
AGENDA - COMMITTEE OF THE WHOLE

Monday, July 25, 2022 @ 4:00 PM

In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Committee members. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

A. **CALL TO ORDER & APPROVAL OF THE AGENDA**

1. Recognition of unceded Traditional Territories.
2. Late items identified by Committee members.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. **ADOPTION OF MINUTES** - Page 3

1. Meeting held at 4:00 pm on March 21, 2022.

C. **DELEGATIONS**

D. **UNFINISHED BUSINESS**

E. **STAFF REPORTS**

1. **Manager of Planning – Official Community Plan Update - Page 8**
Report dated July 14, 2022 from the Manager of Planning providing Committee members with information relating to the Official Community Plan review and update process.
 - a. *THAT members of the Committee recommend to Council that Council accept the revisions to Touchstone Numbers 4 and 7 and the timeline graph as presented in the staff report dated July 14, 2022, and approve staff proceeding with seeking community feedback on the draft Official Community Plan Vision and Touchstones as amended.*
 - b. *THAT members of the Committee recommend to Council that Council direct staff to implement the Engagement and Communications Strategy for the Official Community Plan Vision and Guiding Principles prepared by FRANK planning collaborative and dated July 12, 2022.*
2. **Manager of Planning – Zoning Bylaw Amendments**
Verbal report from the Manager of Planning providing Committee members with information related to proposed zoning bylaw amendments.

F. CORRESPONDENCE

G. NEW BUSINESS

H. PUBLIC INPUT/QUESTION PERIOD

I. ADJOURNMENT

That the meeting adjourn at pm.

MINUTES OF THE COMMITTEE OF THE WHOLE
Monday, March 21, 2022 @ 4:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Gallery: 4

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 4:00 PM.

MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the meeting held at 7:00 pm on March 7, 2022, be adopted.

CARRIED

C. DELEGATIONS

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Director of Finance – 2022 Tax Rates

MOVED AND SECONDED, THAT members of the Committee recommend to Council that Council set the City's 2022 Tax Rates Bylaw based on the proposed tax share as outlined in 'Appendix A' of the staff report titled '2022 Tax Rates' and dated March 14, 2022.

CARRIED

The following outlines questions from Members of the Committee and associated staff responses. [Note: Questions posed by Members of the Committee have also been captured on the existing Q&A summary document.]

Members of the Committee commented/questioned as follows:

- Can you please clarify how we arrived at a Major Industry tax increase of \$282,670 and Light Industry tax percent increase of 90.17%?
Given the Somass is now a City property, it is no longer reflected in the tax base. There has also been a significant increase in the values for Class 5 so with that there has been a rebalance and the tax share for Class 5 is 90% over the previous year. Following the delinking of Class 4 & 5 in 2021, and now a rebalancing to share tax allocations across all property classes.

- To clarify, despite the loss of the Somass property from the tax base, the net Non-Market increase of 2.07% remains?
Yes
- What would the 2.07% Non-market increase be in dollar value?
Staff will bring information to provide Council context to address this question [April 11 RCM].
- What is the provincial average for residential tax?
The provincial average varies greatly and is dependent on a number of factors within each municipality such as assessed values in each property class [ie. some municipalities don't have an industrial tax base]. This will be included in a report to Council on April 11, 2022.
- Will improvements at the San Group sawmill be reflected as an increase within the Light Industry Class?
BC Assessment values are based on the condition of property on July 1 and values at October 30 of the previous year. In looking at the net tax value of that category, there has been an increase from 2021-2022.
- How does Port Alberni compare to other communities in tax rates over the last 5 years?
Director of Finance to prepare a report.

Note: There is a calculation error in the Financial Plan included in the agenda related to the amendment made on March 14, 2022 for the replacement of the Glenwood Boiler that is reflected on Pg. 29 in the amount of \$60,000. The amount was not carried through to the summary total or the transfer to and from reserves.

2. **Capital Projects Review and Update**

Director of Engineering and Public Works and Director of Parks, Recreation and Heritage presented a verbal overview of the City's Capital Works Projects.

Members of the Committee commented/questioned as follows:

- What area is the linking of Roger Creek Trail referencing?
This would be adjacent to the existing Mill Stone Park and tied in with the Connect the Quays Pathway Project.
- Will the Parks Canada funding for McLean Mill continue?
The federal government has not indicated a timeline for funding.
- Was the McLean Mill septic upgrade budgeted for 2021?
Yes. Staff are now engaging with the project consultant to confirm the scope of work and budget.
- Playground upgrade status?
A number of existing play structures were removed in 2020 related to safety concerns. Staff will incorporate a 'Parks Master Plan' to create an overarching plan as part of the Official Community Plan review and update.
- Will the projects outlined for 2022 be completed this year or in 2023?
The projects are scheduled to be completed in 2022.

- Once the old Lagoon is decommissioned, what are the future plans?
The Lagoon will be dried out, solids will be hauled to the landfill, and rehabilitation efforts will commence [to be determined].
- Street Line painting start date?
As soon as weather permits and the contractor is available.
- Are sidewalk repairs being made and what is the City's plan for regular maintenance?
A GIS Technologist determines and tracks deficiencies via a mapping system for priority sequencing. While repairs are occurring the tracking system is not yet finalized. New asset management software is a vital piece of the tracking process and once that software is in place, staff will bring this information forward for Council's consideration.
- What is the best method for the public to report sidewalk issues?
There is a 'Report a Problem' function available online at portalberni.ca or residents can call Public Works at 250.720.2840.
- Is there a proactive inspection process for sidewalk repair?
If staff notice an issue, they will document/report but there is not a specific proactive program in place. This would take place once the asset management software is implemented.
- 'Roadway Surface Maintenance' and 'Road Allowance Maintenance' reflects a budget of over \$1M for 2022, what does that entail?
From an operational perspective it is staff fixing potholes/smaller areas of damage, crack sealing, removal of debris, etc. Staff are in the process of incorporating this function within a tracking system.

F. CORRESPONDENCE

G. NEW BUSINESS

Update on Welcome Sign Project

At this time, progress has not been made on the project.

H. PUBLIC INPUT/QUESTION PERIOD

Roland Smith

Q1: At the March 7th E-Town Hall, Council received question from an 'anonymous' webinar participant which is contradictory to the Council Procedures Bylaw.

A1: *At present Council has not implemented a 'Hybrid' Terms of Reference. Council will need to address this point when updating the Council Procedures Bylaw.*

Q2: The 3rd Avenue, Argyle Street to Mar Street Beautification Project grant application was unsuccessful and it is noted in the Financial Plan that some of the budgeted funds have been reallocated to other projects. Is this project officially off of the books?

A2: *Council has not given formal direction at this time though the project was defunded at the onset of COVID-19 and other funds have since been repurposed.*

Q3: What is the status of the other forcemain [pipe #5] with regards to age/material and need to replace?

A3: While pipe #5 is the same material and age as the pipe #4 which is set to be replaced first due to the associated break and inability to repair, it does not have as many fines or as much flow which may lengthen its service life. Pipe #5 is on the priority list for replacement.

Q4: The Combined Sewer Overflow project for 7th Avenue to Redford has been removed from the list since initial Financial Plan projections. Will that return on a future year within the Financial Plan?

A4: In 2021 a consultant was engaged to review and prioritize projects such as this. Once this review has been completed, the projects will be relisted in a priority sequence and brought forward for Council's consideration.

Q5: The McLean Mill septic report states that the existing system is non-compliant. How is the City addressing this issue in the short-term [prior to remediating the issue as is projected within the Financial Plan for 2022]?

A5: Staff are working with the consultant to determine the scope of the project including compliancy as well as contingency for continued operation of the site by the Alberni Valley Chamber of Commerce.

Q6: The \$30,000 allocated for removal of the underground storage tanks located at McLean Mill has been reallocated to other McLean Mill projects. Has the City had confirmation from the authorities that the tanks need not be removed?

A6: A site visit determined tanks are empty. At this time the surrounding area continues to be tested and monitored for contamination.

Q7: Has the City been successful in receiving the Connect the Quays Pathway grant?

A7: The grant results have not been received. Once that has been determined, the scope of work will be considered.

Q8: The Water Meter Replacement Project began in 2017 and including 2021 has had \$1.57M allocated towards this project and was anticipated to be completed this year yet only \$169,000 has been spent. What is the current status on this project? How many metres are there to replace and how many of those have been replaced? What was the expected lifespan of original metres? Is this project still adequately funded given inflation rates?

