



One Mile Lake Park

2015 Master Plan Update

CONSULTATION PLAN



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Purpose & Goals

The purpose of this Consultation Plan is to guide the work of the Village of Pemberton as it engages the community and seeks feedback for use in the development of the One Mile Lake Park Master Plan Update. As a means of implementing the Village's Strategic Vision and Priorities, the Village will provide opportunities for public consultation with key user groups, residents, affected agencies, and other local government bodies.

The three broad goals of the Consultation Plan are to:

- Communicate to raise awareness about the One Mile Lake Park Master Plan Update, to spark interest and discussion on park use issues and priorities, and inform about opportunities to participate;
- Gather input and feedback through a variety of means, including public meetings, surveys and other on-line consultation methods;
- Present this input and feedback in a manner that informs the development of the One Mile Lake Park Master Plan Update.

Background & Rationale

The Village of Pemberton began to initiate and undertake a master planning process in 2012 and 2013 as a means to update and improve upon the current plan, given that many of the directions contained in the 2005 Plan have been addressed. For various reasons related to staffing, the master planning process has not yet been completed. In February of 2015, the Village of Pemberton Council prioritized the completion of the One Mile Lake Park Master Plan during Strategic Planning. It is recognized that the Village faces a unique combination of challenges and opportunities with respect to One Mile Lake Park. These include the following:

- Increased usage, divergent expectations and competing interests within One Mile Lake Park;
- Small business development within Park boundaries, including stand-up paddle board and bike rentals and a limited concession;
- The promotion and development of the Sea to Sky Trail (a non-motorized year-round multi-purpose trail) maintained by the SLRD within the park boundaries;
- The encouragement and marketing of mountain biking on the One Mile Lake trail network by the Pemberton Valley Trails Association and Tourism Pemberton;
- Reported conflicts between off-leash dogs and other users of the park; and
- Perception of deteriorating environmental conditions.

The One Mile Lake Park Master Plan will be a tool for managing these challenges and opportunities in such a way that will contribute to improved quality of experience, and the Parks' sustainability. Ultimately, the One Mile Lake Park Master Plan Update will be successful if it clearly articulates a vision that enables decision makers to address the following unique circumstances:

1. To manage use and development in One Mile Lake Park, so that it is consistent with environmental and community values, as reflected in the principles of Village of Pemberton Official Community Plan;
2. To address conflicts and liability issues within the Park through responsible policy direction and maintenance to ensure the long-term viability of this important community asset.

Consultation Scope

Significant outreach on future improvements to One Mile Lake Park has already taken place in 2012 and 2013. This included park user surveys, on-site chalkboard for recording input, on-line questionnaire, agency referrals, community organization engagement, and consultation with Village Staff. The present consultation efforts will seek to once again inform residents, affected agencies, adjacent local governments (SLRD and Lil'wat Nation), and community interest groups that the process has been re-launched, and will focus on "checking in" with the above-listed in order to confirm that "what was heard" previously is still relevant. This process will also enable staff to seek comments from residents that were not involved earlier to incorporate their desires/issues.

The substantive emphasis of the One Mile Lake Park Master Plan update will be shaped in accordance with the issues and priorities identified through present and past public consultation activities. Throughout this process, Village Council will provide project oversight for the update and will be kept regularly apprised of the results of the consultation stages.

Consultation Timeline & Stages

The One Mile Lake Park Master Plan update is being launched in September 2015 with an anticipated conclusion at the end of February 2016. Within this time-line there will be several opportunities for public input on the plan. Consultation has been divided into five (5) stages:

Stage 1 includes preparation of Terms of Reference (TOR) and a Consultation Plan for the One Mile Lake Park Master Plan update, identification of Key Stakeholders, selection of a Consultant and a Staff Advisory Group (Sept 2015).

Stage 2 includes presentation of the TOR and Consultation Plan to the Village Committee of the Whole (Oct 6, 2015), and following this, sharing of information with Key Stakeholders and the community at large on the launch of the process and public engagement strategies. These activities will occur in the first week of October, 2015.

Stage 3 includes facilitation of a Key Stakeholder Focus Group Interview meeting (date to be announced), posting of an online survey for the general public, and dialogue with the Lil'wat Nation about their preferences regarding involvement in the One Mile Lake Park Master Planning process. These activities will occur over the month of October, 2015.

Stage 4 includes assembling information and holding of a public open house to present options and design concepts to the general public, once all the information gathered through consultation and technical analysis is synthesized. The public open house will be informal, visually (map) based

and participatory, and will offer feedback forms to fill out on-site or hand in at a later date. This open house is anticipated to occur the last week of November. It is also proposed that the designs presented at this meeting stay posted in the Community Centre for two weeks, with a means of filling out feedback forms on-site. These activities will occur over the month of November, 2015.

Stage 5 will occur once the consultation results are analyzed and a draft plan is prepared. This stage includes sharing of the Draft Master Plan with key stakeholders and affected agencies via a referral process, presentation of the Draft to Committee of the Whole, and posting the Draft on the Village website with a means to collect comments. Before contemplating adoption of the Plan, it is proposed that the Village hold a Public Input Session during a Council Meeting at the end of February 2016.

