



RDCK and Village of Salmo

Floodplain Bylaw Review

Engagement Plan – Final

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Introduction

Pinna Sustainability (Pinna) and BGC Engineering (BGC) are working together to support the Regional District of Central Kootenay (RDCK) and the Village of Salmo, in updating both jurisdictions' Floodplain Management Bylaw (FMB) (No. 2080, 2009). The project objective is to inform RDCK's and the Village of Salmo's regulation of land development in flood and steep creek hazard areas through detailed review and recommendations for policy and bylaw updates across the jurisdictions. The project timeline stretches from project initiation in late July 2025 to project completion in June 2026. Project tasks are outlined in the figure below:



BGC and Pinna are also working with RDCK on the development of a Risk Tolerance Policy (RTP) for the RDCK. Given the compressed timeline for the Risk Tolerance Policy project, BGC and Pinna have looked for opportunities to combine engagement activities between both projects for efficiencies and in consideration of engagement fatigue. Opportunities for parallel engagement between both projects are summarized in the Engagement Activity Summary table.

Engagement Purpose and Objectives

The purpose of engagement is to provide meaningful opportunities for Knowledge Holders, and stakeholders to contribute input and local context that will inform revisions to the bylaw. Engagement with First Nations, RDCK and Village of Salmo staff, RDCK Board of Directors, member municipalities and qualified professionals (QPs) will offer perspectives that reflect the unique geographic, cultural and operational realities of the RDCK. Community members will be kept informed and aware of the project through its duration.

Specific objectives for engagement include the following:

- Raise awareness of flood and steep creek hazards across the RDCK and Village of Salmo
- Engage stakeholders involved in the implementation of the bylaw and identify potential implementation challenges
- Gather feedback at key project milestones (e.g., project initiation and delivery of draft policy recommendations)
- Coordinate with parallel engagement processes, where possible, including the Risk Tolerance Policy and Emergency and Disaster Management Act (EDMA) engagement with First Nations, to reduce engagement fatigue.
- Ensure accessibility and inclusion by using engagement formats that accommodate diverse audiences, including remote communities and non-technical stakeholders.

This engagement plan uses the International Association for Public Participation (IAP2) public participation spectrum to describe different levels of engagement as follows:

- **Inform:** To provide the public, First Nations and stakeholders with information to help them understand the issue, situation, or options being considered.
- **Consult:** To obtain feedback on analysis, alternatives, or decisions.
- **Involve:** To work directly with the public, First Nations and stakeholders throughout the process to ensure their concerns are understood and considered in the decision-making process.
- **Collaborate:** To partner with the public, First Nations and stakeholders in each aspect of the decision-making process, including the development of alternatives and identification of the preferred solution.
- **Empower:** To place final decision-making authority in the hands of the public.

Engagement Groups

The project partners – Village of Salmo and RDCK will work together to engage various groups during the development of the floodplain bylaw updates. Engagement groups include: First Nations, Internal Stakeholders (Project Team, Village of Salmo and RDCK Staff and the RDCK Board), and External Stakeholders (QPs, Provincial Staff, member municipalities and community members).

First Nations

Letters will be sent to the Ktunaxa First Nation, Secwépemc (Shuswap) First Nation, Yajin Nukiy (Lower Kootenay Band) and Syilx Okanagan Nation to introduce the project and seek input on how the Nations would like to be involved in the project and their capacity to contribute.

Opportunities to engage will be presented, including through meetings at key times throughout the project and attending the virtual webinar near project completion. Pinna and BGC understand that the Province is working to establish policy to clarify general engagement protocols with the Sinixt Nation. Interim guidance from the Province suggests a notification level of consultation only (inform).

Honoraria will be offered to participating First Nations to support capacity to engage.

Engagement Level: Involve

Specific Objective(s): Build awareness among Nations about the project and incorporate First Nation perspectives on flood hazard mitigation practices into policy recommendations.

Internal and External Stakeholders

Internal and external stakeholders will be engaged throughout the project phases to provide input and guide the project.

