



COMMUNITY PLANNING PROJECT CHARTER

Project Phase:	Comprehensive Zoning Bylaw (CZB)
Project Service Area:	CVRD Electoral Areas
Division:	Community Planning Division
Budget / Account Code:	325
(N:) Drive File Location:	04. INFORMATION SYSTEMS SERVICES\1475 Communications Engagement\1475-35 Communication Plans\1475-35 Modernization Zoning Bylaw 4374
Prepared By / Date:	Lauren Wright & Mike Tippet / April 17, 2024

PROJECT OVERVIEW

For the first time since the Cowichan Valley Regional District (CVRD) was created in 1967, a comprehensive zoning bylaw is proposed for the electoral areas. The project will be split into 2 stages in order to produce both an Electoral Area-wide Comprehensive Zoning Bylaw (CZB) and a separate Marine Zoning Bylaw. This will produce a much-needed consolidation and modernization of general regulations and definitions, and will establish a framework that will serve the administration of planning regulations well into the foreseeable future in the nine Electoral Areas.

The rationale for a new Comprehensive Zoning Bylaw and a separate Marine Zoning Bylaw includes:

- Having consolidated key land use documents where a single amendment can update regulations for all Electoral Areas, as opposed to – in some cases – 9 separate amendments
- Making interpretation simpler for both community members and those who administer the bylaws, through a single set of definitions and general regulations
- Ensuring that zoning and related regulations effectively implement current OCP policy
- Ensuring that the framework of zones allows for the introduction through time of new zones
- Ensuring that the zones are consistent with the land use designations of the OCP in force

Adding – in a phased fashion, if required – other land use regulations to the new zoning bylaw, including the Sign Bylaw, Manufactured Home Park Bylaw, Campground Standards Bylaw, Off-Street Parking Bylaw, Screening and Landscaping Standards, and updated Development Permit Area guidelines and exemptions.

CORPORATE PROJECT PURPOSE

The CVRD Strategic Plan 2023-2026 includes strategies and actions that align with the goals of the Comprehensive Zoning Bylaw Project, including:

- 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
- 6.3 Modernize and enhance the CVRD's Development Services:
 - Enhance development approval processes through improved policies, procedures and bylaws
 - Enhance public awareness and participation in development processes
 - Support Advisory Planning Commissions

CRITICAL SUCCESS FACTORS

- An inclusive planning process to ensure effective quality assurance/quality control
- Engagement opportunities with the public, Advisory Planning Commissions, First Nations and community stakeholders in the development of the Comprehensive Zoning Bylaw
- Adoption of a Comprehensive Zoning Bylaw and separate Marine Zoning Bylaw (Stage 2)

SCOPE

In Scope	Out of Scope
Develop a single set of definitions and general regulations that apply to all electoral areas.	
Improve overall efficiency in processing land use applications.	
Produce a single zoning bylaw applicable to all electoral areas (not including areas below the highwater mark of the ocean).	Updated Marine Zoning Bylaw in Stage 1. This will occur after the anticipated MOCP is updated with a Marine Plan (timeline TBD).
Provide a comprehensive regulatory framework for land use planning and development, while supporting the vision for the growth established in the anticipated MOCP.	
Ensure the bylaws are enforceable and legally sound.	
Harmonize and modernize existing zones (over 350 zones within 8 current zoning bylaws) and establish a reduced number of new zones with a logical structure within a general framework set out in the OCP.	
Public engagement on the first draft of the CZB	Public engagement on the Marine Zoning Bylaws in Stage 1. Public engagement events after 2 nd reading of the CZB (move to online engagement)

PROJECT DELIVERABLES

No.	List of Project Deliverables	Acceptance Criteria
1	PlanYourCowichan updates and e-blasts	Ongoing
2	1 st reading and referral to external agencies	Presentation to EASC Referral report to external agencies
3	Public Open Houses	In person events
4	APC meetings	Virtual or in person
5	Summary of public engagement	Report and presentation to EASC Post summary to PlanYourCowichan
6	2 nd and 3 rd readings	EASC presentation and report
7	Bylaw adoption	Board meeting

TIMELINES

Milestones, etc.	Due Date
Project initiation	2023 - complete
Zone consolidation (consultants)	2023 - complete
Project website launch	March 2023 - complete
Modernize zones	Q3 2024
APC meeting – general regulations	Q4 2024
Zone mapping	Q4 2024
Public webmap available on PlanYourCowichan	Q1 2025
Bylaw 1st reading	Q2 2025
APC meeting – zones (in conjunction with LAP consultation)	Q2 2025
Internal and external referrals	Q2 2025
Duncan Farmers Market (2 weekends)	Q2 2025
Public open house	Q2 2025
Public consultation report to EASC and posted on PlanYourCowichan	Q3 2025
Bylaw update report to EASC (incorporate public comments)	Q3 2025
Bylaw 2 nd and 3 rd readings and referrals to MOTI	Q3 2025
Bylaw adoption	Q4 2025

BUDGET

Cost Explanation	2023	2024	2025 (draft)	Funding Source
Consultants <ul style="list-style-type: none"> GIS Graphic support, document design Zone consolidation 	\$8,438	\$33,000	\$35,000	325
Legal review of bylaws	\$2,005	\$18,000	\$25,000	325
Community engagement <ul style="list-style-type: none"> Events Referrals Advertising 	\$0	\$30,000	\$70,000	325
Miscellaneous	\$0	\$1,678	\$10,000	325
Total by Year	\$10,443	\$82,678	\$140,000	n/a

INTERRELATIONSHIPS WITH OTHER PROJECTS / PROGRAMS

Over the past several years during the currently-ongoing MOCP (and previous HOCP) development process, significant public engagement has occurred in relation to land use designations, density and growth containment boundaries. This community feedback directly impacts how the new Comprehensive Zoning Bylaw is developed to implement the community vision on the ground level by regulating how land, buildings and other structures may be used. The basic parameters of use, density and other policy considerations have been established through OCP work and Community Planning staff are working closely with the Strategic Initiatives Division to ensure the MOCP and CZB are in alignment. The Comprehensive Zoning Bylaw will be reviewed by other internal divisions and external agencies.

