



STRATEGIC INITIATIVES PROJECT CHARTER

Project Phase:	OCP Schedule B – Local Area Plans Years 2 and 3
Project Service Area:	CVRD electoral areas
Division:	Strategic Initiatives
Budget / Account Code:	01-2-6137-2330-325 & 01-2-7137-3595-325
(N:) Drive File Location:	3900-30 4373
Prepared By / Date:	Coralie Breen & Ali Garnett April 19, 2023

PROJECT OVERVIEW

Bylaw 4373 – Official Community Plan for the Electoral Areas (OCP) has been underway since 2020. A Goal in the OCP is to Create Compact Complete Communities. OCP Schedule B Local Area Plans is one key policy tool to advance Goal 3

Local area plans are planning documents that provide greater detail on growth management for communities and area-specific objectives and policies to address daily needs, infrastructure, transportation and housing. These plans help shape growth in a way that contributes to more place-specific, well-designed and livable communities. Local area plans contribute to more place-specific, well-designed and livable neighbourhoods while strengthening relationships with First Nations and advancing reconciliation.

There are nine local area plans in development in the electoral areas, and they are generally aligned with growth containment boundaries. The LAP's are:

- Area A Mill Bay
- Area B Shawnigan Lake
- Area C Cobble Hill
- Area D Cowichan Bay
- Areas D/E Eagle Heights / Koksilah Village
- Area F Honeymoon Bay / Mesachie Lake / Paldi
- Area G Saltair
- Area H Diamond
- Area I Youbou / Meade Creek

The OCP Schedule B local area plans are half way through Step 2 of a three-step process with engagement planned for the Electoral Area Advisory Planning Commissions in Spring 2024 and Step 3 engagement with the Advisory Planning Commissions in Winter/Spring 2025. Steps 1, 2 and 3 of the local area planning process are and have been supported by two UBCM Complete Communities grants (\$150 K/each). Step 1 was completed in 2023, Step 2 in underway and will be completed in September 2024 and Step 3 will be completed by April 2025.

See Figure 1.0 for the LAP Development Timeline

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.

This project also meets the following CVRD Strategic Plan 2023- 2026 Activities under Strategic Objective 5: To increase the levels of economic resilience, security and prosperity for residents of the Cowichan Region.

5.2 Identify potential initiatives for investment and partnerships to enhance community public spaces in our rural centres through the local area planning process.

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 a 20-year horizon for each local area plan.
- Adoption of Schedule B – Local Area Plans by the Board.

SCOPE

In Scope	Out of Scope
OCP Schedule B – Nine local area plans Complete Community Assessment in four areas: housing, transportation, daily needs and infrastructure and their interrelatedness, social equity framework and indicator refinement	All other OCP schedules

PROJECT DELIVERABLES AND ACCEPTANCE CRITERIA

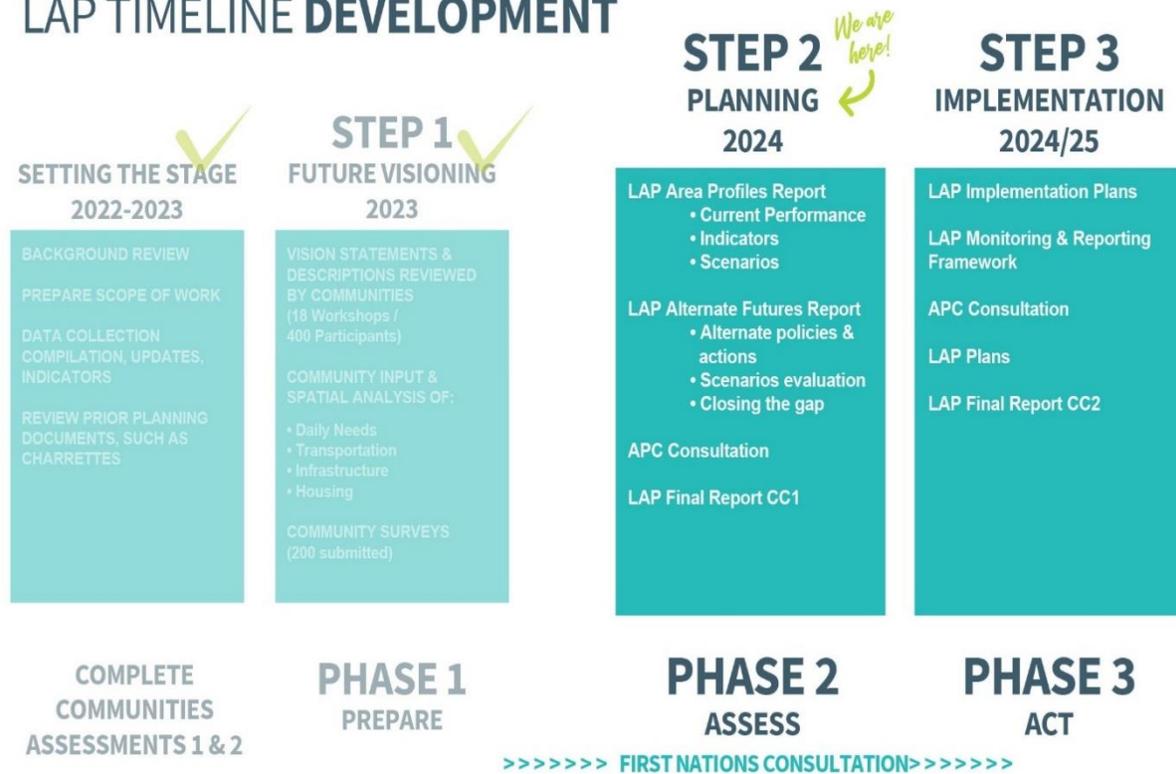
	List of Project Deliverables	Acceptance Criteria
1	Phase 2 – Local Area Plan Profile Report	Current performance of each local planning area by complete community lens with discussion on potential opportunities, constraints for each area and refined list of indicators to be used for evaluation.
2	Phase 2 – Alternate Futures Report for Engagement	Development of scenarios, effectiveness of scenarios to close the gap towards complete community attainment.
3	Phase 2 – Final Report	Compilation of all relevant project information.
4	Phase 3 – Implementation Plan and Monitoring Framework	Implementation tools, resource requirements, gaps and potential financial sources. Monitoring and reporting framework.
5	Local Area Plan	Completion.