A8: Staff will attempt to answer detailed questions throughout the budget process. With regards to project status, existing resources continue to be tasked to other priorities. Staff are currently exploring options for delivering this project over the next year and following the financial planning process will provide that information to Council for consideration.

Q9: Pg. 18 of today's agenda reflects a projected revenue for 2022 of \$40,370,885, the same as the March 7th estimate but the expenses reflect \$45,594,941 which is \$2.17M more than the March 7th estimate. Please explain why there is an increase in expenses not reflected within revenue.

A9: There have been amendments made to Capital projects which do not impact the revenue but impact the Reserves.

Joseph Leskosek

What is the City's liability with regards to injury or accidents that may occur due to lack of line painting, tripping hazards on sidewalks, etc.?

G. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 5:28 pm.



CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: July 14, 2022
File No: 6480-20-2022
To: Mayor & Council
Subject: Official Community Plan (OCP) Update

Prepared by:  MARIANNE WADE MANAGER OF PLANNING	Supervisor: S. SMITH DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	 S. Smith, Director of Development Services/Deputy CAO
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RECOMMENDATIONS

- THAT members of the Committee recommend to Council that Council accept the revisions to Touchstone Numbers 4 and 7 and the timeline graph as presented in the staff report dated July 14, 2022, and approve staff proceeding with seeking community feedback on the draft Official Community Plan Vision and Touchstones as amended.
- THAT members of the Committee recommend to Council that Council direct staff to implement the Engagement and Communications Strategy for the Official Community Plan Vision and Guiding Principles prepared by FRANK planning collaborative and dated July 12, 2022.

PURPOSE

As a result of Council's June 27th motion to table endorsement of the Engagement and Communication Strategy for the OCP Vision and Guiding Principles, Committee members are being provided the opportunity to review recent revisions and discuss the approach moving forward.

BACKGROUND

This report provides a review of the development of the proposed OCP Vision and Touchstones (guiding principles) Phase 3 of the OCP project, a review of community representatives who attended the June 2, 2022 vision workshop, revised Touchstone 4 and 7 for consideration by the Committee, and a revised timeline graph which identifies when staff is proposing to seek Council's input and direction in the Phase 3: OCP Visioning and guiding principles of the OCP project. Staff welcomes input from Council on this process to ensure alignment with Council's expectations as we progress through the Phase 3: OCP visioning and guiding principles of the OCP project.

Staff is seeking the Committee's support to recommend to Council at the August 8, 2022 support for staff to seek community feedback on the draft OCP vision and revised touchstones as noted in this report. Should Council support staff seeking community feedback on the draft OCP Vision and revised Touchstones, staff

would seek Council support to initiate FRANK Planning Collaborative Engagement and Communication plan dated July 12, 2022 as attached to this report.

Developing an OCP

Official community plans are adopted by bylaw and local governments are responsible for the process of developing an official community plan that is usually based on a twenty-year horizon and typically involves a number of different steps including:

- Research
- Technical analysis which includes infrastructure lifecycle costing to help evaluate the costs of different development scenarios utilizing a twenty-year horizon
- Decisions about which persons, organizations and authorities to consult with Council and direction provide to staff by resolution
- Engagement and Communication Plan supported by Council with opportunities for consultation and engagement throughout the development process to bring the draft OCP Bylaw to formal bylaw readings
- Preparation of a vision and guiding principles to guide policy development
- Draft Policies
- Draft OCP Bylaw
- Possible revisions to the bylaw
- A series of formal bylaw readings
- A public hearing
- A fourth reading of the bylaw (adoption)

Staff has initiated research, technical analysis, and Council has passed a resolution on which persons, organizations and authorities are to be consulted with as we develop the OCP as noted below.

Requirements for OCP development as per the *Local Government Act*

Section 475 – Consultation during development of an Official Community Plan - as part of the development, amendment or repeal of an official community plan, the local government must provide one or more opportunities for consultation with affected persons, organizations and authorities. Local governments must consider if consultation is required with the following parties and what form it will take.

- The board of the regional district, in the case of a municipal official community plan or if the area of the official community plan is adjacent to a regional district
- The council of any municipality that is adjacent to the plan area
- First Nations
- Boards of education, greater boards and improvement district boards of trustees
- The B.C. government and federal governments and their agencies
- The Agricultural Land Commission, if agricultural land is affected

Note: Council addressed this requirement at the June 27, 2022 Regular meeting through the following motion: *THAT in relation to the update to Official Community Plan No. 4602 Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected in the early stages of the OCP update:*

- a. The Hupačasath First Nation*
- b. The Tseshah First Nation*
- c. Other stakeholders as listed in the Engagement and Communication Strategy prepared by FRANK planning collaborative June 20, 2022.*

Section 471 of the *Local Government Act* outlines that an official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

Section 473 of the *Local Government Act* provides content and process requirements when developing an OCP which includes: land use, housing needs, greenhouse gas emissions, infrastructure requirements, sand and gravel extraction, environmental lands, and public facilities.

Under Section 474, policy statements may include: social needs, social well-being, agricultural land reserves, and natural environment and ecosystems.

Port Alberni OCP Process to Date

OCP Project Initiation, November 2021

The OCP project was initiated in November, 2021. Background research and an engagement approach were in the process of being developed.

Update to Committee of the Whole , January 26, 2022

A presentation was provided to Committee of the Whole in January 2022 that outlined the Official Community Plan Review process in six phases, one of which was community engagement to inform an OCP vision and guiding principles by McElhaney.

Update to Council, May 9, 2022

Between January and April, 2022, a community visioning survey and focus group discussions were hosted by McElhaney. Changes within the McElhaney consulting team were reported to Council at the May 9, 2022 regular council meeting, and a revised process that included the timeline graphic below was provided to Council to outline the steps for Phase 3 of the project. Council passed the following resolution:

That Council endorse the revisions, as reflected in the staff report dated May 2, 2022, to Phase 3 'Vision and Community Priorities' as part of the Communications and Engagement Plan within the Official Community Plan Review and Update

Phase 3 "Vision and Guiding Principles" from May 9, 2022 report contains milestones and actions for engagement with the community, stakeholders, staff and Council.



Community Vision Workshop, June 2, 2022

On June 2, staff and FRANK Planning Collaborative hosted a community vision workshop to understand what should inform the key elements of a vision and guiding principles (as outlined in the timeline above). Eighty Community representatives which included local, regional and First Nations governments were invited, the following 26 representatives participated, representing Environment, Social, Economic/Business and Government sectors of the community:

Sector	Name	Organization
Environment	Sandy McRuer	Alberni Valley Nature Club
	James Wright	Ocean Friendly PA
	Karen St. Pierre	Friends of Burde Street Beaver Ponds
	John Mayba	Cycle Alberni, Alberni Valley Transition Towns
	Gail Morton	Alberni Climate Action, Alberni Climate Circles
	Dave Morton	Alberni Climate Action
Social	Mike Youds	Women's Food and Water Initiative
	Theresa Szymans	Women's Food and Water Initiative
	Stephanie Bruvall	Island Health
	Stephanie Stevens	Alberni Valley Food Security Group
	Pam Craig	Rotary, SD 70
	Julie Spencer	Alberni Valley Childcare Society
	Christina Dicks	Alberni Valley Childcare Society
	Ellen Frood	Sage House
	Nancy Czigany	Alberni Valley Senior Citizens Homes Society
	Kevin Somerville	San Group
Economic/Business	Terry Deakin	Chamber, Rotary
	Arne Elias	Port Alberni Port Authority
	Mike Carter	Port Alberni Port Authority
	Mike Irg	ACRD
Government	Ron Paulson	City Council
	Charlie Starratt	ACRD
	Amy Anaka	APC
	Larry Ransom	APC, SD 70
	Anna Lewis	ACRD
	Joe McQuaid	ACRD, Alberni-Clayoquot Continuing Care Society

The outcomes from this workshop, as well as the results of the Community Survey informed the draft of the Vision and Touchstones (Guiding Principles) that were presented to Council on June 27, 2022.

Council Meeting, June 27, 2022

On June 27, 2022, staff presented the findings of the Survey #1 and June 2, 2022 workshop, that proposed a draft OCP Vision and Touchstones (guiding principles). Staff was seeking Council's support for engagement with the public to hear feedback from the public on the draft Vision and Touchstones (guiding principle) for the OCP project.

