



STRATEGIC INITIATIVES PROJECT CHARTER

Project Phase:	OCP for the Electoral Areas – All Schedules Except B Year 5 Final 2024 Q2 – 2025 Q1 Adoption
Project Service Area:	CVRD Electoral Areas
Division:	Strategic Initiatives
Budget / Account Code:	01-2-6137-2330-32 & 01-2-6137-3595-325
(N:) Drive File Location:	3900-30 4373
Prepared By / Date:	Coralie Breen & Ali Garnett April 19, 2024

PROJECT OVERVIEW

The Cowichan Valley Regional District (CVRD) is modernizing its Official Community Plan for the Electoral Areas (OCP). The OCP sets out a vision for the electoral areas over the next five to ten years and aligns with Cowichan 2050. Bylaw 4373 modernizes the CVRD harmonized OCP (Bylaw 4270), which harmonized seven official community plans into one OCP, adopted October, 2021. Work on Bylaw 4373 began in 2020 concurrently with completion of Bylaw 4270.

There are nine electoral areas in the CVRD within the purview of the OCP, while the region's four municipalities – Duncan, North Cowichan, Ladysmith and Lake Cowichan – have their own OCPs. The OCP provides policy direction for the electoral areas within a regional planning context.

The following Schedules will be attached to and form part of Bylaw 4373:

- (a) Schedule A – Official Community Plan for the Electoral Areas
- (b) Schedule B – Local Area Plans
- (c) Schedule C – Development Permit Areas
- (d) Schedule D – Agricultural Land Maps
- (e) Schedule E – Fire Protection Maps
- (f) Schedule F – Future Land Use Maps
- (g) Schedule G – Growth Containment Boundary Maps
- (h) Schedule H – Heritage Designation Maps
- (i) Schedule I – Foreshore and Major Creeks Maps
- (j) Schedule J – Sand and Gravel Deposits Maps
- (k) Schedule L – Land Use Designations Maps
- (l) Schedule M – Marine Area Maps
- (m) Schedule N – First Nations Maps
- (n) Schedule O – Floodplain Maps
- (o) Schedule P – Terrestrial Parks Maps
- (p) Schedule S – Service Area Maps
- (q) Schedule T – Transportation and Major Roads Maps
- (r) Schedule U – Development Permit Area Maps

The focus of year 5 (Q2 2024 to Q1 2025) is to complete the mapping schedules and updated Schedule A per Bill 44 – *Housing Statutes (Residential Development) Amendment Act, 2023*. An interim Housing Needs Report (HNR) is required by December 2024 and must be prepared in a prescribed format and level of detail. The CVRD has contracted Licker Geospatial Consulting and Modus Planning, Design and Consulting to complete the HNR. The interim report will be completed by October 15, 2024, with a presentation of the report to EASC November 6, 2024. OCP schedules will be updated with the HNR information and presented to EASC November 20, 2024 and then to the Board December 11, 2024, for first reading. The CVRD is initiating the interim HNR research now and the results will inform updated projections on growth and housing to 2050.

The OCP and corresponding zoning bylaws must accommodate the HNR projections. The HNR considers growth projections for 20 years.

CORPORATE PROJECT PURPOSE

This project meets the following CVRD Strategic Plan 2023–2026 Activities under Strategic Objective 6: Create Healthy, Livable and Efficiently Serviced Communities

6.1 Encourage collaboration and coordination on the development of official community plans, land use policies and bylaws across electoral areas, municipalities and First Nations

6.2 Modernize the Official Community Plan for the Electoral Areas:

- Update development permit area guidelines and exemptions.
- Strengthen climate action policy.
- Strengthen ecological and water protection measures.
- Encourage new development in accordance with Smart Growth principles.

CRITICAL SUCCESS FACTORS

- A transparent and inclusive planning process.
- Engagement opportunities with key First Nations, government agencies, stakeholder groups and the public in the development of the Official Community Plan.
- A policy plan that provides both strategic and specific policy direction for the 20-year horizon.
- Adoption of the OCP by the Board.

SCOPE

In Scope	Out of Scope
Staff reports to inform and report to EASC/Board on all schedules.	Significant policy and mapping changes.
Report on Interim Housing Needs.	
Consultation with First Nations (ongoing).	
Policy consistency with Bill 44.	

PROJECT DELIVERABLES AND ACCEPTANCE CRITERIA

	Project Deliverables	Acceptance Criteria
1	Plan Your Cowichan updates & e-blasts	Ongoing
2	1 st reading, referral to ALC	1 st reading presentation EASC November 20, 2024 1 st reading Board December 11, 2024
3	Interim Housing Needs Report	Presentation to EASC November 6, 2024
4	Public Hearing, Adoption	January/February 2025

TIMELINES

Milestones	Target Dates
HNA stakeholder meeting	May, 2024
OCP mapping schedules presentation to EASC	July 17, 2024
OCP legal review and final internal staff review	September 10, 2024
HNA DRAFT report to CVRD	September 28, 2024
HNA final report to CVRD	October 15, 2024
HNA report presentation to EASC	November 6, 2024
OCP report to EASC: 1 st reading & referral to municipalities and RDs	November 20, 2024
OCP bylaw: Board 1 st reading & ALC referral	December 11, 2024
OCP bylaw: Board 2 nd reading	January 22, 2025
OCP bylaw: public hearing	February 4, 2025
OCP bylaw: third reading and adoption	February 19, 2025

