication materials					▓			
Prepare a backgrounder					▓			
Design and facilitate Community Pop-ups over the summer					▓			
Review and theme feedback from Community Pop-ups						▓		
Design and facilitate Community Open House #2						▓		
Prepare Phase 2 What We Heard Memo - Deliverable #7							▓	
Present What We Heard Memo to Village staff							▓	
Participate in OCP Review Committee Meetings						▓		
Develop Community Map - Deliverable #8						▓		
C. Second Draft OCP - Polices, Strategies, and Actions								
Review Land Use Designations						▓		
Draft Policies, Strategies, and Actions						▓		
Analyse Development Permit Areas and guidelines - Deliverable #9						▓		
Refine OCP Maps - Deliverable #10						▓		
Develop implementation framework and monitoring indicators - Deliverable #11						▓		
Present Draft OCP to Village Staff							▓	
Present Draft OCP to OCP Committee							▓	
Phase 3: January 2023 - April 2024								
A. Communication and Engagement								
Indigenous Collaboration							▓	
Prepare communication materials							▓	
Design and facilitate Community Open House #3							▓	
Prepare Phase 3 What We Heard Memo - Deliverable #12							▓	
Present What We Heard Memo to Village staff							▓	
Present What We Heard Memo to OCP Committee							▓	
Participate in OCP Review Committee Meetings							▓	
B. Final OCP Revisions								
Finalize OCP - Deliverable #15							▓	
Prepare Technical Memo demonstrating how OCP meets legislative requirements - Deliverable #16							▓	
Present Final OCP to Village Staff							▓	
Present Final OCP to OCP Committee							▓	
Present Final OCP to Village Council							▓	
Phase 4: April 2024 - June 2024								
Bylaw and Approval Process								▓