At that meeting, Council passed a motion that aligns with section 475 of the *Local Government Act*:
THAT in relation to the update to Official Community Plan No. 4602 Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected in the early stages of the OCP update:

- b. The Hupačasath First Nation*
- b. The Tseshah First Nation*
- c. Other stakeholders as listed in the Engagement and Communication Strategy prepared by FRANK planning collaborative June 20, 2022.*

Also, at that meeting, Council tabled the decision to support the engagement and communications plan to proceed with public engagement on the vision and touchstones:

THAT Council table consideration to endorse the Engagement and Communication Strategy for the Vision and Guiding Principles prepared by FRANK Planning Collaborative and dated June 20, 2022 until the July 11th Regular meeting.

Council discussed potential revisions to touchstones 4 and 7, wanted to discuss with staff when Council would be engaged in the process, and clarification on community representatives who attended June 2, 2022 workshop.

ANALYSIS

Community Survey #1

The results of Community Survey #1 revealed that the natural environment, people and the community were the top strengths of living in Port Alberni.

Priorities to consider for the OCP vision and guiding principles include: housing and affordability, healthy community, local agriculture and food security, environmental protection, parks and recreation, and growth and infrastructure management.

Areas that survey respondents identified as needing to be improved upon include: growth and infrastructure management, housing affordability, health and active living, parks and recreation, environment and climate change, food security, city and neighbourhood character, and economic development.

These outcomes informed the development of the vision and guiding principles provided to Council.

June 2, 2022: Vision Workshop

From the workshop 15 common values were identified and are described in the summary report (Attachment 2). The 15 common values include:

Common Values Table				
Reconciliation	Livable	Safety	Equity	Responsible
Protect the natural environment	Inclusive	Accessible	Diverse, balanced economy	Active
Climate adaptation and mitigation	Social connections	Vibrant	Respect	Responsible Growth

Workshop participants were asked to discuss hopes and dreams for Port Alberni in the next 20 years. Eight commonly supported vision areas emerged.

Natural Environment	Complete, livable Neighbourhoods	People stay in the community	Livability
Moving around the community	Fiscal responsibility	Youth and Seniors	Reconciliation

The Survey and Workshop outcomes were analyzed to understand what is important to Port Alberni residents, what the common values are, and what participants envision for the community in the next 20 years. The results are the drafted vision and touchstones presented to Council on June 27, 2022 regular meeting.

Draft Vision and Touchstones (Guiding Principles)

Based upon analysis of data from Survey #1 and the June 2, 2022 Vision Workshop, a draft vision and touchstones (guiding principles) for the updated OCP was prepared for Council to review and to propose staff gather community feedback. The engagement and communication strategy outlines the principles of engagement, stakeholder sectors and the engagement objectives for gathering community feedback. Detailed engagement tactics and a schedule will be confirmed if Council supports proceeding to community feedback.

The Draft Official Community Plan Vision for community feedback:

We are a uniquely natural, progressive, and inclusive community in the Alberni Valley, acknowledging our shared Western and Indigenous histories. We are dedicated to taking care of each other, our land, our water, and our livelihoods - ensuring equitable access to food, shelter, mobility and supporting all peoples to live, work, stay and thrive here.

The Port Alberni Official Community Plan (OCP), touchstones are the essential guiding principles that will direct how we meet the long-term vision for our community. Policies must adhere to at least one touchstone without compromising others.

Based upon feedback from Council at the June 27 2022 regular meeting, touchstones 4 and 7 have been revised for the Committee’s discussion and direction to staff as noted below and within the report attachments.

OCP TOUCHSTONES (GUIDING PRINCIPLES)

1. **Environmental Protection and Leadership:** protect and improve Port Alberni ecosystems; support recovery of damaged ecosystems; be the leaders of environmental stewardship on the Island.
2. **Grow with Tomorrow in Mind:** develop within the reality of a changing climate; require progressive community-focused design and building concepts; provide a diversity of accessible options to move around Port Alberni.
3. **Responsible Infrastructure Management:** utilize what we already have and ensure new infrastructure is resilient to a changing climate.
4. **Healthy, Vibrant, Inclusive Community:** care for those who need the most support; foster a sense of community, relationships, diverse cultures and active volunteerism.
5. **Livability:** quality of life for all residents by enabling housing options and affordability; food security; social connections and well-designed neighborhoods accessible by transit and other modes of transportation.
6. **Parks and Recreation:** preserve, increase and improve places and spaces for facilities, activities and trails to meet the changing needs of our community.
7. **Diverse, Balanced Economy:** **continue to support existing economic drivers while also adapting our economy to support newly emerging sectors**, and ensure there continue to be opportunities for youth and young families to stay in the community.
8. **Reconciliation:** Acknowledge and learn about our histories, celebrate the opportunities and foster strong relationships between Port Alberni, the Hupačasatḥ Nation and the Tseshaht Nation.

IMPLICATIONS

The draft vision and touchstones (guiding principles) are outcomes of what we heard from the Community Survey #1 and the June 2 Vision Workshop where 34 organizations were represented by 26 participants. Should the Committee wish to not move forward to seek community feedback on the draft vision and revised touchstones, staff would like to provide an update to these participants on Let’s connect with the analysis from Survey #1 and June 2 workshop.

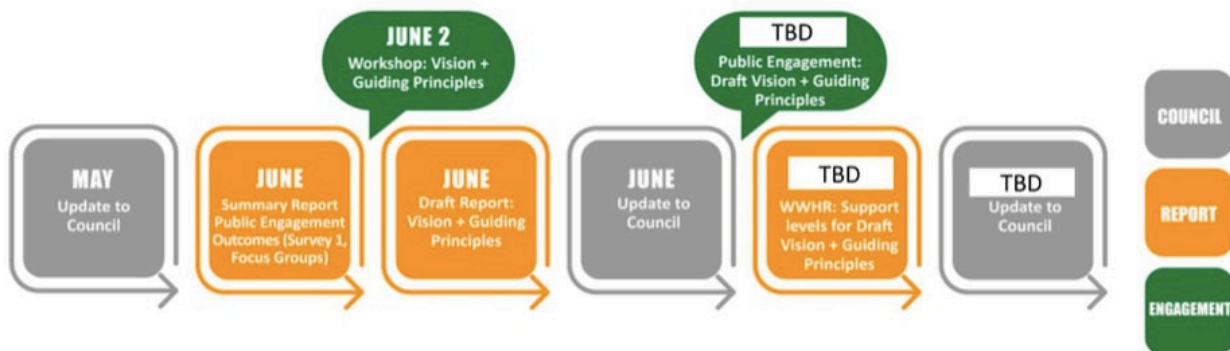
Staff would also request clarification from the Committee on content and how they recommend moving forward with Phase 3 of the OCP project.

Additional scope may impact consultant’s contracts which will have to be reviewed if the Committee seeks alternative direction or modifications.

Initial timeline presented to Council May 9, 2022:



Current timeline status:



COMMUNICATIONS

As per Council direction on June 27, 2022, staff is seeking input from the Committee in support of the draft OCP vision and revised Touchstones (guiding principles), and input on expectations for Committee and Council participation in the process.

As noted in the graph above, there are milestones for engagement with Council as staff moves through the engagement process. The engagement tactics vary to accommodate the community, staff is seeking input as to what events Committee feels Council would like to be informed about and participate in. Any workshops, like the June 2, 2022 Council would be informed and invited to attend.

If the Committee recommends support to Council for the revised Touchstones, when Committee/Council is engaged, and to initiate FRANK Planning Collaborative Engagement and Communication Strategy dated July 12, 2022 at the August 8, 2022 regular meeting and Council supports this recommendation, staff would then engage with the community and seek their feedback. This feedback will be analysed and reported back to Council in the fall of 2022.

BYLAWS/PLANS/POLICIES

The Official Community Plan is a document, created by a bylaw, that informs our community's growth and success over a long term 20-year horizon. The OCP has objectives and policies that guide planning and land use management. It provides direction related to elements such as location and type of residential, commercial, and industrial development; availability of transportation choices and utility servicing; and environmental, social and economic issues. It must align with the requirements in the *Local Government Act* and *Community Charter*. Most recent municipal OCPs in British Columbia have been developed from extensive community engagement and input.

Council's Corporate Strategic Plan 2019-2023 has a Mission and four guiding principles for their decision making along with strategic priorities which closely reflects with what we heard from the community. This is Council's plan to guide their decision-making process and is a separate document from the legislative requirements for an OCP as per the Local Government Act, no modifications to this plan are being proposed.