PROJECT TEAM

Role	Team Member	Responsibility
Manager	Mike Tippet, Manager, Community Planning	Provides high-level project oversight, coordination with other CVRD Department/Division work and Assists Project Manager as requested.
Project Manager	Lauren Wright, Planning Coordinator, Community Planning	Manages Project and any associated contract work.
Project Team	Laura Lajeunesse, Planner 1, Community Planning	Assists Project Manager as requested.
Project Team	Bev Suderman, Planner 3 (casual), Community Planning	Assists Project Manager as requested.
Project Support	Land Use Services staff (building, bylaw, planning, admin)	Occasionally assists with project.
Communications Support	Communications and Engagement staff	Provide communication advise and aid in the development of engagement material.
GIS Support	GIS staff	Mapping and data analysis.
Consulting Support	Licker Geospatial	GIS, mapping and data analysis.

OTHER GOVERNMENT AGENCIES AND KEY STAKEHOLDERS

Other Government Agencies/ Stakeholders	How Affected by/Interested in Project	Role or Involvement in Decision Making <i>(see legend above)</i>
Advisory Planning Commission (APC) – all electoral areas	Bylaw referral	Referrals/consult
First Nations	Traditional territory	Referrals/consult
Electoral area residents/ public	Obtain public feedback as community members	Consult
ALC Agricultural Land Commission	Bylaw referral	Referrals/consult
Ministry of Transportation and Infrastructure	Bylaw referral and final bylaw approval.	Consult/Approval
CVRD municipalities/adjacent regional districts	Bylaw referral	Referrals/consult
Service providers (e.g. Improvement Districts)	Bylaw referral	Referrals/consult
CVRD Board	Final bylaw approval	Approval

COMMUNICATIONS

Internal Project Communication/Update Requirements		Required (yes / no)
CVRD Board		Yes
CVRD Communications and Engagement Division		Yes
Senior managers, as required		Yes
External Communication Requirements		Required (yes / no)
Public consultation		Yes
Advertising – print, social media, radio		Yes
Interactive public webmap		Yes
PlanYourCowichan (regular project updates)		Yes

PROPOSED ENGAGEMENT

No.	Engagement	Req'd Time	Materials
1	Advisory Planning Commission meetings	2 rounds of meetings	<p>Meeting Round 1 (Q4 2024) – Project overview, review of proposed general regulations, consultation package to submit feedback, open discussion</p> <p>Meeting Round 2 (Q2 2025) – Project update, review of proposed zones and associated regulations (parking, signs, etc.), consultation package to submit feedback to staff, open discussion</p> <p>Engagement – email invites, CVRD website calendar (in person or virtual TBD). Meetings</p>
2	First Nations	1-2 meetings	Letter via email and/or letter mail regarding draft bylaw (Q4 2024 and Q2 2025)
3	Website – PlanYourCowichan	n/a	<ul style="list-style-type: none"> - Surveys (backyard chickens, shipping containers, food trucks, etc.) - Information pamphlets on key topics (e.g. farm home plates) - Frequently asked questions - Current vs. proposed zoning interactive webmap - Summary of public/stakeholder input
4	Duncan Farmers Market booth	2 market days	<p>Engage in person</p> <ul style="list-style-type: none"> • Summary handout • Survey (paper or link to PlanYourCowichan)

5	Community open houses	4 days (1 day each)	4 open houses – Areas A, B, C; Areas D & E; Areas F & I; Areas G & H Engage in person <ul style="list-style-type: none"> Summary handout Survey (paper or link to PlanYourCowichan)
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RISK IDENTIFICATION

No.	Risks Identification	High Level Risk Response Strategy
1	Consultation delay	Consultation plan would be amended to address delay. Possible delay in CZB adoption
2	EASC/Board meeting schedule	Project timeline may be amended.
3	Consultant delay in delivery of data/materials	Project timeline may be amended. CVRD GIS Division could potentially fulfill this role in lieu of external consultants.
4	MOTI delay in Bylaw sign off	Project timeline may be amended. Possible delay in consultation/adoption

SIGNOFF REQUIRED

Item		Signoff Required		
		Project Mgr.	Manager	General Manager
Project charter		X	X	X
Consultation plan		X	X	X
Schedule and scope changes		X	X	X
Budget changes	Under \$1000	X	X	
	Over \$1000	X	X	X
Schedule changes	Less than 3 months	X	X	
	Over 3 months	X	X	X

SIGNOFF

Position/Title	Signature/Print Name	Date
Manager	Mike Tippet	April 17, 2024
General Manager	Ann Kjerulf	April 22, 2024