



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** April 16, 2024

**MEETING TYPE & DATE** Electoral Area Services Committee of May 1, 2024

**FROM:** Strategic Initiatives Division  
Land Use Services Department

**SUBJECT:** Local Area Plan Step 1 Visioning Report on Engagement & Communication and Step 3 Implementation Engagement & Communication Plan

**FILE:** 3900-30 4373 MOCP

## **PURPOSE/INTRODUCTION**

The purpose of this report is to present:

1. Local Area Plan Step 1 Visioning – Report on Engagement & Communication for acceptance.
2. Local Area Plan Step 2 Planning – progress update for information.
3. Local Area Plan Step 3 Implementation - Engagement and Communication Plan for acceptance.

## **RECOMMENDED RESOLUTION**

For information.

## **BACKGROUND**

Local Area Plans (LAPs) help shape growth in a way that contributes to more place-specific, well-designed, and livable complete communities.

The local area planning process includes three steps:

- Step 1 Visioning
- Step 2 Planning
- Step 3 Implementation

### **1. Local Area Plan Step 1 Visioning Report on Engagement & Communication**

Step 1 Community Engagement was held in October and November 2023. The purpose of the engagement was to present and receive community feedback through a) facilitated workshops and b) surveys on local area plan draft visions, descriptions and to guide the analysis taking place in Step 2 Planning. The refined visions and descriptions are included in the updated Ideas Book, posted on [planyourcowichan](https://planyourcowichan.ca). Engagement and communication details and evaluation are provided in the Report (Attachment A).

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a. Facilitated Workshops

More than 400 people attended the fall in person facilitated workshops. 18 facilitated workshops were held in 8 communities. Handouts were provided which mirrored both the facilitated discussion and surveys. Live note taking of community ideas and live polling visually documented the ideas from the community.

b. Survey

An online survey was open from October to November 15, 2023. The surveys provided opportunity to participate for those unable to attend, or to complement, the in-person events. 200 surveys were submitted.

See Attachment A – LAP Step 1 Visioning Report on Engagement & Communication

## **2. Local Area Plan Step 2 – Progress Update**

LAP Step 2 is underway. Step 2 involves detailed GIS analysis enabled through the Complete Communities Grant to produce assessments of the opportunities, strengths and challenges for 9 local planning areas through the lenses of housing, daily needs, transportation and infrastructure. The purpose of LAP Step 2 Engagement is to consider different land use scenarios in each of the LAPs based on technical analysis and informed by community feedback gathered during Step 1.

Due to the highly technical nature of the subject matter, a focused effort of engagement with electoral area Advisory Planning Commissions (APCs) will take place in June 2024.

The following reports will be presented for engagement with the APCs (IAP2 involve and collaborate) and posted on [planyourcowichan](https://planyourcowichan.ca):

- a. Local Area Plans Areas Profile – This report details current performance of each LAP by Complete Community lens with discussion on potential opportunities and constraints, and a refined list of indicators to be used for evaluation.
- b. Alternate Futures Report – This report details the effectiveness of scenarios to close the gap towards reaching community “completeness” in each of the LAP areas, and which aligns with overarching OCP goals.

Meetings with Malahat and Ts’uubaa-asatx Nations are planned for June 2024 and Complete Community analysis is underway to identify and consider First Nations land use planning with the Mill Bay, Shawnigan Lake, Honeymoon Bay/Mesachie Lake/Paldi and Youbou/Meade Creek local area plans, respectively. Reporting on First Nations engagement will form part of the Complete Communities Final Reporting after completion of Phase I and II.

Staff notes that the final analysis of Step 2 and beginning of Step 3 is concurrent with interim Housing Needs Assessments (HNA) and results from the Complete Communities work will inform the HNA and vice versa.

## **3. Local Area Plan Step 3 Implementation Engagement & Communication Plan**

The LAP Step 3 Engagement & Communication Plan includes APC engagement in early March 2025 to present draft local area plans, which will incorporate: implementation plans, and a monitoring and reporting framework.

Draft Local Area Plans:

Nine draft local area plans, including visions, descriptions, history and heritage, policies and concept maps.

Implementation Plans:

- A range of actions in alignment with community goals and as a result of assessment and scenario development (Steps 1 & 2)
- Prioritized actions to support decision making
- Implementation tools (zoning, partnerships, etc.) resource requirements, gaps and potential sources.
- Implementation leads and timelines for each action, ideally in alignment with existing parallel processes (the comprehensive zoning bylaw, as an example).