SUMMARY

The first milestone as outlined in the May 9, 2022 timeline to hold an OCP Visioning workshop on June 2, 2022 and report back to Council on June 27, 2022. has been achieved and Staff is seeking support to seek community feedback on the proposed OCP Vision and Touchstones. Staff have revised Touchstones 4 and 7 based upon discussion at June 27, 2022 council meeting. Staff is recommending we move forward with the draft OCP vision and revised touchstones for community feedback as per the Engagement and Communication Strategy prepared by FRANK planning collaborative dated July 12, 2022 (attachment 2).

ATTACHMENTS/REFERENCE MATERIALS

- *Revised Draft Vision and Touchstones (Guiding Principles)*
- *Workshop and Survey Engagement Summary*
- *Engagement and Communication Strategy prepared by FRANK planning collaborative dated July 12, 2022*

Copy: T. Pley, CAO
T. Slonski, Director of Corporate Services
R. Dickinson, Director Engineering and Public Works
W. Thorpe, Director Parks and Recreation
A. McGifford, Director of Finance

J:\Engineering\Planning\OCP\OCP 2022\COW\July 25 2022\June 27 2022 ocpstatus update vision v.4.docx

DRAFT VISION

(FOR COMMUNITY FEEDBACK)

We are a uniquely natural, progressive, and inclusive community in the Alberni Valley, acknowledging our shared Western and Indigenous histories. We are dedicated to taking care of each other, our land, our water, and our livelihoods - ensuring equitable access to food, shelter, mobility and supporting all peoples to live, work, stay and thrive here.

TOUCHSTONES

“Touchstones” were once real rocks used to assess the quality of gold and other metals — just scratch a touchstone with a piece of gold to see how pure it is. Today we use the word touchstone figuratively when we talk about the qualities we require in a feature or service.

For the Port Alberni Official Community Plan (OCP), touchstones are the essential principles that will guide how we meet the long-term vision for our community: policies must adhere to at least one touchstone without compromising others.

OCP TOUCHSTONES (GUIDING PRINCIPLES)

- 1 Environmental Protection and Leadership:** protect and improve Port Alberni ecosystems; support recovery of damaged ecosystems; be the leaders of environmental stewardship on the Island.
- 2 Grow with Tomorrow in Mind:** develop within the reality of a changing climate; require progressive community-focused design and building concepts; provide a diversity of accessible options to move around Port Alberni.
- 3 Responsible Infrastructure Management:** utilize what we already have and ensure new infrastructure is resilient to a changing climate.
- 4 Healthy, Vibrant Inclusive Community:** care for those who need the most support; foster a sense of community, relationships, diverse cultures and active volunteerism.
- 5 Livability:** Quality of life for all residents by enabling housing options and affordability; food security; social connections and well-designed neighborhoods accessible by transit and other modes of transportation.
- 6 Parks and Recreation:** preserve, increase and improve places and spaces for facilities, activities and trails to meet the changing needs of our community.
- 7 Diverse, Balanced Economy:** **continue to support existing economic drivers while also adapting our economy to support newly emerging sectors**, and ensure there continues to be opportunities for youth and young families to stay in the community.
- 8 Reconciliation:** Acknowledge and learn about our histories, celebrate the opportunities and foster strong relationships between Port Alberni, the Hupac̓asath Nation and the Tseshaht Nation.



ENGAGEMENT SUMMARY

Survey 1: VISION & PRINCIPLES

OFFICIAL COMMUNITY PLAN





THE CITY OF PORT ALBERNI OFFICIAL COMMUNITY PLAN (OCP) UPDATE

This report summarizes the public input from the community Survey #1 that will help inform the vision and guiding principles for the City of Port Alberni Official Community Plan update. Opportunities for further feedback will be announced on letsconnectpa.ca

OVERVIEW

The first OCP community survey has been completed. This report summarizes the outcomes that will help inform the vision and guiding principles for Port Alberni's OCP.

Community Survey Statistics – Who Completed the Survey?

667

Community members responded to the survey during its active phase.

78%

Answered that they lived in the City of Port Alberni.

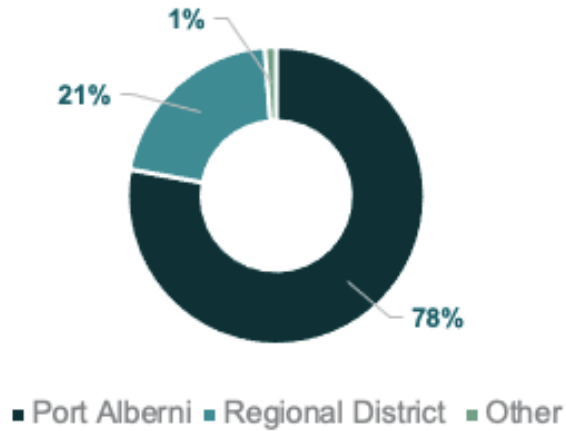
21%

Answered that they live in the Alberni-Clayoquot Regional District

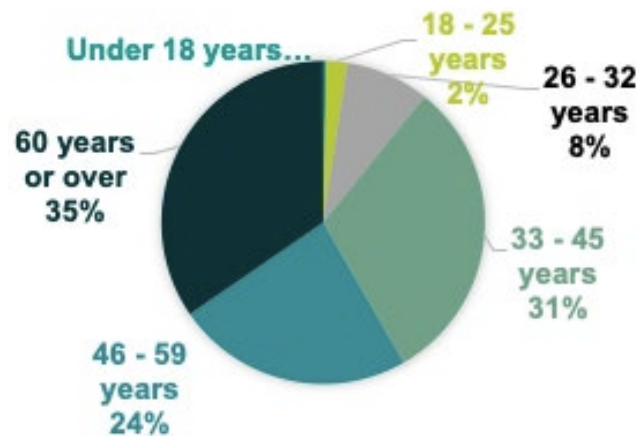
5%

Identified as Indigenous

Where Survey Respondents Live



Age of Survey Respondents



61.7%

Of respondents identified as female

35.2%

Of respondents identified as male

INFORMING THE OCP VISION AND GUIDING PRINCIPLES

Community Survey 1 Outcomes

From the 667-survey respondent's top priorities for the community over the next 20 years, the topics related to:

Housing and Affordability	Healthy Community	Local Agriculture and Food Security
Environmental Protection	Parks and Recreation	Growth and Infrastructure Management

TOP PRIORITIES

The survey asked respondents to identify Port Alberni's top 5 strengths from a list of choices provided in the survey. **Two items came out as the top strengths of the community as identified by a strong majority of survey respondent:**

- The natural environment (606 of the 667 respondents), and
- Its people, the community (521 respondents)

Other items that were identified by close to half of the survey respondents as strengths include:

- Parks (307 respondents)
- Affordability (305 respondents)
- Tourism opportunities (294 respondents)

TOP STRENGTHS

Survey respondents indicated that as Port Alberni grows and develops over the next 20 years, residents want Port Alberni to rethink:

*The numbers in the brackets = the number of survey respondents that chose that option.

- Growth and infrastructure management (462*)
- Housing affordability (444)
- Health and active living (388)

RETHINK

- Parks and recreation (386)
- Natural environment and climate change (356)
- Food security (325)
- City and neighbourhood character (323)
- Economic development (320)

ONE BEST THING

In the survey, respondents were asked to share, **What is the one best thing about living in Port Alberni?** Two strong themes emerged from survey respondents:

Nature – access to nature, the scenery, trails, the landscape, forests, mountains, surrounding ecosystems, Sprout Lake.

The Community – the people, location, family-friendly, affordability, small town

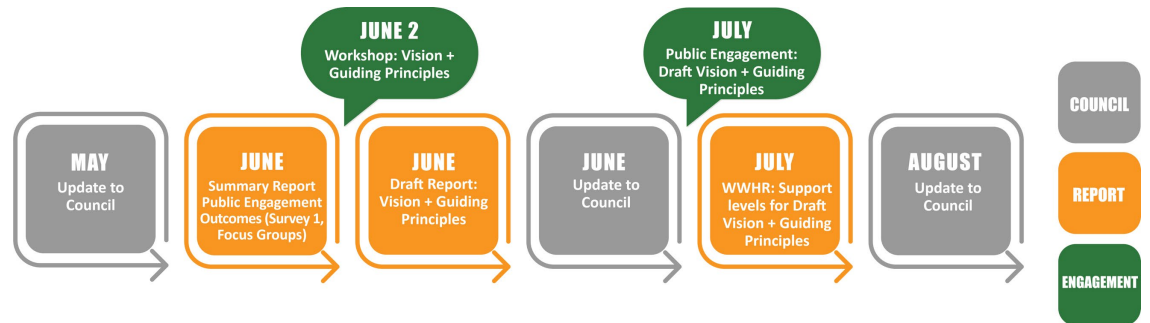


SUMMARY

The outcomes highlighted above are a first step in understanding what several community members view as priorities, strengths, and challenges facing Port Alberni today and opportunities for the future of the community. This survey information was an initial step in creating a community vision and guiding principles for the OCP.