The five stages of One Mile Lake Park Master Plan (OMLPMP) Consultation are identified in the table below.

	Stage	Methodology	Expected timing
1	Preparation of Staff Report to CotW on the OMLPMP update, and presentation of Terms of Reference and Consultation Plan	Report to Committee of the Whole (RtCOW)	October 6, 2015
2	Introduction of Process with info on how to get more information / how to participate	Village website, eNews, and Facebook Page	October 9, 2015
3	Survey of community residents / park users to “check-in”; Meet with Key Stakeholders Information shared with CotW	“Have your Say” On-line Survey (Village website, eNews, Facebook page), Focus Group Meeting RtCOW	Mid to Late October 2015 Late October 2015 November 17, 2015
4	Public Consultation to review design concepts and options. Information shared with CotW	“Have your Say” Open House with feedback forms RtCOW	November 24, 2015 (tbc) Dec 1 st or 15 th 2015
5	Final public review and referral of the draft to Key Stakeholders and affected agencies Adoption of the One Mile Lake Park Master Plan	Email referrals Website link RtCOW RtC / Public Input Session	January 2016 Tbd February 2016

Consultation Approach & Principles

To help ensure that the One Mile Lake Park Master Plan update is completed in a timely and cost effective manner, the consultation will use a strategic approach. The update will build on the results of prior consultation on the One Mile Lake Park Master Plan Update and on planning processes already undertaken by the Village (e.g., Official Community Plan, Parks and Open Spaces Master Plan).

The consultation will support the following principles:

1. **Inclusiveness** through offering multiple methods of participation (e.g., people who do not want to, or cannot, attend a public meeting can provide comment through a survey and / or on-line forum);
2. **Innovation**, using new technology and creative consultation, analysis and communication methods;
3. **Clarity** of the consultation process, with clearly expressed purpose and objectives;
4. **Honesty** about the constraints that the process has to operate within;
5. **Respect** for all participants;
6. **Integrity**, with commitment to take input and feedback into consideration; and,
7. **Timeliness**, with respect for the six month time line and quick analysis of results at each stage.

Consultation Objectives

The specific objectives of the Consultation Plan are to:

1. Raise awareness among Council members and Village staff to encourage and support informed involvement;
2. Engage Lil'wat Nations leadership through formal invitation requesting their preferences on how to actively involve their communities in the process;
3. Launch the process using eNews, website and social media platforms, informing residents and community stakeholders and sparking interest in the master planning process;
4. Facilitate resident and community stakeholder participation through an on-line (web-based) survey and focus group meeting;
5. Facilitate political leadership of the process through ongoing update reports to the Committee of the Whole;
6. Coordinate affected agency participation through a referral process that invites their comments and feedback;
7. Provide a final opportunity for comment on the Draft One Mile Lake Park Master Plan update before it is taken to Council adoption via a Public Input Session held at the beginning of a Council Meeting prior to adoption of the Plan.

Details of Consultation Methods

The Village will use the following consultation methods in developing the One Mile Lake Park Master Plan Update:

- Dialogue with Lil'wat Nation to explore options for their involvement;
- On-line survey (through the Village website);
- A Key Stakeholders Focus Group Interview Meeting, engaging representatives of a variety of community organizations and sectors of the populations in the development of the One Mile Lake Park Master Plan;
- A public open house designed to involve participants in the review of various One Mile Lake Park design options, and the choice of a preferred option;
- Reports to the Committee of Whole at key points in the update process;
- On-line forum to allow collection of comments on concept designs via the Village website;
- Inclusion of input from relevant agencies through a series referrals;
- A Public Input Session at the beginning of a Regular Council Meeting before adoption of the Plan.

Lil'wat Nation Consultation

There is a long history of ancestral use by and sacredness to the Lil'wat Nation in the One Mile Lake and Signal Hill area. Given the presence of spiritual grounds and sacred areas connected to the Lil'wat people, it is advisable that the leaders of the Lil'wat Nation be formally invited to participate in the One Mile Lake Park Master Plan update. The Planner recognizes that effective First Nations consultation may require an initial discussion with Lil'wat Nation to seek their input and explore options for effective involvement of their communities. In general, it would be inadvisable to pre-determine in any great detail what effective consultation with the Lil'wat Nation would look like without first involving the affected First Nations in the design of the plan.

It is recommended that a letter of invitation from Mayor and Council of the Village of Pemberton be sent inviting the Lil'wat Nation's participation in the Master Planning Process suggesting a number of the following options for participation:

- Include a Lil'wat Nation resident/representative on the Key Stakeholders Group,
- Include a Lil'wat Nation staff member on the Staff Advisory Group
- Invite the Lil'wat Nation's assistance in the preparation of a section of the Master Plan on First Nations historical use and in the potential development of future interpretive signage.