Monitoring and Reporting Framework:

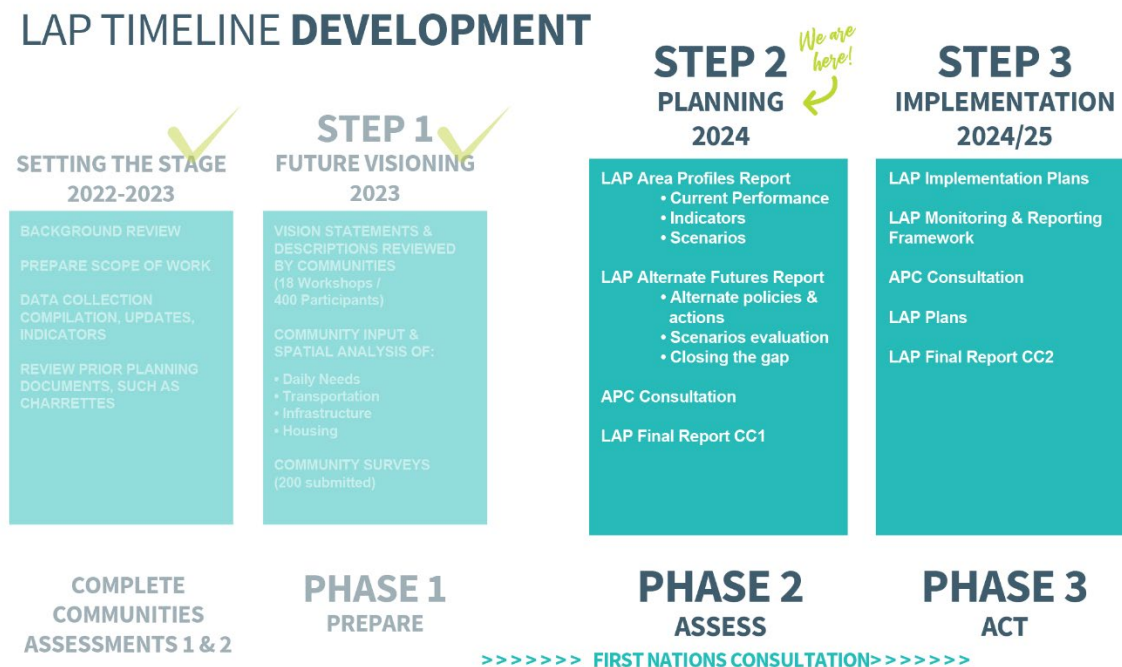
- Monitoring metrics aligned with available resources and OCP goals.
- Monitoring framework including reporting frequency.

The UBCM Grant requires Complete Communities Phase 3 completion in spring 2025.

The implementation plans and monitoring and reporting framework will be consistent with OCP Schedule A and Appendix II Performance Metrics, and will also inform the comprehensive zoning bylaw. It is anticipated that draft zoning maps may be presented at March 2025 engagement sessions with APCs.

Figure 1 provides the LAP Timeline Development.

Figure 1 – LAP Timeline Development



## **ANALYSIS**

Valuable input was received from the public on the visions, descriptions and Complete Community lenses during the 18 facilitated workshops and 200 completed surveys in Step 1. A detailed evaluation is provided in the Report (Attachment A).

While attendance was lower than past OCP engagement events, the content was more technical than previous subject matter. As the LAP process has progressed the information has become more technical. Overall, while some things could be improved (as identified in the Report), participants were complimentary that this detailed level of planning was occurring, enabled by the UBCM Grant.

Comments from the APCs regarding Step 2 will provide key information and refinement to support Step 3 drafting of LAPs and implementation plans in early 2025. The final LAP documents will provide policy and implementation direction to the comprehensive zoning bylaw, which is intended for adoption in late fall 2025.

## **FINANCIAL CONSIDERATIONS**

The Complete Communities grant funding (\$150,000) for Phase I and II covered the facilitation of Fall 2023 and Spring 2024 meetings and reporting. Event costs are covered under core budget.

Complete Communities Grant funding for Phase III (additional \$150,000) will cover development of implementation plans, monitoring and reporting framework and engagement Spring 2025.

Core funding supports development of local area plans.

## **COMMUNICATION CONSIDERATIONS**

Posted on [PlanYourCowichan](#):

- [Ideas Book](#) (including updated maps, visions and descriptions)
- [OCP Engagement Backgrounder](#)
- Step 1 Visioning Engagement & Communication Report and Appendices
- Step 2 Planning engagement materials: Alternate Future Report & Local Area Plans Profile by June 7<sup>th</sup>
- Step 2 Planning Complete Communities Final Report by August 23<sup>rd</sup>
- Step 3 Implementation E&C Report, once approved.

Prior to EASC May 1, 2024, an e-blast will be sent out notifying 717 people on the distribution list that this report will be presented to the Electoral Area Services Committee, with links to the report and attachments.

## **STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The OCP aligns with guiding aspirations of the 2023-2026 Strategic Plan: *relationships, sustainability, liveability, and resilience*.

Referred to (upon completion):

- ☐ Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- ☐ Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- ☐ Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)

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- ☐ Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- ☐ Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



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Reviewed for form and content and approved for submission to the Committee:

Resolution:

☒ Corporate Officer

Financial Considerations:

☒ Chief Financial Officer

**ATTACHMENTS:**

Attachment A – LAP Step 1 Visioning – Report on Engagement & Communication

- Appendix A – Summary of Feedback
- Appendix B - Revised LAP Visions & Descriptions
- Appendix C – Engagement Background

Attachment B – LAP Step 3 Implementation - Engagement & Communication Plan