In addition to the survey, a number of small focus groups were hosted and a workshop took place on June 2, 2022 to further discuss community values and visions for Port Alberni. Reports from these events will be posted on letsconnectpa.ca.

NEXT STEPS IN THE PROCESS



The project team is analysing the survey summary results, the focus group discussion outcomes and the June 2 workshop outcomes. A report outlining the draft vision and guiding principles will be presented to Council after for their review and feedback. At that time, the ways the community will be engaged to provide refine the draft vision will be presented to Council. If Council supports the engagement process being proposed, the project team will be announcing engagement opportunities with the public.

Please subscribe to the City's engagement platform: letsconnectpa.ca to review information about community engagement opportunities!

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Official Community Plan Engagement Webpage:

[Letsconnectpa.ca/ocp](https://letsconnectpa.ca/ocp)



ENGAGEMENT SUMMARY

VISION WORKSHOP JUNE 2, 2022

OFFICIAL COMMUNITY PLAN





THE CITY OF PORT ALBERNI OFFICIAL COMMUNITY PLAN UPDATE

This report summarizes the outcomes of a community workshop hosted by the City of Port Alberni on June 2, 2022. The outcomes of the workshop as well as the Community Survey #1 responses will help inform the vision and guiding principles for the City of Port Alberni Official Community Plan (OCP) update. Opportunities for further feedback will be announced on letsconnectpa.ca

OVERVIEW

Eighty organizations were invited to participate in the first community Vision and Guiding Principles Workshop for the Official Community Plan project. Thirty-one individuals responded to confirm their attendance and 26 individuals attended* the session. The June 2, 2022, workshop was just over two hours long with the key objective of engaging a diverse group of community representatives to identify common community values and ideas to inform a community vision.

Community Workshop Statistics – Who Participated?

80

Organizations invited to attend the workshop on June 2, 2022

31

Individuals confirmed they would attend

26

Participated in the June 2, 2022 workshop

32

Organizations were represented by the 26 attendees (some folks wear multiple hats!)

*APPENDIX 1 lists organizations invited and those able to attend

The Workshop – Values and Vision

The workshop was designed to gain an understanding of common community values and ideas that could inform a 20-year community vision and guiding principles for the Port Alberni Official Community Plan. This report provides a summary of what was heard.

Community Values Discussion

Participants were asked to write down their values individually before discussions with others at their tables took place. Each participant then shared their values with fellow table participants. A table facilitator worked with the group to identify common groupings or themes of community values. The following section outlines common values identified as a result of this exercise. These values will inform the development of Guiding Principles for the OCP.

Reconciliation

Learn from and celebrate the histories, cultures and opportunities of the Tseshaht First Nation and Hupačasath First Nation. Work toward being more inclusive and integrated as a community of communities in the Valley.

Protect the natural environment

Access to trails, natural areas, ecosystems and wildlife in and around the community is a source of pride.

Climate adaptation and mitigation

An ability to reduce the impacts of our actions and proactively address the changing challenges due to climate change.

Diverse, balanced economy

Shift from a resource-based economy to one that supports other sectors, tourism included, to offer opportunities for youth and young families to stay in the community.

Responsible growth

Growth at all costs is not a desired value. But growth that is thoughtful, respectful of those in the community, and environmentally progressive is valued.

Livable

Quality of life for all residents due to housing affordability, food security, social connections and well-designed neighbourhoods accessible by transit and other modes of transportation.

Inclusive

Inclusive and welcoming to all residents, neighbours, and visitors.

Social connections

Sense of community, relationships, diverse cultures, and active volunteerism.

Respect

Respect for all beings, all ages, all abilities, all cultures.

Safety

Social, mental health supports, health care, emergency preparedness.

Accessible

Access to nature, trails, economic opportunities, transit/transportation, social supports, and basic needs.

Active

Protect and enhance the outdoor lifestyle and community recreational opportunities.

Vibrant

The people and surrounding context offer a vibrant community and lifestyle.

Responsible

Take responsibility beyond the short term for fostering community, social connections, climate mitigation and adaptation, economic diversity, and balanced, respectful growth.

Equity

Ensure barriers are removed for those that face them. Food security, health care, mental health supports, and economic opportunities.

Vision for Port Alberni Discussion

Participants were asked to use visioning worksheets to record their hopes and dreams for Port Alberni in the next 20 years. See appendix two for the vision worksheet outcomes.

Then participants were asked to share their vision with other table participants before they worked with the facilitator to identify areas and ideas of commonality and where ideas about the future of Port Alberni may differ.

Once the table conversations wrapped up, table facilitators reported the top three ideas or themes for a vision.

The following section is a record of common vision areas as reported back from the tables.

Table Discussion Outcomes: Common Vision Areas

Natural environment

- Protect
- Accessible nature
- World leaders environmentally

Moving around the community

- Find ways to get people out of cars by providing accessible active transportation, public transit options, car sharing

Complete, Livable Neighbourhoods

- Neighbourhoods designed for access to daily services within walking or active transportation distance
- Green/net zero building standards
- Neighbourhoods foster social connections and support – food security, green spaces, connectivity, safe spaces

Fiscal responsibility

- Use existing infrastructure instead of building new
- Be efficient with development, don't sprawl

People stay in the community

- Tourism
- Youth
- Seniors

Youth and Seniors

- Finding ways to keep/retain youth and seniors in the community
- Access to nature and access to recreation
- Access to health services
- Educational opportunities

Livability

- Quality of life
- Support for the most vulnerable in the community
- Meeting basic needs for all – food security, shelter, health

Reconciliation

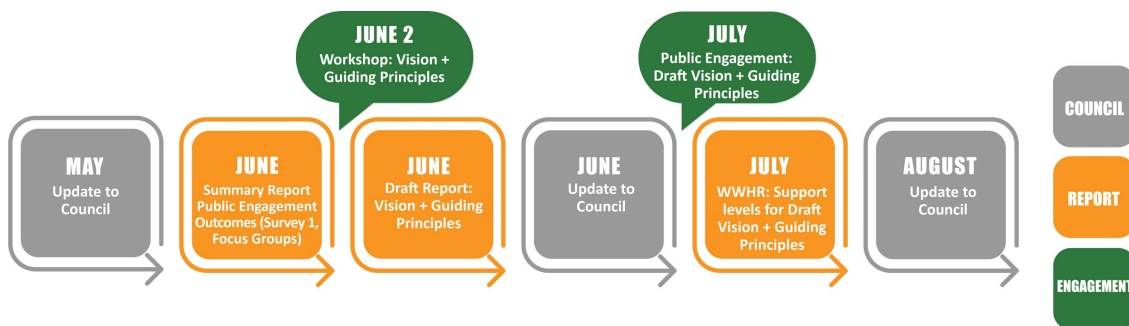
- Indigenous reconciliation should be a priority for the City



SUMMARY

The outcomes from this workshop as well as the Community Survey #1 will inform the Draft OCP Vision and Guiding Principles that will be presented to Council on June 27. Once Council supports the project team's proposal to engage the community to provide their feedback on the Draft OCP Vision and Guiding Principles, the project team will be out in the community during the month of July.

NEXT STEPS IN THE PROCESS



OCP PROJECT LEAD CONTACT INFORMATION

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OCP ENGAGEMENT WEBPAGE

letsconnectpa.ca/ocp

Please subscribe to the City's engagement platform: letsconnectpa.ca to learn about upcoming community engagement opportunities!