TIMELINES

Milestones	Target Date
LAP profile report	April 23, 2024
Alternate futures report for engagement	June 7, 2024
First Nations & APC consultation phase 2 reports	Week of June 17, 2024
Final alternate futures report	August 9, 2024
LAP final report – phases 1 and 2	August 15, 1024
LAP final report presented to EASC, UBCM requirement	September 4, 2024
LAP implementation plan and monitoring framework	September 28, 2024
LAP final report phases 1 and 2 optional 2 nd presentation	October 2, 2024
LAP final report phases 1 and 2 to UBCM including financials and all communication	October 27, 2024
LAP final implementation plans and monitoring framework	November 30, 2024
LAP implementation plans and monitoring framework legal review	November, 2024
Malahat-CEDI and Ts'uubaa'asatx meetings	November 25 & 26, 2024
LAP plans completed and sent for legal review	January 15, 2025
LAP implementation plans, monitoring framework & engagement – potential zoning bylaw engagement with APCs and local area plans posted on PYC	Week of March 4, 2025
LAP comments received and revised local area plans	May 30, 2025
OCP amendment bylaw: Schedule B 1 st reading and ALC referral	Early 2025
OCP amendment bylaw: Schedule B 2 nd reading and public hearing	Early Fall, 2025
OCP amendment bylaw: Schedule B 3 rd reading and adoption	October 2025

Figure 1:

LAP TIMELINE DEVELOPMENT



BUDGET

Cost Explanation	Amount (\$)	Level of Accuracy	Funding Source
OCP Schedule B – Local Area Plans	\$300,000	High	2 x UBCM Complete Communities grants
OCP Schedule B – Local Area Plans	\$300,000*	High	2024/2025 Budget

*Core budget is shared with the overall OCP Bylaw

INTERRELATIONSHIPS WITH OTHER PROJECTS / PROGRAMS

OCP Bylaw 4373 Schedule B – Local Area Plans is a schedule in the OCP, and support implementation of the Comprehensive Zoning Bylaw.

PROJECT TEAM

Role	Team Member	Anticipated	
		Timeframe of Work	Hours Required Over Project Timeframe
Project Manager	Coralie Breen	Spring 2024 – Spring 2025	50%
Project Co-Manager	Alison Garnett	Spring 2024 – Spring 2025	60%

OTHER GOVERNMENT AGENCIES AND KEY STAKEHOLDERS

Government Agency / Stakeholder	How Affected by / Why Interested in Project	Role or Involvement in Decision Making
Malahat Nation and Ts'uubaa-asatx	Complete Community Assessment deeper analysis understanding First Nations land use issues	Consult, Involve, Collaborate, Empower
Advisory Planning Commissions	<p>Presentation of Phases 2 and 3 reports and request for comments</p> <p>Presentation of local area plans and request for comments</p>	Inform, Consult, Involve, Collaborate
General Public	Extensive engagement in Phase 1 – in person and surveys Plan Your Cowichan – Phases 2 and 3	Inform, Involve, Consult
Other First Nations in CVRD – see OCP Project Charter	<p>The following Nations have territorial interest in the CVRD electoral areas: Malahat Nation, Cowichan Tribes, Didaht 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, follow 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 5 of the 6 stage BC Treaty Commission process and two at stage 4:</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 & Didaht First Nation – Stage 5 • K'omoks First Nation – Stage 5 • Hupacasath First Nation – Stage 4 • Snuneymuxw First Nation – Stage 4 	Inform, Consult. Collaborate, Empower

COMMUNICATIONS

Internal Project Communication/Update Requirements	Required (yes / no)
CVRD Board	Y
C&E division	Y
Specific senior managers	Y
External Communication Requirements <i>(We are the OCP communication experts)</i>	Yes/No
Public consultation including APCs'	Y
Print, social media	Y
Print materials	Y
PlanYourCowichan	Y

PROPOSED ENGAGEMENT

No.	Engagement Tasks	Required Time	Materials
1	Phase 2 APC meetings		Email invitation, in person with facilitation and reports as noted previously
2	Phase 3 APC meetings		Email invitation, in person with facilitation and reports as noted previously
3	General public		E-blast notification, posting of all reports

RISK IDENTIFICATION

	Risks Identification	High Level Risk Response Strategy
1	General public engagement fatigue	As work is technical, focus on APCs
2	APC tolerance for detailed work	Encourage responses, offer to assist with notes

SIGN-OFF REQUIREMENTS

Item	Signing Authority				
	Project Manager	Manager	General Manager		
Project charter	√		√		
Budget, schedule & 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