THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT

DATE: June 15, 2015
TO: Mayor and Council
FROM: Karen Cooper, Director of Planning and Development Services
SUBJECT: Official Community Plan Review – Progress Report 1 and Community Engagement Program

RECOMMENDATIONS
THAT Council:
1. Receive for information the corporate report dated June 15, 2015, from the Director of Planning and Development Services titled “Official Community Plan Review – Progress Report 1 and Community Engagement Program;” and

INTRODUCTION
The purpose of this report is to provide City Council with a general overview of the recommended Community Engagement Program for the comprehensive review of the City of White Rock’s Official Community Plan.

PAST PRACTICE / POLICY / LEGISLATION
The Local Government Act (LGA) defines an Official Community Plan (OCP) as a statement of goals and policies to guide decisions on planning and land use management within the area covered by the Plan.

Section 879 of the LGA states that during the development, repeal or amendment of an Official Community Plan, a local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. Local governments must also consider whether the opportunities for consultation with one or more persons, organizations and authorities should be early and ongoing.

Section 890 of the LGA states that a local government must not adopt an Official Community Plan without holding a Public Hearing to allow the public to make representations to the local government respecting matters contained in the proposed Plan.

As outlined in the corporate report dated February 2, 2015, titled “Official Community Plan Review Work Plan, the LGA outlines the minimum requirements for public and stakeholder consultation during an Official Community Plan review and adoption process. This report outlines the comprehensive approach to community consultation to be undertaken as part of the City of White Rock’s OCP Review, in addition to the minimum requirements.
ANALYSIS

Official Community Plan Review Work Plan

The corporate report dated February 2, 2015, from the Director of Planning & Development Services, titled “Official Community Plan Review Work Plan,” outlined the following process being undertaken by the City over the next 18 months:

Appendix A provides additional detail on the components of each phase.

Official Community Plan Management Structure

Planning & Development Services has established the “Official Community Plan Planning Team” which will lead the management and execution of the Official Community Plan. The Official Community Plan Planning Team consists of staff from the Planning & Development Services Department and will be supplemented with staff from other departments (e.g., Engineering, Recreation and Culture, Communications, Finance, etc.) at certain points in the process as required. The Official Community Plan Planning Team will report directly to the Director of the Planning & Development Services Department. The Director of Planning and Development Services reports to City Council through the CAO. City Council is responsible for approving all significant outcomes of the process, including the final Official Community Plan.

Official Community Plan Working Group

In order to engage as many stakeholders as possible, and to maintain a high degree of public representation in the process, staff recommend the establishment of an Official Community Plan Working Group (OCPWG). This multi-stakeholder group will function as an informal advisory body to the Official Community Plan Planning Team, and function as a high-level sounding board for the process. The OCPWG would not have any official status as an advisory committee under the Local Government Act, and thus, would not report to City Council.

The terms of reference for the OCPWG, provided as Appendix B, elaborates on the purpose of the Working Group and outlines their roles and responsibilities, membership and procedures.
Consulting Services

In the coming weeks, the City will retain planning consulting services to assist with completing the Official Community Plan review. The consultants will be involved in the design and administration of community events and engagement tools. By supplementing staff capacity to carry out this work the City will ensure a thoughtful and thorough approach to this important community engagement process.

The Official Community Plan Review management structure is illustrated in Chart 1.

**Chart 1: Official Community Plan Review Management Structure**

Official Community Plan Review Progress Report 1

CitySpaces Consulting was retained by the City of White Rock to assist with several initial community engagement activities, as part of the Phase 1 Official Community Plan Review process. In particular, CitySpaces assisted the City with the design and administration of the Visioning Fair (May 24) at the White Rock Community Centre and the ongoing Visioning Survey (May 13 – June 17), which has been widely distributed in both digital and paper formats.