APPENDIX 1

Invited Organizations/Workshop Attendees

Organization (Bold text indicates a representative(s) attended the workshop)

Advisory Planning Commission

Alberni Clayquot Health Network

Alberni Climate Action

Alberni Climate Circles

Alberni District Historical Society

Alberni District Secondary School

Alberni Valley Chamber of Commerce

Alberni Valley Child Care Society

Alberni Valley Community Foundation

Alberni Valley Emergency Program

Alberni Valley Food Security Action Group

Alberni Valley Lions Club

Alberni Valley Museum

Alberni Valley Nature Club

Alberni Valley Pride

Alberni Valley Senior Citizens Homes Society

Alberni Valley Transition Town Society

Alberni-Clayoquot Continuing Care Society (ACCCS)

Alberni-Clayoquot Regional District

Alberni-Clayoquot Regional District - Ag Development Committee

Arrowsmith Rotary

Better at Home

Bread of Life Centre

Canadian Mental Health Addiction Services

Capitol Theatre & Portal Players Drama Society

Child and Youth Mental Health

Citizens Advocacy Society

Community Action Team / Community Action Initiative

Community Futures Alberni-Clayoquot

Council

čuumas / Tsuma-as Elementary School

Cycle Alberni

District Group

Early Years and District Principal for SD70 Pacific Rim

Ecole Alberni Elementary School

Eighth Avenue Learning Centre

Friends of the Burde Street Beaver Ponds Steering Committee

Island Health

John Howitt Elementary School

Kids R Us Childcare

Kiwanis Hilton Children Centre

Literacy Alberni Society

Maquinna Elementary School

Ministry of Child and Family Development

Mosaic Forest Management

North Island College

North Island College - Elder College

Ocean Friendly PA

Pacific Rim Children and Families

Paper Excellence

Port Alberni Air Quality Council

Port Alberni Christian School

Port Alberni Family Guidance Association

Port Alberni Friendship Centre

Port Alberni Navy League Cadet Core

Port Alberni Neighbourlink Society

Port Alberni Port Authority

Port Alberni Public Health Unit

Port Alberni Shelter Society

Poverty Reduction/Action Group

Riders of the Alberni Valley

Robertson Creek Fish Hatchery

Rollin Art Centre/Community Arts Council

Rotary Club of Port Alberni

Rotary Club of Port Alberni Arrowsmith - Arrowsmith Arts District

Sage Haven Society (formerly ACAWS - Alberni Community and Women's Society)

Salvation Army Alberni Valley Ministries

San Group

School District 70 Pacific Rim

SD 70 Strong Start

Seymour Pacific Developments Ltd.

Shining Star Childcare

The Port Alberni Association for Community Living

Uptown Merchants Society

Vancouver Island Regional Library

Westcoast Aquatic

Western Forest Products

Women's Food and Water Initiative

Wood Elementary School

Young Professionals of Alberni Valley

APPENDIX 2

Vision Worksheet Outcomes by Idea

Twenty-five worksheets were completed and returned back at the end of the workshop. Before group discussions took place, participants were asked to first fill out worksheets individually to answer the question, “Think of the community you hope Port Alberni to be in 20 years.” The section below provides descriptions of the main theme areas for a Port Alberni vision.

Think out 20 years. What are your hopes and dreams for Port Alberni?

Environment

- Preservation of wild spaces and wildlife
- A place where environmental all values and access are respected
- To be a community that embraces its natural environment
- Nature remains accessible
- A place that takes its place in the world by reducing our impact on other people (climate change, environmental degradation).
- Keeping our beauty, nature healthy and enjoyable
- Ensure that we encourage individuals to live within their means so as to conserve resources for future generations.
- To protect environmental features and trails
- Protected natural areas including watersheds and forests
- Rehabilitate damage done to natural assets (eg dry creek at Somass)
- Zero air quality PM2.5 exceedances
- Increased carbon sequestration by planting more trees/preserving more land
- Climate mitigation and adaptation is working
- Positive contribution to fighting the climate crisis
- A community that can adapt to a changing climate
- There is an operating adaptation plan for sea level rise
- That this community work together on mitigation and adaptation re: climate change, for the sake of all living things
- Supports in place for water conservation for agricultural producers
- No invasive species
- That the Beaver Ponds will still be there and healthy

Social aspects / Taking Care of Each Other

- A vibrant and thriving agricultural sector that makes the valley more food secure including promotion of suburban food growing (victory gardens) and sales/trade
- Growers’ collectives in every neighbourhood for seed saving, sharing plants and food.
- A food-secure Port Alberni: all people at all times having access to safe, personally acceptable and culturally appropriate foods. Produced in a way that is environmentally sound and socially just.
- Strong gleaning program
- A place where I can age in place
- Healthcare at home
- Access to healthcare (physical and mental health)
- A place that seeks to help people in crisis in our own and other communities and lands.
- A community that has supports and services to meet the needs of all community members.
- Respect for ALL people (arts, leisure, culture, sports) and businesses

- To have a vibrant and diverse community
- An inclusive and diverse community
- Equity and access for all
- Collaborative, caring community
- Welcoming
- Unified and supportive
- Community shared views that are accepting of others and fair to everyone
- A place people want to be
- That all citizens have a sense of community pride
- Safe
- A place where young families can stay
- My children can make a life here
- A place where our children and grandchildren can be proud of and live, work comfortably/happy
- A healthy community offering opportunities

Affordability

- Access to affordable housing
- Adequate affordable housing – seniors, disabilities, accessible, supportive – including low income and no barrier
- Economically affordable with a lifestyle that is clean and attractive to the community as a whole – now and in the future

Education

- Educational opportunities for all ages
- A community that values children and early childhood education
- More secondary education opportunities
- That North Island College will have more programs

Recreation

- Access to outdoor activities and recreational facilities are retained
- Accessible sports activity for all including kids
- Outdoor lifestyle and lots of outdoor opportunities for everyone
- Sports tourism
- Amenities of hiking and cycling trails into natural areas with accessibility to all areas of the community.

Reconciliation

- That we adopt First Nations concepts of interconnection and seek to learn from the Nuučaanuŋ peoples about the care of the lands and waters and all they contain.
- A place where Indigenous values are respected and ALL people of the Alberni valley live together with justice, harmony, and respect.
- To set an example as a centre of reconciliation and small city innovation in the face of inevitable environmental and social change.
- I am hoping that in 20 years we do not have to work on reconciliation because we will have great relationships with all our people.
- Reconciliation and inclusion of First Nations values
- That the two First Nations here have resolved their differences
- That land claims will be settled

Economy and Jobs

- A community that thrives with a diverse economy
- To be a community that is able to leverage development/economics so its citizens can live and thrive in a sustainable way
- Diverse economy and jobs for young people to stay
- Jobs for the citizens of tomorrow
- Job opportunities for everyone
- A stable, diverse workforce
- Continue to build on industry such as the 'blue economy', all the while keeping environmental concerns in check and outdoor lifestyle.
- A trade corridor for Vancouver Island.
- Tourist economy – ecotourism. Investment in tourism infrastructure – McLean's Mill, Rail service, Nature trails, pathways etc.
- Jobs, programs to keep families and generations in Port Alberni
- Economy supported by local deliverables
- A strong mix of sustainable commerce and industry
- That the Link Millsite is an industrial area

Growth and Development

- Take a more cautious and planned approach to community growth and development ensuring that the values important to local people are not eroded or sacrificed.
- Promotion of walkable village concept for each of the neighbourhoods identified in the old OCP
- Housing that is connected to nearby services within walking distance.
- Public transit to nearby Island communities and to local parks including Sprout Lake.
- A community with a priority for active transportation with protected bike lanes and pedestrian corridors, integrated public transit and car-sharing.
- A fully sustainable, accessible, affordable transport system with protected bikeways and pedestrian walkways – electric transit and EVs for unserved areas with longer trips
- 60% of vehicles will be electric
- Liveable neighbourhoods for all ages and abilities
- A well-planned community that cares how it appears.
- To have a mix of housing
- Inclusionary zoning – supporting low-income earners and projects.
- Housing that allows all community members to remain in the community as they age (more senior's housing) or as circumstances change (supportive housing)
- Infrastructure to support sustained development
- Don't be afraid to demolish to redevelop. Grow up at densities to support small business within walking distance – especially Uptown.
- Development permit areas for riparian (streams, wetlands), slopes (grade with natural topography – do NOT cut like lower Melrose).
- Blended waterfront. Not all industry but not all tourism
- Recognize heritage (First Nation and Industry) but accept change
- Welcome development but manage it responsibly
- Step 4 building codes
- Use of green energy (with sufficient infrastructure to support it)
- Fossil-free heating systems
- Net-zero housing and commercial facilities including a new aquatic centre
- That all new builds be net-zero standards, old buildings retrofitted
- Node with corridor densification, green spaces

- Central farmer's market on main transit route
- Clover planted (bee pollinator) ground covers
- Land use planning uses regenerative principles
- "Growth" – a broad statement. But things will grow whether we like it or not. How do we guide that growth?
- In-depth community planning for growth, economy, environment, etc.

Other

This section includes items that span many of the sections above or were unique and unable to be categorized under a vision theme area because they were more specific to policy implementation or unclear in terms of what the phrase used was referring to.

