

# Subdivision Bylaw Update

DATE: October 10, 2025

FILE: 1045.0051.01

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SUBJECT: Subdivision Bylaw Update – Communication & Engagement Strategy

## 1.0 INTRODUCTION + APPROACH

### Communications and Engagement

The purpose of this Communication and Engagement Plan (CEP) is to provide a road map for meaningful and effective communication and engagement activities over the life of the Subdivision Bylaw Update.

The CEP will enhance the success of the engagement period and overall community ownership of the Subdivision Bylaw update and ensure that meaningful and effective engagement tactics and tools are employed for this study.

› **Communications tools** are methods to build awareness, education, and excitement about the update.

› **Engagement tactics** provide opportunities to collect feedback and ideas through direct dialogue or interaction with community members and stakeholders.

The Communication and Engagement Plan covers the following topics:

- › **Communication + Engagement Objectives and Measures of Success** – engagement objectives for the update and clear metrics to evaluate and ensure success.
- › **Key Messages** – high-level communication points from which all subsequent communication materials are developed. The key messages present a “big picture” view of the update.
- › **Key Audiences** – will be identified to ensure they are informed of the update and have opportunities to provide feedback
- › **Communication and Engagement Approach** – specific strategies for communicating and engaging with the community throughout the duration of the update and roles and responsibilities.

### Using Community Input

Managing expectations and implementing a transparent process is critical to any communication and engagement process. Community members will want to know how, and to what extent, their input will be used in the decision-making process.

The International Association of Public Participation (IAP2) refers to five levels of public participation defined as:

- › **Inform:** To provide balanced, accurate information to increase participants' understanding of the project.
- › **Consult:** To obtain, listen and acknowledge participant feedback and concerns.
- › **Involve:** To work with participants to ensure their concerns and expectations are clearly understood.
- › **Collaborate:** To partner with participants to identify alternatives and solutions to be used in the decision-making process.
- › **Empower:** To place the final decision-making in the hands of the participants



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## 2.0 STAKEHOLDER OVERVIEW (WHO AND WHY)

Table 1. List of Stakeholders.

STAKEHOLDER	WHY WE'RE ENGAGING THEM	LEVEL OF ENGAGEMENT
RDCK Board of Directors	Policy direction, area-specific servicing considerations, and bylaw adoption path.	Involve / Empower
RDCK Project Team (Planning & Development)	Day-to-day administration of the bylaw; clarity usability, and review capacity.	Collaborate
RDCK Environmental Services	Community water system interfaces, servicing levels, and operational practicality.	Consult
Ministry of Transportation & Transit (Approving Officer)	Subdivision approvals and road/access requirements; roles and process interfaces.	Consult
Interior Health Authority	Onsite wastewater expectations; septic information materials; aquifer protection considerations.	Consult
Qualified Professionals (Developers, professional engineers/planners, registered wastewater practitioners, qualified well drillers, etc.)	Practical feasibility, submission requirements sized to RDCK capacity; clarity on standards and review pathways.	Consult
General Public	Transparency and awareness via Engage RDCK; no broad public meetings planned unless directed.	Inform
Landowners	Water security and ability to service new growth; transparency and awareness via Engage RDCK.	Inform

## 3.0 COMMUNICATIONS + ENGAGEMENT OBJECTIVES / MEASURES OF SUCCESS

The purpose of engaging stakeholders and residents in the Regional District of Central Kootenay in the Subdivision Bylaw Update is to achieve the following objectives:

OBJECTIVE	MEASURE OF SUCCESS
› Communicate early, clearly, and consistently	› Provide updates for the Engage RDCK web page at each phase (Phase 2/3) › Updates posted in plain language and add FAQ as necessary
› Equip the Regional Board to weigh area-specific servicing trade-offs	› Hold a hybrid board workshop on a Tuesday of the week the Board meets › Deliver pre-reads and slides 3-4 weeks in advance › Capture Board input in a short “What We Heard” note
› Align roles and expectations with key agencies (MOTT Approving Officer, Interior Health)	› Complete two short virtual meetings (IH and MOTT/AO) with prompts provided in advance

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<ul style="list-style-type: none"><li>› Gather targeted, practical input from qualified professionals and developers</li><li>› Keep the process feasible and on schedule</li></ul>	<ul style="list-style-type: none"><li>› Produce a 1-page “who decides what” diagram and an issues/decisions log.</li><li>› Host two 60-minute virtual sessions</li><li>› Issue a ≤3 page pre-read; integrate the themes into drafting and note “what changed”</li><li>› Involve Planning Staff in brief touchpoints each phase</li><li>› Keep materials concise and admin burden low</li><li>› Deliver any Board package ≥ 3 weeks ahead; Confirm 2026 Board meeting schedule to align workplan for a January and summer 2026 presentation.</li></ul>
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## 4.0 SUBDIVISION BYLAW UPDATE STRATEGY: LOCAL CONTEXT - KEY MESSAGES

Key Messages are high-level communication points from which all subsequent communication and marketing materials, such as press releases, ads and web content, are developed. These foundational messages present a “big picture” view of the project. They should be clear, concise, and consistent across all communication channels.

The sample key messages provided below are not final and may be refined as communications materials are developed.