Staff manned a pop-up information booth at the Farmers’ Market on May 24 to promote awareness of the Official Community Plan Review process, the Visioning Survey, and the Visioning Fair which was very well received by the public. Staff also met with the Economic Investment Committee, the Cultural Advisory Committee and the Environmental Advisory Committee to raise awareness of the Official Community Plan Review process and the Visioning Survey and to encourage their involvement in the process.

Residents and business owners were invited to send in photos of the best views, gardens, parks, special buildings and places that make them proud of White Rock with a prize of a $100 gift card to the White Rock store or restaurant of the winner's choice. Judging will be undertaken by representatives of the Cultural Advisory Committee.

The Visioning Fair was structured as an open house style consultation event where attendees were encouraged to provide input on a variety of community issues, including growth and development, the environment, transportation, economic development, and other quality of life
issues. The event was well attended and many participants expressed support for the City’s proactive approach to community engagement with respective to the Official Community Plan Review.

CitySpaces’ report, summarizing the Visioning Fair and associated input, is being circulated to Council under separate cover and will be published on the City’s website (www.whiterockcity.ca/imaginewhiterock). A subsequent report summarizing the Visioning Survey results will also be submitted to Council and be made available on the City’s website in July.

One of the significant results of the Visioning Fair is the evident passion residents have for their community. Results of the Fair also indicated that there are differing opinions about how the community should evolve. This, and many other issues, will be explored in detail as the Official Community Plan review progresses.

Community Engagement Program

A wide variety of community engagement activities will be held throughout the Review process to ensure that many people and interests have an opportunity to provide input that will help shape the new Official Community Plan. This report outlines more specifically what activities will be undertaken.

Public and stakeholder input will be gathered through several primary means, including public events, focus group sessions, and paper and electronic surveys. To supplement these primary methods, other informal communication and consultation activities will be undertaken throughout the process, including but not limited to City information booths at the Farmers’ Market and other community events and presentations to various stakeholder groups. General information regarding the Review will be provided through the City’s official OCP website (www.whiterockcity.ca/imaginewhiterock), mail-outs, and social media (Facebook & Twitter).

Table 1 outlines the types of engagement activities to be undertaken through each phase of the Review process.

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<tr>
<th>Phase 1: Process Launch &amp; Background Data Collection (April – June, 2015)</th>
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<td><strong>Visioning Fair (May 24, 2015):</strong>&lt;br&gt;The Visioning Fair was the first major public event in the OCP Review process. Held at the Community Centre, the Fair included more than 20 display boards and consultation activities designed to generate discussion and feedback regarding the future of White Rock. It’s estimated that more than 200 people attended the event.</td>
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<td><strong>Visioning Survey (May 13 – June 17, 2015):</strong>&lt;br&gt;The purpose of the Visioning Survey is to begin developing an understanding of how citizens and stakeholders would like to see White Rock evolve and grow over the next 30 years. Results of the survey will be presented to Council at the end of Phase 1. The Survey (paper and electronic) closes on June 17.</td>
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Informal Events:
The City established an “Imagine White Rock 2045” booth on the Farmers’ Market opening day on May 24, 2015. This booth provided an informal venue for the community to ask questions and interact with staff and to receive and submit copies of the Visioning Survey. City staff also interacted with citizens at the White Rock Fire and Police Safety Fair on May 30, 2015.

Online Outreach:
The City webpage (www.whiterockcity.ca/imaginewhiterock) dedicated to the OCP Review. This page will be the official online resource for the Review process. In addition, major OCP related events and announcements will be regularly posted on the City’s official Facebook page and Twitter feed.

Phase 2: Defining The Big Picture (July – September, 2015)

Vision & Goals Open House (date TBD):
In Phase 2 of the OCP Review process, draft Guiding Principles and Vision & Goal Statements for the new Official Community Plan will be presented to the community in an Open House event. The purpose of the Open House will be to seek input and help shape these foundational components of the OCP.

Vision & Goals Survey (release date TBD):
For those unable to attend the multi-day Vision & Goals Open House, a paper and online survey will be administered to ensure the community has the opportunity to provide input on the draft Guiding Principles and Vision & Goal Statements. Results of the survey will be presented to Council at the end of Phase 2.