- Live, work, play, stay!
- A community that will offer our youth a reason to stay
- Services needed to give our youngest the support and services they need to thrive (social, medical, education, economic)
- Focus on maintaining the Valley's uniqueness
- A cultural shift that embodies how people think and on "living here as if we are planning on staying".
- That we choose a vision which contains walkable villages, circular economy, local food sustainability, conversion of empty cement spaces to urban greening projects.
- Port Alberni continues to diversify across all value streams – environment, business, culture and social streams. It becomes a community centred on these values and balanced across all demographic spectrums.
- Balance between economic, social and cultural and environmental well being
- Sharing our space
- The whole area will be high quality, livable and resilient
- Build a conference centre on Somass Lands, along the restored river park.
- Regional municipality
- Robust wildfire strategy and emergency planning response including clean air shelters
- Clear, concise communications to residents for health, episodic events
- Expand bylaws to include rabbitries



CITY OF PORT ALBERNI

OCP VISION AND GUIDING PRINCIPLES

ENGAGEMENT AND COMMUNICATIONS STRATEGY

V.2 July 2022



BACKGROUND

The City of Port Alberni began the process of updating the Official Community Plan in November 2021. A consulting firm completed the first step in engagement and background research for developing the vision and guiding principles. A community survey to inform the vision and growth management issues and opportunities received over 600 responses. A number of focus group discussions with stakeholder groups were also held.

The City's Development Services Department is responsible for overseeing the project. Council has stated wide-spread public engagement is required to create the vision and guiding principles for the OCP. The Engagement and Communications Strategy provides an outline of way the community will be informed of the process and engaged.

The Strategy describes:

- engagement purpose and decision makers
- the engagement strategy
 - the principles of engagement
 - the scope of the engagement
 - the project team members
 - stakeholder groups
 - engagement objectives and tactics
- communication strategy, and
- risks and opportunities to be addressed.

This portion of the OCP project began on May 13, 2022 and is anticipated to have a vision and guiding principles presented to Council on August 8, 2022.

PURPOSE AND DECISION MAKERS

The purpose of the engagement and communications strategy, is to identify the decision to be made, the decision statement, and the decision-makers.

Project Purpose: The purpose of the OCP Vision and Guiding Principles (phase 3) of the City's OCP project is to engage the community at large and key stakeholder groups to create a vision and guiding principles for the OCP document.

Engagement Strategy Purpose: The purpose of the engagement strategy is to outline who will be engaged, how they will be engaged and when in the process they will be engaged based on the IAP2 framework for engagement.

Decision Statement: By the end of August 2022, the City of Port Alberni Council will be presented with a draft OCP vision and guiding principles based on community input.

Decision Maker: Council, City of Port Alberni as per Local Government Act legislation.

ENGAGEMENT STRATEGY

The engagement and communication strategies are based on the International Association of Public Participation's (IAP2) public engagement spectrum (see the spectrum on page 5). The spectrum is considered the best practice for designing and actioning engagement and best articulates the engagement goal as well as the promise to the public. For the engagement tactics with various stakeholder groups, the engagement strategy will identify which level of engagement (public participation goal) is being implemented.

Guiding Principles for Engagement Design

The engagement strategy has been designed based on the following engagement planning and design principles.

1. Transparent: Create an environment of no surprises for stakeholders, staff, and Council.
2. Respectful: Public participation requires the mutual respect of all participants and a variety of perspectives. Engagement design can enable safe, respectful participation.
3. Equitable: Seek ways to engage those that typically do not due to systemic inequalities, socio-economic disparity, and resources.
4. Inclusive: The project team will work extensively to involve and enable the participation of all interested parties across the full range of Port Alberni's diverse population.
5. Accessible: Make it easy for people to engage in the process by providing a variety of avenues for the public and stakeholders based on their preferences, level of interest and perception of impact.
6. Connected to Decision Making: Decisions communicate the needs, interests, and values of the diverse community.
7. Continual Improvement: Engagement is about learning from the community; it will be essential to adapt and be flexible as the project evolves.

Out-of-Scope for this Engagement Plan

Throughout the project are items or tasks that are not part of this scope of engagement. Out-of-scope items for this engagement include the following:

- Technical analysis of planning issues is underway and will continue through subsequent project phases. The visioning portion of the project will not include technical analysis.
- The City of Port Alberni, the Hupačasath First Nation and the Tseshaht First Nation have had conversations together about the OCP and how engagement will happen. All engagement opportunities offered to Port Alberni residents will be offered to the Hupačasath First Nation and the Tseshaht First Nation should their community members wish to participate.

Project Team and OCP Advisory Team

OCP Project Team

The City of Port Alberni Development Services team is responsible for the OCP vision and guiding principles phase of the project. FRANK planning collaborative and M! Communications are providing engagement and communications support and recommendations to the staff project team. Staff will provide updates to Council throughout the duration of the project to ensure they are well informed and maintain an ongoing awareness of the process, key inputs, and are supportive of the direction being proposed at certain milestones.

OCP Advisory Team

Staff will be responsible for engaging and communicating with the OCP Advisory Team. The OCP Advisory Team is comprised of the Advisory Planning Commission (APC) members.

The OCP Advisory Team has three important responsibilities for the OCP Vision and Guiding Principles phase of engagement:

1. Provide advice, feedback, input, and ideas from a community perspective to the project team
2. Champion the engagement process, tactics and events with their own organizations and networks
3. Model open and respectful dialogue at the Advisory Team table, with their networks, and in the public realm.

Stakeholder Groups

Initial stakeholder mapping was completed during project initiation in November 2021 and updated in May 2022¹. The baseline list is included in Appendix 1 and represents known stakeholder groups. It will be added to as the process evolves. The project team will track who is impacted by the topics throughout the process and engage accordingly.

Stakeholders are identified by:

- a. how much the project impacts them,
- b. what groups/demographics they represent,
- c. the type of decision-making power they have related to the process, and
- d. their interest in participating.

For engagement design, the term stakeholder is used to describe the groups that have a stake in the outcome of a project. As per City direction, community organizations or specific names of groups will be used in communication and reporting materials in place of the term 'stakeholder' as appropriate.

¹ This engagement plan acknowledges the approach of stakeholder mapping is a western, settler approach to engagement planning. The evolving discussions between Council and The Hupačasath First Nation and the Tseshaht First Nation are meant to honour Indigenous decision-making and involvement in the Port Alberni OCP Update and to learn ways to improve how the project team is engaging the Port Alberni community as well.

The general public is not often identified as a key stakeholder; however, it is important to make sure the public is informed and provide opportunities for input and feedback in a variety of ways as the process progresses. See Appendix 1 for a list of organizations initially gathered for this project.

Stakeholder Level	Stakeholder Groups
<p>Primary Stakeholders</p> <p>A primary stakeholder is an individual or an organization that will be directly impacted by the decision to be made (i.e. responsible for implementing the policies related to the vision). A primary stakeholder has decision-making power and/or is an implementer.</p>	<p>Council (Decision Maker)</p> <p>City Departments (Implementers)</p>
<p>Secondary Stakeholders</p> <p>A secondary stakeholder is an individual or an organization that has an interest in the decision being made and is indirectly affected by the outcome. For example, not directly responsible for overseeing the implementation of the decision. It is likely some secondary stakeholders will have more direct engagement than others depending on the subject matter.</p> <p>Secondary stakeholders have an influence on the decision (support, question, reject) but do not have direct decision-making roles.</p>	<p>OCP Advisory Team: Committee representation and process champions</p> <p>Council Committees</p> <p>Community organizations (Arts, Culture, Environment, Economic, Faith, Recreation, Social, etc.)</p> <p>Educational institutions</p> <p>Support service agencies</p> <p>Childcare agencies</p> <p>Businesses</p> <p>Employment industry/organizations</p> <p>Tourism Industry</p> <p>Development/Construction Industry</p> <p>Interior Health</p> <p>Transportation agencies</p> <p>Regional organizations (CSRD, CBT, etc.)</p> <p>General public</p>
<p>Tertiary Stakeholders</p> <p>A tertiary stakeholder is an individual or an organization that knows about the project, is interested in the outcomes but chooses not to participate other than staying informed.</p>	<p>Provincial and Federal agencies</p> <p>Media</p>

Please note: The evolving discussions between Council and The Hupačasath First Nation and the Tseshah First Nation are meant to honour Indigenous decision-making and involvement in the Port Alberni OCP and to learn ways to improve how the project team is engaging the Port Alberni community as well. This process will continue in coordination with Port Alberni resident engagement.