Based on the Lil'wat Nation's response the consultation plan can be amended accordingly. It is also suggested that in respect to the ancestral use of Signal Hill and One Mile Lake by the Lil'wat Nation that an acknowledgement that the park is located within First Nations traditional territory be included in all drafts of the document and at the beginning of consultation events.

On-line Survey

An on-line survey, which will also be available in hard copy, will provide a means for a larger number of people to “check-in” and provide feedback on the Master Plan consultation results to date. The survey tool will be especially important in providing access to the process for people who were not consulted previously, are new to the community, not represented by a larger community group, or unable to, or prefer not to, attend meetings. The survey tool will be designed to be user-friendly, so that it is clear and easy to use in both the on-line and hard copy versions. The questions will elicit opinion from Pemberton residents and interested park users at a key stage of the Master Plan development process.

Key Stakeholder Focus Group Interview

Representatives from key community groups will be invited to Focus Group interview meetings to provide them with an opportunity to brief each other on their interests in the plan area, discuss their key issues/desires, debate content, and provide comments and input to the Village on consultation that has already taken place.

The following groups / sectors of the population will be invited to participate:

- Pemberton Canoe Club Lessee
- The Paddle Barn (SUP) Lessee
- Pemberton Wildlife Association
- Pemberton Valley Trails Association
- Stewardship Pemberton/ One Mile Lake Nature Centre Lessee
- Pemberton Arts and Culture Council
- Pemberton and District Chamber of Commerce
- Tourism Pemberton
- SLRD Community Centre (Programming)
- Pemberton Lions
- Pemberton Rotary
- Seniors Representative
- Youth Representative
- Two (2) Community Members/General Park Users

Staff Advisory Group and Technical Support

The following staff members will together form a Staff Advisory Group:

- Nikki Gilmore, CAO / Acting Manager of Operations & Development Services and/or Manager of Operations & Development Services (tba)
- Lisa Pedrini, Planner
- Kim Slater, Communications and Grants Coordinator
- Jeff Westlake, Operations Supervisor
- Consultant: Kristina Salin, Landscape Architect + Registered Planner, MBCSLA, MCIP, RPP

The following additional external resources for technical support have been identified:

- Stewardship Pemberton – Veronica Woodruff
- SLRD Trails and Open Spaces Coordinator – Allison Macdonald
- Provincial Reps – Ministry of Forest, Lands and Natural Resources (as needed)

Public Open House

A “Have your Say” public open house is expected to be held at the Pemberton Community Centre (Room B) on the fourth week of November 2015 from 5:30pm to 7:30 pm. This open house will focus on review and discussion of One Mile Lake Park options. Following presentation of the options, participants will be encouraged to engage in dialogue on the pros and cons of each option. The sessions will be designed to maximize:

- understanding of each of the design options;
- engagement in discussion of the merits of each option, considering community and environmental priorities; and
- input on what option is preferred;

In addition, respondents will have opportunities to comment on how preferred options could be modified and strengthened.

Committee of the Whole Meetings

There will be several Committee of the Whole (COW) meetings throughout the planning process. The role of the Committee of the Whole is to advise the Steering Group and provide project oversight on the development of the One Mile Lake Park Master Plan Update. It is key to maintain ongoing contact with Village Council members on the consultation results and status of the process and to obtain their feedback at various stages.

On-line Forum

The Village of Pemberton has a “Have your Say” online forum which will be used to visually display concept designs via a link on our web-site to allow people to interactively comment on the concept designs if they are not able to attend the Open House.

Summary of Consultation Tools

A range of communication tools will be used throughout the One Mile Lake Park Master Plan Update consultation process to inform and engage the general public and interested parties. Informing residents and interested organizations will be important for raising awareness of the update, keeping residents updated on progress; and, informing people about opportunities to provide input and feedback.

The OMLPMP update process will rely on the following primary tools for dissemination of information:

- Village of Pemberton electronic newsletter (eNews)
- a dedicated project page on the Village of Pemberton website (<http://www.pemberton.ca/municipal-hall/village-projects/>)
- posts on the Village Facebook page <https://www.facebook.com/VillageOfPemberton> and the Wellness Almanac <http://thewellnessalmanac.com/>
- Reports to Council/Committee of the Whole posted on the Village website

Two additional communication tools will be used to support consultation events: display materials, and advertising in local media to inform about the Public Open House event.

Consultation Budget

Method	Details	Estimated Cost
Website/eNews	Creation of copy, update website, send out eNews	Staff time
“Have Your Say” On-line Survey & On-line Forum	Development of survey, administer using SurveyMonkey	Staff time
Focus Group Meeting	Send invitations by email, staff facilitation, venue: White Bldg.	Staff time
“Have Your Say” Public Open House	Advertising in local paper (one (1) half (1/2) page colour ad one (1) week prior to event Rent Room B, PCC for 2.5 hours at \$29.87 hr + refreshments	\$700 \$100
Referrals	Send out referrals to appropriate government agencies	Staff Time
Public Input Session	Final public opportunity for comment before Plan is adopted	Staff Time
TOTAL		\$800