Informal Events (dates TBD):
Building on the success of the City’s Farmers’ Market booth in Phase 1, the City plans to re-establish a presence at the Market in an effort to engage the community on the draft Guiding Principles and Vision & Goal Statements developed in Phase 2. The City will seek out other informal engagement opportunities as well (e.g., booth at the White Rock Sea Festival, etc.).

General Outreach:
The City will continue developing its OCP Review webpage (www.whiterockcity.ca/imaginewhiterock) to keep the community updated on the process and the outcomes of Phase 2. The City will also post regular updates on Facebook and Twitter.
**Phase 3: Building the Plan (October, 2015 – March, 2016)**

**Focus Group Consultations (dates TBD):**
Building on Phase 2, the City will begin updating and developing draft OCP policies intended to implement the *Guiding Principles* and *Vision & Goal Statements*. Through this Phase, the OCP Planning Team will conduct Focus Group Sessions with various stakeholder groups in an effort to develop a deeper understanding of issues associated with the *Guiding Principles* and *Vision & Goal Statements*. Stakeholder groups may include, but are not limited to: youth; seniors; resident groups; City committees and task forces; White Rock BIA task forces; developers; etc.

**General Outreach:**
The City will continue developing its OCP Review webpage (www.whiterockcity.ca/imaginewhiterock) to keep the community updated on the process and the outcomes of Phase 3. The City will also post regular updates on Facebook and Twitter throughout Phase 3.

**Phase 4: Presentation of the Plan & Adoption (April – September, 2016)**

**Draft OCP Open House (dates TBD):**
In the final Phase of the Review, the City will present the draft Official Community Plan to the community for input. A multi-day Open House event will be held, including numerous display boards presenting significant changes in the draft documents. Extensive input will be sought from the community to determine where refinements may be required.

**Draft OCP Survey (release date TBD):**
For those unable to attend the multi-day Draft OCP Open House, a paper and online survey will be available to ensure the community has an opportunity to provide input on the draft documents prior to commencing the adoption process. Results of the survey will be presented to Council in Phase 4.

**Informal Events (dates TBD):**
The City will hold its final OCP Review booth at the White Rock Farmers’ Market to engage the community and to seek input on the draft Official Community Plan prior to commencing the adoption process. The City will seek out other informal engagement opportunities as well (e.g., booth at the White Rock Sea Festival, etc.) during Phase 4.

**Public Hearing (date TBD):**
In accordance with Section 890 of the *Local Government Act*, the City will hold a formal public hearing prior to considering approval of the new Plan. Members of the public will have an opportunity to provide input directly to Council at the hearing.
General Outreach:
The City will continue developing its OCP Review webpage (www.whiterockcity.ca/imaginewhiterock) to keep the community updated on the process and the outcomes of Phase 4, including details on the OCP adoption process and meetings. The City will also post regular updates on Facebook and Twitter throughout Phase 4.

OPTIONS
The following options are available for Council’s consideration:

1. That Council direct staff to establish the OCP Working Group as outlined in this corporate report; or

2. That Council direct changes to the proposed OCP Community Engagement Program and/or direct changes to the proposed establishment of the OCP Working Group.

Staff recommend Option 1 which is reflected in the recommendations of this corporate report.

CONCLUSION
Staff advise that a comprehensive approach to public and stakeholder engagement will greatly benefit the Official Community Plan Review process and ultimately strengthen the policies of the Plan. Staff recommend that the Official Community Plan Working Group (OCPWG) be established in accordance with the terms of reference as outlined in Appendix B.

Respectfully submitted,

Karen Cooper, MCIP RPP
Director, Planning and Development Services

Comments from the Acting Chief Administrative Officer:

I concur with the recommendations of this corporate report.