Engagement Objectives

Engagement objectives detail the purpose of the engagement and articulate three things:

1. with whom the engagement is taking place
2. the intensity of the engagement (in reference to the IAP2 spectrum levels of inform to empower)
3. the intended results.

Objective: The public is informed about the process, and how and when there are opportunities to participate.

Objective: A diverse representation of key stakeholder groups and demographics are involved in the process to work with the project team to identify community values and elements of a vision for Port Alberni.

Objective: A diverse representation of key stakeholder groups and demographics are consulted on the draft OCP vision and guiding principles.

Objective: The project team will work to find ways to involve stakeholder groups representing those that have socio-economic challenges.

Objective: The public is consulted on the draft vision and guiding principles.

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	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.

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The following table outlines the main engagement techniques being proposed. Some steps may be supplemented by other tactics (i.e. pop-ups, coffee klatches, community events, polling, focused conversations, etc.) to strive for an equitable process, reach a diverse audience and offer accessibility for those that don't typically engage. A schedule will be determined once Council indicates support for the overall engagement approach to gain public feedback on the draft vision and guiding principles for the OCP.

Action <u>Engagement objective</u>	Who?	Tactics
Publish steps, timeline, and summary report from engagement in Phase 2 Public is <u>informed</u>	Public Council City Staff	Let's Connect PA Direct emails Newsletter Posters at busy locations
<u>Involve</u> stakeholders in identifying key elements for the vision and guiding principles	Secondary stakeholder group representatives (social, economic, environment, culture) City staff Council	Facilitated workshop (COMPLETED June 2, 2022)
<u>Consult</u> primary and secondary stakeholders in testing the draft vision and guiding principles drafted by the project team. Focus resources to <u>involve</u> sectors that were under-represented in the community survey and at the June 2 workshop.	OCP Advisory Team Project Team Primary and secondary stakeholders	Vision and Guiding Principles (Touchstones) discussion guide and feedback survey <ul style="list-style-type: none"> • Pop Up Events • Focused Discussions (remote and in person) • Coffee Klatches • Let's Connect PA
Publish results of the Vision and Guiding Principles feedback. Public is <u>informed</u> .	Public Council City Staff	Let's Connect PA Direct emails Newsletter

COMMUNICATIONS APPROACH

The communications plan is designed with the following guidelines in mind:

- **Consider all audiences:** Review all stakeholders affected by the work underway and use tactics to best meet their needs.
- **Open and honest:** Adhere to the commitment of sharing information and other materials to help establish trust and credibility.
- **Factual, relevant, and accurate:** Present information clearly, outlining the need and benefits of the process, as well as the considerations being reviewed, such as potential challenges and the implications for various decisions.
- **Linked to strategy:** Messages align with Port Alberni Strategic Plan to demonstrate the purpose and provide context for why work is being done, as well as how it supports progress towards goals and vision for the community.
- **Timely:** Information is provided to stakeholders at regular intervals.

How we will communicate – recommended tactics

Continue to use the following for communication/engagement/feedback as per the initial phase of the project:

- OCP vision engagement plan brand
- Email Address: OCP@portalberni.ca
- Port Alberni – Let's Connect site: letsconnectpa.ca/ocp

Tactics will include (but are not limited to) these items:

- City of Port Alberni Press Release(s)
- City Connect Newsletter (quarterly newsletter)
- Let's Connect OCP page Engagement Site
 - Subscriber's newsletter
 - Process graphic – updated to show current process milestone
 - Homepage updates
 - Surveys/Polls/Feedback
- Port Alberni.ca website: portalberni.ca/official-community-plan (updates to OCP landing page – content and graphics)
- Advertising (Alberni Valley News)
- Direct emails to stakeholder lists
- City Staff email communication (276 internal employees)
- Social Media campaign: FB, LI, Tw (post frequency TBD)
- Poster(s)
- Phase Completion Survey

First Nations Communication

- First Nation's communication (Tseshaht First Nation and the Hupačasath First Nation) will be facilitated through Government to Government conversations.

ENGAGEMENT AND COMMUNICATIONS RISKS AND OPPORTUNITIES

Initial risks and opportunities that could impact the success of the engagement process have been identified as follows:

1. **Timing:** Due to previous scheduling issues, and an upcoming municipal election in the fall, the timing for engagement is to take place during the month of July. This is not the best timing for local engagement as many people are on vacation. With a variety of opportunities and locations throughout the community in July, its stakeholders will have a variety of ways to engage.
2. **City Staff Capacity:** Staff time is required to execute items such as webpage posting, media advertisements, responding to inquiries, engagement work, etc. If there is limited staff availability for engagement events or communication implementation, there may be scheduling delays.
3. **Community Interest:** Post-pandemic challenges, and day to day responsibilities for community members will likely affect the interest level and capacity to engage on a topic like the OCP vision and guiding principles. The project team will continually adjust, be flexible and learn of ways to make communications materials and engagement opportunities accessible for community members.
4. **Change in Council Members:** The municipal election takes place in October 2022. Council and the public may be distracted by campaigning and the vision and guiding principles step of the overall OCP process risks getting politicized because it is an election year. Should there be a turnover of Council members, it will be important to update the new Council members on the process to date and the overall project process.

CONCLUSION

A detailed schedule and plan for the project team's reference will be developed once Council indicates changes or support for the engagement and communications approach outlined in this document.

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Principal

FRANK planning collaborative

Treaty 7 and Métis Region 3 Territory

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APPENDIX 1

Stakeholder Organization List (Baseline)

This list will evolve as the project progresses.

1. Advisory Planning Commission
2. Alberni Clayoquot Health Network
3. Alberni Climate Action
4. Alberni Climate Circles
5. Alberni District Historical Society
6. Alberni District Secondary School
7. Alberni Valley Chamber of Commerce
8. Alberni Valley Child Care Society
9. Alberni Valley Community Foundation
10. Alberni Valley Emergency Program
11. Alberni Valley Food Security Action Group
12. Alberni Valley Lions Club
13. Alberni Valley Museum
14. Alberni Valley Nature Club
15. Alberni Valley Pride
16. Alberni Valley Senior Citizens Homes Society
17. Alberni Valley Transition Town Society
18. Alberni-Clayoquot Continuing Care Society (ACCCS)
19. Alberni-Clayoquot Regional District
20. Alberni-Clayoquot Regional District - Ag Development Committee
21. Arrowsmith Rotary
22. Better at Home
23. Bread of Life Centre
24. Canadian Mental Health Addiction Services
25. Capitol Theatre & Portal Players Drama Society
26. Child and Youth Mental Health
27. Citizens Advocacy Society
28. Community Action Team / Community Action Initiative
29. Community Futures Alberni-Clayoquot
30. Council
31. cuumaʔas / Tsuma' -as Elementary School
32. Cycle Alberni
33. District Group
34. Early Years and District Principal for SD70 Pacific Rim
35. Ecole Alberni Elementary School
36. Eighth Avenue Learning Centre
37. Friends of the Burde Street Beaver Ponds Steering Committee
38. Island Health
39. John Howitt Elementary School
40. Kids R Us Childcare
41. Kiwanis Hilton Children Centre
42. Literacy Alberni Society
43. Maquinna Elementary School
44. Ministry of Child and Family Development
45. Mosaic Forest Management

46. North Island College
47. North Island College - Elder College
48. Ocean Friendly PA
49. Pacific Rim Children and Families
50. Paper Excellence
51. Port Alberni Air Quality Council
52. Port Alberni Christian School
53. Port Alberni Family Guidance Association
54. Port Alberni Friendship Centre
55. Port Alberni Navy League Cadet Core
56. Port Alberni Neighbourlink Society
57. Port Alberni Port Authority
58. Port Alberni Public Health Unit
59. Port Alberni Shelter Society
60. Poverty Reduction/Action Group
61. Riders of the Alberni Valley
62. Robertson Creek Fish Hatchery
63. Rollin Art Centre/Community Arts Council
64. Rotary Club of Port Alberni
65. Rotary Club of Port Alberni Arrowsmith - Arrowsmith Arts District
66. Sage Haven Society (formerly ACAWS - Alberni Community and Women's Society)
67. Salvation Army Alberni Valley Ministries
68. San Group
69. School District 70 Pacific Rim
70. SD 70 Strong Start
71. Seymour Pacific Developments Ltd.
72. Shining Star Childcare
73. The Port Alberni Association for Community Living
74. Uptown Merchants Society
75. Vancouver Island Regional Library
76. Westcoast Aquatic
77. Western Forest Products
78. Women's Food and Water Initiative
79. Wood Elementary School
80. Young Professionals of Alberni Valley