Project Team

A Project Team has been established to guide the project. The team is comprised of RDCK staff including Stephanie Johnson, Sangita Sudan, Nelson Wight, Nora Hannon, and Chenoa McLean; Derek Kwiatkowski from the Village of Salmo; and representatives from the consulting team including Kathleen Horita, Kris Holm and Elisa Scordo from BGC, and Tamsin Mills from Pinna.

Engagement Level: Collaborate

Specific Objective(s): Work together to refine the project process and outcomes.

Regional District, Village Staff

Staff from both jurisdictions will be engaged during the project as appropriate to enhance understanding of local context, as well as current challenges and opportunities associated with land-use based flood hazard management tools. Priority will be given to staff from the Planning and Building Departments. Staff leading the Risk Tolerance Policy initiative and Emergency and Disaster Management Act (EDMA) engagement with First Nations will also be engaged to ensure alignment with parallel processes and avoid duplication of effort.

Engagement Level: Involve

Specific Objective(s): Build staff awareness and capacity related to flood hazard management. Identify challenges within the existing framework. Ensure that updated tools and policies are practical and aligned with staff capacity and operational realities.

Elected Officials

Presentations will be delivered to the RDCK Board to keep them updated on the project and provide the opportunity for input and guidance. These will include an introduction to the project, an update on progress, and a final presentation at the end of the project. Salmo Council will receive invitations to attend all the relevant Board sessions and may request a standalone presentation of the final report at a Council meeting. The Village of Salmo Council may also be separately informed of the project.

Engagement Level: Consult

Specific Objective(s): Provide information to and receive direction from elected officials.

Qualified Professionals

Local engineers and geoscientists play a central role in the implementation of floodplain bylaws and associated policy. Their input to shape project outcomes is important.

Engagement Level: Involve

Specific Objective(s): Provide local context, understand challenges with existing framework, and build their awareness and capacity of the revised bylaw.

Provincial Staff

Ministry of Transportation and Transit (MOTT) will be involved in their capacity as subdivision approving officers. Other provincial ministry staff from the Ministries of Forests; Water, Land and Resource Stewardship; Environment and Parks and Interior Health may be engaged given their authority with respect to habitat, water resources and flood response and management. An information letter introducing the project will be provided.

Engagement Level: Inform to Involve

Specific Objective(s): Leverage expertise and ensure alignment with provincial regulations and policies.

Member Municipalities

The nine member municipalities of City of Castlegar, Village of Kaslo, Village of Nakusp, City of Nelson, Village of New Denver, Village of Slocan, Town of Creston, and Village of Silverton will be involved given their role in floodplain management. Village of Salmo is engaged as part of the Project Team.

Engagement Level: Inform

Specific Objective(s): Build awareness and capacity with the respect to project outcomes.

Community Members

Given the complex technical nature of the revisions to the floodplain bylaw, engagement with community members will focus on providing information about the project and building flood hazard awareness. The Engage RDCK webpage will be updated by District staff to reflect progress and deliverables. A frequently asked questions (FAQ) will be developed for the project webpage and updated as needed.

Engagement Level: Inform

Specific Objective(s): Build awareness about flood hazard, the project and its outcomes.

Engagement Tools and Techniques

First Nations Meetings

Purpose	Involve Rights Holders throughout the process to incorporate their knowledge and perspectives.
Key Messages	<ul style="list-style-type: none"> • Awareness of project • Engage on policy recommendations
Techniques	<ul style="list-style-type: none"> • Letters to Nations introducing the project, exploring their interest in being involved, and outlining opportunities for engagement (e.g. 1 on 1 meetings, virtual webinar at project completion), with the offer to meet in person or virtually and discuss. • Further engagement will be shaped by the preferences of each of the Nations.
Resource Requirements	Review of draft letter and meeting materials. Letter to be sent on RDCK letterhead.
Target Audience	Ktunaxa First Nation, Secwépemc (Shuswap) First Nation, Yajan Nukiy (Lower Kootenay Band), Syilx Okanagan Nation, Sinixt (notified only as per Provincial interim policy)
Timeline	Letters to be sent in October 2025 Virtual meetings to be scheduled (October 2025 to January 2026)

