

## Action Plan

This Community Engagement Strategy will come into effect after HAC has made its recommendation to Regional Council endorsing the project to establish the Heritage Conservation District. This strategy will be supported by a communications plan prepared by Halifax Corporate Communications.

### Step 1 – Information Sharing

**Timeframe:** Length of the project (spring 2015 - spring 2016)

**Engagement Tools:** All engagement techniques (above) will be employed to share information

Public information sharing will begin after HAC has made its recommendation to Regional Council endorsing the project to establish a heritage conservation district. An online web portal has been launched for the Old South Suburb (<http://shapeyourcityhalifax.ca/old-south-suburb>). The Online Portal will remain live for the duration of the project and it will include relevant documents. An ad will be published in a local newspaper and notices will go out to property owners, business owners and tenants within the HCD boundaries and to the NS Heritage Trust to share information about the project and to ask them to submit expressions of interest in participating in the Stakeholder Steering Committees.

### Step 2 – Engage the Public and Stakeholders

**Timeframe:** Summer 2015

**Engagement Tools:** Stakeholder Steering Committee Meeting, Online Survey and Planning Workshop

This step in the community engagement process will begin with the first Stakeholder Steering Committee meeting to review the background study, community engagement strategy, online survey and to discuss the upcoming Planning Workshop. The purpose of this step in the process is to acquire public and stakeholder feedback on the proposed approach to conservation measures identified in the background study. An Online Survey and Planning Workshop will help to determine how the public and stakeholders generally feel about the proposed conservation measures. SSC members may help facilitate the Planning Workshop at the first public meeting.

### Step 3 – Learn Together / Draft HCD Plans and Bylaws

**Timeframe:** Summer 2015 – Winter 2015/16

**Engagement Tools:** Stakeholder Steering Committee (SSC) Meetings, Community Narratives, Walking Tours, Planning Workbooks, Staff Working Groups, Plain Language Guides, Planning Workshop

- This step in the community engagement process will also begin with a Stakeholder Steering Committee meeting to review the feedback from the Online Survey and Planning Workshop.
- Municipal staff will prepare more detailed questions for property owners, business owners/tenants in the form of a Planning Workbook and for the general public in the form of a Walking Tour questionnaire.
- Each SSC member will participate in the community engagement process by leading one Walking Tour exercise with the public or one Planning Workbook exercise with property owners, business owners/tenants.
- The public will also be able to provide feedback through a Community Narratives function available on the Online Portal which will be summarized and presented to the Stakeholder Steering Committee.
- During this time, municipal staff will prepare the HCD plan & bylaw (Draft #1) using the previous community engagement feedback from the Online Survey and the first Planning Workshop as well as Staff Working Groups involving internal stakeholders.
- Feedback from the Walking Tours and Planning Workbook exercises will be incorporated into the HCD plan and bylaw Draft #1.
- Municipal staff will prepare Plain Language Guides to summarize the policy and regulatory provisions of Draft #1 in plain language.
- These documents will be presented to the Stakeholder Steering Committee for review before they are available to the public at large.
- SSC members will help facilitate the Planning Workshop at a second public meeting to review Draft #1. The SSC will review feedback from the Planning Workshop and municipal staff will prepare the HCD plan & bylaw (Draft #2).
- The SSC will forward its recommendation and Draft #2 to the Heritage Advisory Committee at its last meeting.