- The RDCK is updating its Subdivision Bylaw to make sure subdivision decisions match servicing capacity, protect public health and the environment, and reflect current provincial legislation and best practices.
- The new bylaw will set clear minimum servicing standards that reflect the RDCK's diverse settlement patterns. Different development contexts may have different requirements, so the rules are fair, predictable, and practical to use.
- Subdivision must be feasible to service water, wastewater, drainage, safe access, and utilities, so infrastructure and the natural environment (including aquifers) are protected over time.
- The updated bylaw will be clear and user-friendly making it easier for staff and applicants to understand and apply.
- The public will be kept informed through regular project updates on the District's engagement platform (Engage RDCK).
- Through targeted engagement activities, we will seek input from the Board, provincial agencies and local professionals to ensure the bylaw reflects technical requirements and best practices.
- The bylaw clarifies roles among the RDCK (policy and standards), the Ministry of Transportation and Transit (Approving Officer) for subdivision decisions and roads, and Interior Health for onsite wastewater oversight, so applicants understand the process end-to-end.

### What is this update about?

We're modernizing the RDCK's Subdivision Bylaw, so rules are clear, consistent, and practical across different rural and settlement areas. The update will reflect current provincial legislation, align with engineering best practices, and make it easier for staff and applicants to understand what's required.



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## 5.0 COMMUNICATIONS + ENGAGEMENT APPROACH

### 5.1 ROUND ONE:

#### Level of Engagement and Objectives:

- Inform the public via the Engage RDCK page.
- Involve qualified professionals and developers through focused virtual sessions.
- Collaborate with the RDCK Board and key agencies (MOTT Approving Officer and Interior Health) to align roles, constraints, and expectations.

#### Description

This round establishes a shared understanding of why the bylaw is being updated and how decisions will be made and implemented. It focuses on the practical questions that most affect outcomes: Levels of Service (Los) by development context, onsite wastewater expectations (and aquifer protection), submission requirements sized to RDCK capacity, and interfaces among RDCK, MOTI/AO, and Interior Health.

Suggested engagement tactics for round one are provided in Table 2.

Table 2. List of suggested round one engagement activities.

TASK	DETAILS	TIMING
Meeting with Staff <i>Review Summary Report</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• In-Person</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Project Team</li></ul>	November 2025
Legal Questions /Review and Revisions <i>(if required)</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• In-Person</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Project Team</li></ul>	November 2025
Project Communication Update <i>Project overview</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Engage RDCK Webpage</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• General Public</li></ul>	November 2025
Ministry and Agency Outreach <i>Understand regulatory requirements alignment and implications</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Virtual</li></ul> <b>TARGETED STAKEHOLDERS:</b>	November - December 2025

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	<ul style="list-style-type: none"><li>• Ministry of Transportation &amp; Transit Approving Officer</li><li>• Interior Health</li></ul>	
<b>Qualified Professionals &amp; Developers Engagement</b> <i>Technical insight and feedback</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Virtual</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• Qualified Professionals</li><li>• Developers</li></ul>	November - December 2025
<b>Board of Directors Workshop</b> <i>Area-Specific servicing consideration and concerns</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Hybrid</li><li>• Electoral Area specific considerations and trade-offs.</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Board of Directors</li></ul>	Feb 19, 2026

**Deliverables:**

- Engagement and Communications Strategy
- Background Summary Report
- Communications and engagement materials and facilitation
- Engagement Summary Report
- Minimum Servicing Standard and Servicing Standards Table
- Draft Bylaw
- Finalized Bylaw

## 5.2 ROUND TWO:

**Level of Engagement**

- Consult with the Board, agencies, and practitioners on the Draft Subdivision Bylaw and the LoS framework (clarity, practicality, roles, and administrative load).
- Inform the public via an Engage RDCK update.

**Description**

This round tests the Draft Subdivision Bylaw before finalization, focusing on whether the standards are clear, implementable, and aligned with agency roles and RDCK capacity.

Suggested engagement activities for round two are provided in Table 3.

*Table 3. List of suggested round two engagement activities.*

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TASK	DETAILS	TIMING
Meeting <i>RDCK Project Team</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• In-person</li></ul>	April - May 2026
Minimum Servicing Standards, Draft Bylaw Review <i>Draft Bylaw</i>	<b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Project Team</li></ul>	
Legal Review <i>Draft Bylaw</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Email</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Project Team</li></ul>	May - June 2026
Stakeholder Engagement <i>Draft Bylaw</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Email, webinar, phone calls, or in-person</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• All previously engaged stakeholders (Ministry and Qualified Professionals)</li></ul>	June - July 2026
Board Presentation <i>Present final drafted bylaw</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• In-person</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Board of Directors</li></ul>	July 16, 2026
Final Legal Review <i>Final Bylaw</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Email</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• RDCK Project Team</li></ul>	August 2026
Project Communication Update <i>Bylaw summary, highlights and next steps</i>	<b>FORMAT:</b> <ul style="list-style-type: none"><li>• Engage RDCK Webpage update</li></ul> <b>TARGETED STAKEHOLDERS:</b> <ul style="list-style-type: none"><li>• All stakeholders and community members</li></ul>	August 2026

**Deliverables:**

- Engagement materials, presentations and facilitation
- Engagement Summary Report
- Finalized Bylaw