Staff Project Team Meetings

Purpose	Collaborate on project, provide direction, check-in on deliverables
Key Messages	<ul style="list-style-type: none"> • RDCK project management • Provide direction and contacts, review deliverables

Techniques	<ul style="list-style-type: none"> Bi-weekly meetings between project managers Regular virtual check-ins with broader project team
Resource Requirements	Agenda and slides as needed (BGC)
Target Audience	<p>Staff project team: Stephanie Johnson, Sangita Sudan, Nelson Wight, and Nora Hannon from RDCK and Derek Kwiatkowski from the Village of Salmo.</p> <p>Consultant team: Elisa Scordo, Kris Holm and Tamsin Mills</p>
Timeline	<ul style="list-style-type: none"> End of July 2025 kick off End of November 2025 check-in post comparative review deliverable Mid-February 2026 check in post draft policy deliverable

RDCK Staff Virtual Workshop

Purpose	<ul style="list-style-type: none"> Improve staff understanding of the project process and outcomes Solicit staff concerns with respect to the existing policy framework for flood hazard management and ideas for improvement Better understand the local implementation context
Key Messages	<ul style="list-style-type: none"> Identify existing challenges and gaps Suggest ideas for improvement and to facilitate implementation
Techniques	<p>Presentation- Brief overview of project purpose and objectives</p> <p>Solicit input via online white board discussion</p>
Resource Requirements	Online meeting
Target Audience	Internal RDCK Staff
Timeline	November 2025

QP Survey

Purpose	Solicit information from local Qualified Professionals (QPs) to help craft bylaw updates
Key Messages	<ul style="list-style-type: none"> What is working well with the current bylaw and where are there challenges What could work better to address flood hazard through non-structural land-use focused regulation
Techniques	Survey through survey platform (e.g., Microsoft Forms)
Resource Requirements	Survey questionnaire (BGC)
Target Audience	QPs, subdivision approving officers
Timeline	November 2025

RDCK In-Person Workshop

Purpose	<ul style="list-style-type: none"> • Capacity building- Information out about the revised bylaw • Feedback on the bylaw
Key Messages	<ul style="list-style-type: none"> • Review the revised bylaw and answer questions • Identify any potential challenges with the revised bylaw
Techniques	In-person workshop
Resource Requirements	Venue (TBC)
Target Audience	RDCK staff as appropriate
Timeline	April/May 2026

External Interest Holder Virtual Webinar

Purpose	<ul style="list-style-type: none"> • Capacity building - Information out about the revised bylaw
Key Messages	<ul style="list-style-type: none"> • Provide an overview of the revised bylaw and answer questions
Techniques	<ul style="list-style-type: none"> • Facilitated online webinar with question function • Questions submitted beforehand and also in webinar • Answers emailed afterward for questions not answered during webinar
Resource Requirements	Webinar software
Target Audience	Municipal staff from the region, First Nations, MOTT, QPs
Timeline	May/June 2026

Board Presentations

Purpose	To present the project to the board and keep them updated on progress and outcomes
Key Messages	<ul style="list-style-type: none"> • Provide direction as applicable • Build awareness about the project and outcomes
Techniques	Board presentations
Resource Requirements	Review presentation
Target Audience	Elected officials from Salmo and RDCK
Timeline	September 18 th project introduction Mid project update (April 2026) Final project presentation (June 2026)

Public Awareness Bulletins

Purpose	<ul style="list-style-type: none"> • Inform community members about the project and project outcomes
Key Messages	<ul style="list-style-type: none"> • Project introduction, progress updates and outcomes

Techniques	<ul style="list-style-type: none"> Engage RDCK Webpage updates Project fact sheet and FAQs developed as bylaw revision completed
Resource Requirements	RDCK staff updating project webpage. BGC team develop fact sheet / FAQs
Target Audience	Community members
Timeline	Project introduction completed Project progress update mid-project FAQs and fact sheet toward project completion (late spring)