BUDGET

Cost Explanation	Amount (\$)	Level of Accuracy	Funding Source
OCP & LAPs	\$150,000	High	Function 325 Budget
Bill 44 requirements (Interim HNR/OCP)	\$125,000	High	Grant

INTERRELATIONSHIPS WITH OTHER PROJECTS / PROGRAMS

The OCP is in its final stages, with delays due to the requirement to complete an interim Housing Needs Report (projections to 20 years). The OCP is 90% complete, except for Schedule B Local Area Plans (LAPs). The Comprehensive Zoning Bylaw is in development and must be consistent with the OCP. It is anticipated to be included in the Spring 2025 engagement process on Schedule B LAPs and adopted concurrently or shortly after Schedule B is adopted in Q3 2025.

The OCP has been reviewed by CVRD division managers in planning, asset management, solid waste, environment, utilities, economics and emergency management and has policies that are consistent with these divisions.

PROJECT TEAM

Role	Team Member	Anticipated	
		Timeframe of Work	Hours Required Over Project Timeframe
Manager	Coralie Breen	Q2 2024 – Q1 2025	10%
Planning Coordinator	Alison Garnett	Q2 2024 – Q1 2025	20%

OTHER GOVERNMENT AGENCIES AND KEY STAKEHOLDERS

Government Agency / Stakeholder	How Affected by / Why Interested in Project	Role or Involvement in Decision Making
First Nations	<p>The following Nations have territorial interest in the CVRD electoral areas: Malahat Nation, Cowichan Tribes, Ditidaht First Nation, Halalt First Nation, Ts'uubaa-asatx First Nation, Lyackson First Nation, Pacheedaht First Nation, Pauquachin First Nation, Penelakut Tribe, Stz'uminus First Nation, K'omoks First Nation, Hupacasath First Nation and Snuneymuyxw First Nation.</p> <p>All of the above First Nations were engaged by letter, followed up phone calls and in-person and/or Webex meetings. Engagement with First Nations has been occurring as part of the OCP process since 2020.</p> <p>Relationship building with First Nations in the region is a high priority, particularly due to the potential governance changes resulting from several modern treaty negotiations. There are nine Nations in stage five of the six-stage BC Treaty Commission process and two at stage four:</p> <ul style="list-style-type: none"> • Hul'qumi'num Treaty Group, which includes Cowichan Tribes, Halalt, Lyackson, Ts'uubaa-asatx First Nations and Penelakut Tribe – Stage 5 • Te'mexw Treaty Association, which includes Malahat Nation – Stage 5 • Pacheedaht First Nation & Ditidaht First Nation – Stage 5 • K'omoks First Nation – Stage 5 • Hupacasath First Nation – Stage 4 • Snuneymuxw First Nation – Stage 4 	Consult
Agricultural Land Commission	LGA 475.4 Requirement	Consult

MOTI	Schedule T Transportation referred and Schedule A policies	Consult
School Districts	Schedule A referral and request for LGA 476. 2 required information	Consult
CVRD Municipalities / Adjacent Regional Districts	LGA 475. 2.b	Consult/Referrals
Service Providers such as Improvement Districts	Referrals sent March 2024, have meet with several on Webex	Consult/Referrals

COMMUNICATIONS

Internal Project Communication/Update Requirements	Yes / No
CVRD Board	Y
Communications and engagement division	Y
Specific senior managers (as noted)	Y
External Communication Requirements	Yes / No
Public consultation	Y
Print, radio, social media (in past three years)	Y
Print materials (mapping schedules, policy schedules)	Y
PlanYourCowichan (regular updates)	Y

PROPOSED ENGAGEMENT

	Engagement Tasks	Required Time	Materials
1	HNR stakeholder meeting	½ day	Open house/print ad/social media/PYC
2	HNR First Nations interviews	1 hour/FN	Letters to First Nations
3	OCP public hearing	2 hours	DRAFT OCP, prior engagement plans and reports, public hearing submissions

Note: the OCP has had extensive engagement since February 2020 in open houses, Webex meetings, community circles, surveys and ideas fairs. At this final stage (except for the Schedule B local area plan processes) the engagement focus is the interim HNR.

RISKS

	Risks Identification	High Level Risk Response Strategy
1	Board meeting schedule can affect timing	Delay in adoption
2	HNR consultant delay	Delay in adoption

SIGNOFF REQUIREMENTS

Item	Signing Authority				
	Project Manager	Manager	General Manager		
Project charter	√		√		
Budget changes	√		√		
Schedule and scope changes	√		√		

SIGN-OFF

Position/Title	Signature/Print Name	Date
Manager, Planning – Strategic Initiatives	Coralie Breen	April 19, 2024
General Manager, Land Use Services	Ann Kjerulf	April 22, 2024