Sandra Kurylo
Acting Chief Administrative Officer

Appendix A: Official Community Plan Work Program Phases
Appendix B: Official Community Plan Working Group (OCPWG) Terms of Reference
### Appendix A

**Official Community Plan Work Program Phases**

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<th>Phase</th>
<th>Description</th>
<th>Primary deliverables</th>
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<td>Phase 1</td>
<td><strong>Process Launch &amp; Background Data Collection:</strong> This phase is dedicated to creating awareness in the community around the Official Community Plan (OCP) Review process and associated Community Engagement Program. Phase 1 also includes the gathering and synthesis of relevant background material and studies to assist with key analyses and decision-making throughout the process.  &lt;br&gt;<strong>Primary deliverables:</strong> Visioning Fair and Visioning Survey summary reports prepared by CitySpaces consultants; progress report to Council prepared by City staff.</td>
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<td>Phase 2</td>
<td><strong>Defining the Big Picture:</strong> This phase will build on the results of the Visioning Survey and Visioning Fair and focus on the development of Guiding Principles and Vision and Goal Statements for the new OCP. These foundational components of the Plan will influence the structure of the OCP and result in several new and updated OCP policies.  &lt;br&gt;<strong>Primary deliverables:</strong> OCP Guiding Principles and Vision &amp; Goal Statements; Vision &amp; Goals survey summary report; progress report to Council prepared by City staff.</td>
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<td>Phase 3</td>
<td><strong>Building The Plan:</strong> The third phase is the &quot;nuts and bolts&quot; phase of building the Plan, including updated land use and infrastructure plans that will guide the next phases of the City's development. In this phase the OCP structure, key content areas and associated draft policies will take shape.  &lt;br&gt;<strong>Primary deliverables:</strong> Mid-process report prepared by consultant; progress report to Council prepared by City staff.</td>
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<td>Phase 4</td>
<td><strong>Preparation of the Plan &amp; Adoption:</strong> This phase will include the drafting of the Official Community Plan text and maps, public and stakeholder consultation to solicit feedback on the draft document, and subsequent revisions as required. Once the draft document is refined, the final statutory approval process will be initiated.  &lt;br&gt;<strong>Primary deliverables:</strong> Preliminary and final drafts of the Official Community Plan and associated schedules; Draft OCP survey summary report; progress report to Council prepared by City staff.</td>
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Appendix B

Official Community Plan Working Group (OCPWG) Terms of Reference

Official Community Plan Working Group
Terms of Reference

1. OVERVIEW

The City of White Rock is conducting a comprehensive review of the City’s statutory planning document, the Official Community Plan. The Official Community Plan establishes what the City wants to be over time, and reflects the overall values of the community by establishing the City’s vision, goals and objectives for future sustainability, development and servicing, and policies and urban design guidelines to achieve the vision, goals and objectives. Its vision and policies indicate if, how and where land uses may remain or change.

In order to engage as many stakeholders as possible, and to maintain a high degree of transparency and accountability in the OCP review process, a project specific advisory body, referred to as the Official Community Plan Working Group (OCPWG) is being established. The OCPWG will be comprised of a diverse stakeholder membership to provide direct input to the City’s OCP Planning Team (City staff), who will be responsible for the day-to-day management of the OCP review process. The OCP Planning Team will make recommendation to the Director of Planning & Development Services. An organizational chart illustrating the management structure for the OCP review process is provided below:

Stakeholder input will be brought into the OCP review process not only through the OCPWG, but also through a number of public and stakeholder consultation events, focus group sessions, and outreach initiatives.
2. ROLES & RESPONSIBILITIES

The OCPWG membership is responsible for the following **four primary objectives**:

a) Educating themselves and others on relevant community and planning issues;

b) Promoting transparency and public participation in the OCP review process;

c) Including diverse stakeholder interests in the OCP review process by actively representing the opinions and needs expressed by affected people/groups in the community, and engaging, promoting, and educating other affected people/groups in the community about the OCP review process and relevant planning issues; and

d) Providing feedback, advice and recommendations to the OCP Planning Team on all aspects of the OCP review process, although primarily on the development of the Official Community Plan.