Engagement Activity Summary

Activity	Timeline	Level of Engagement	Participants	Roles and Responsibilities	Overlap with RTP Scope
First Nations Engagement					
Letters to local First Nations	October 2025	Involve	<ul style="list-style-type: none"> • Ktunaxa First Nation • Secwépemc (Shuswap) First Nation • Yajan Nukiy (Lower Kootenay Band) • Syilx Okanagan Nation • Sinixt at the Inform level of engagement as per Provincial policy 	<ul style="list-style-type: none"> • Pinna & BGC to draft letters • RDCK to review letters and send to First Nations representatives • Letters to include options for desired level of engagement 	<ul style="list-style-type: none"> • Letters to address both projects (FMB, RTP)
First Nations - Virtual meetings (or option for In-Person)	October 2025 to January 2026	Involve	<ul style="list-style-type: none"> • To be confirmed 	<ul style="list-style-type: none"> • BGC and Pinna to arrange meetings, prepare agenda and materials 	<ul style="list-style-type: none"> • Meetings to address both scopes • Opportunity (budget) included in RTP scope for in-person meetings if desired
Project Team Engagement					
Project Team Meetings	Throughout project duration (next meeting in mid-November)	Collaborate	<ul style="list-style-type: none"> • Stephanie Johnson • Sangita Sudan • Nelson Wight • Nora Hannon • Derek Kwiatkowski (Salmo) 	<ul style="list-style-type: none"> • BGC to arrange project team meetings, prepare agenda and materials 	<ul style="list-style-type: none"> • Meetings to occur separately but with various overlapping team members
RDCK Staff and Board of Directors (BOD) Engagement					
RDCK Staff - Virtual workshop	November 2025	Collaborate	<ul style="list-style-type: none"> • Internal RDCK and Village of Salmo staff (approximately 15 people) 	<ul style="list-style-type: none"> • Confirm invitation list (RDCK Staff) • BGC/Pinna to arrange workshop and prepare materials • RDCK review materials and support on identifying participants 	<ul style="list-style-type: none"> • Workshop to cover both projects; project teams to work together to prepare content and facilitation plan

RDCK Staff - In-person workshop	April-May 2026	Involve	<ul style="list-style-type: none"> RDCK staff 	<ul style="list-style-type: none"> BGC to arrange workshop and prepare materials, with support from Pinna RDCK to review agenda and materials and support with venue and invitations BGC facilitation 	<ul style="list-style-type: none"> Workshops to occur separately due to differing project timelines
RDCK BOD presentations: <ul style="list-style-type: none"> Project introduction Mid-project update Final project presentation 	September 2025 April 2026 June 2026	Consult	<ul style="list-style-type: none"> RDCK Board Members 	<ul style="list-style-type: none"> BGC to develop presentations, with Pinna's support Staff Project Team to review presentations and submit to Board agenda 	<ul style="list-style-type: none"> Board meetings to occur separately due to differing project timelines
Qualified Professionals Engagement					
Qualified Professionals survey	November 2025	Consult	<ul style="list-style-type: none"> Qualified Professionals Subdivision Approving Officers 	<ul style="list-style-type: none"> Pinna & BGC to develop survey questions with input from RDCK and host the questions on a survey platform (e.g., Alchemer or Microsoft Forms) Confirm Invitation list (RDCK + BGC) Analyze results (BGC/Pinna) 	<ul style="list-style-type: none"> Survey to include questions for both projects
Community Members Engagement					
Public awareness	Throughout project duration	Inform	<ul style="list-style-type: none"> Community Members 	<ul style="list-style-type: none"> Staff project team to update Engage RDCK Webpage throughout project duration BGC to develop project fact sheet and FAQs, with support from Pinna, for review by Staff Project Team 	<ul style="list-style-type: none"> Separate but complimentary Engage RDCK page to be prepared for the RTP scope

External interest holder virtual webinar (open to public)	May-June 2026	Inform	<ul style="list-style-type: none"> Community Members First Nations Municipal staff Provincial staff (e.g., MOTT) Qualified Professionals 	<ul style="list-style-type: none"> BGC to arrange and host webinar Pinna to support RDCK to review materials and attend 	<ul style="list-style-type: none"> Separate webinar to be organised for the RTP scope due to differing project timelines
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Note: Further engagement with First Nations will be shaped by the preferences of each of the Nations.