Other specific OCPWG responsibilities include:

→ Attending OCPWG meetings;

→ Reviewing and providing comments on all background reports and studies presented to the OCPWG;

→ Attending major OCP consultation events (e.g., open houses, etc.); and

→ Reviewing and commenting on the draft OCP and all subsequent revisions of the document.

Starting in the summer of 2015, the OCPWG will begin meeting approximately once a month until the completion of the OCP review process (estimated to be 18 months). Meeting frequency may increase during certain periods as necessary. The City will make every effort to coordinate convenient meeting times for the majority of the Group.

3. WORKING GROUP MEMBERSHIP

Members of the OCPWG will be selected by the Director of Planning & Development Services (or designate). The OCPWG may be comprised of up to 14 people reflecting different backgrounds and interests in the community. For example, members may include the following:

→ Residents of White Rock;

→ Business owners in White Rock;

→ Representatives of the development community;

→ Representatives of large local stakeholder organizations (e.g., White Rock Business Improvement Association; White Rock/South Surrey Chamber of Commerce; Surrey School District, etc.);

→ Members of City Committees (e.g., Environment, Economic, Cultural, etc.);

→ Representatives of the Semiahmoo First Nation;
→ Other individuals who, in the opinion of the Director of Planning & Development Services (or designate), are expected to contribute positively toward the achievement of the OCPWG’s primary objectives.

Prospective members of the OCPWG will be required to submit a completed ‘Letter of Interest’ (Schedule A) to Planning & Development Services. The Director of Planning & Development Services (or designate) shall review all applications and select members based on the following criteria:

→ Demonstrated interest in and knowledge of the community;
→ Demonstrated interest in and knowledge of good planning principles;
→ The ability to attend regular OCPWG meetings and related events; and
→ A balanced representation of interests from the community.

Where a vacancy occurs on the OCPWG, the Director of Planning & Development Services (or designate) may select a replacement without application for practical purposes. Other City staff may also attend OCPWG meetings, as required.

4. PROTOCOL & PROCEDURES

The OCPWG shall be Chaired by the Director of Planning & Development Services (or designate). City staff will be responsible for providing OCPWG members with discussion/reading materials in advance of each meeting, for setting meeting agendas, and for ensuring productive outcomes and the efficient use of meeting time.

The OCPWG will not vote on any issues. Instead, OCPWG input and decisions will be provided to the City’s Planning Team.

The following principles shall apply to all forms of communication with and/or between OCPWG members:

→ **Collaboration:** the OCPWG meetings will be structured to encourage and support cooperation and partnership between different organizations and stakeholders;

→ **Open Communication:** OCPWG members shall support clear and open communication, where feedback from all members is valued. Active listening and shared talking-time will be strongly encouraged;

→ **Evidence-Based Decision Making:** Decision making should be based on sound research, quality information and best practices;

→ **Respect:** OCPWG members shall respect the OCP review process, opinions expressed by the group, and the decisions made by City Council;

→ **Timeliness:** OCPWG meetings will start and finish on time in an effort to respect members' time.
Schedule A:
Letter of Interest Re: Official Community Plan Working Group

Name: ____________________________________________________________
Address: _________________________________________________________
Telephone: _________________________________________________________
Email: ____________________________________________________________

1. Please check and complete all boxes that apply to you:
   □ White Rock resident
     (address if different than above: _________________________)
   □ Business owner
     (address if different than above: _________________________)
   □ Stakeholder organization representative
     (please name organization: _________________________________)
   □ Other relationship to White Rock or the Official Community Plan review process:
     (please explain: ____________________________________________)

2. Please briefly explain your interest(s) in and knowledge of White Rock:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

3. Please explain your interest(s) in the Official Community Plan (OCP) review process:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

4. What planning principles do you think are important to consider as part of the OCP review:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

5. Which days/times are you UNAVAILABLE to meet during the business week (M-F)?
____________________________________________________________________
____________________________________________________________________

Please submit this completed application form to: imagine@whiterockcity.ca