

Consultation Plan

Capital Regional District

Regional Growth Strategy Interim Update

An amendment to the CRD Regional Growth Strategy

Draft: January 8, 2007
Prepared by CRD Regional Planning

Purpose:

The purpose of this consultation plan is to guide the work of the CRD as it gathers input for use in the proposed amendment of the Regional Growth Strategy. As required by Section 855 (2) of the *Local Government Act*, the CRD will provide opportunities for interested and affected publics to provide comments and suggestions on the following amendment issues:

1. Inclusion of the proposed Highlands Servicing Area (as designated on Map 2.1 of the Official Community Plan for the District of Highlands) within the Regional Urban Containment and Servicing Policy Area;
2. Inclusion of settlement containment areas in the Juan de Fuca Electoral Area (as designated in the draft Official Community Plans for East Sooke and Otter Point) within the Regional Urban Containment and Servicing Policy Area;
3. Language to give effect to the Memoranda of Understanding signed in September, 2002 between the CRD and the municipalities of Oak Bay and View Royal. The memorandum signed with View Royal states that the Town shall be removed from the "Western Communities" classification and included within the "Core Communities" classification. The memorandum signed with Oak Bay states that the District may achieve its target of a 5% increase in planned capacity for ground-oriented housing through a variety of housing types; and
4. Other minor text and map corrections where necessary.

Consultation Scope:

The proposed amendment is limited to the issues above, which stem from specific Board decisions made since the RGS was first approved in 2003. Because many of the amendment issues have been discussed through the relevant municipal councils as well as the regional Board, the consultation plan will focus on a strategy of targeted communications to the affected parties.

The proposed amendment will constitute an interim update to the RGS rather than a full-scale review. A comprehensive review of the RGS will be conducted during the statutory five-year review of the RGS, set to begin in 2008, and will be accompanied by a more extensive consultation strategy.

Legislative Requirements:

Section 855(2) of the *Local Government Act* states that:

- [A]s soon as possible after the initiation of [an amendment to] a regional growth strategy, the board must adopt a consultation plan that, in the opinion of the board, provides opportunities for early and ongoing consultation with, at a minimum,
- (a) its citizens,
 - (b) affected local governments,
 - (c) first nations,

- (d) school district boards, greater boards and improvement district boards, and
- (e) the Provincial and federal governments and their agencies.

This plan is intended to fulfill the Board's responsibilities under Section 855(2).

Consultation Stakeholders:

The consultation plan will involve a range of stakeholders, from those who are responsible for approving the amending bylaw to those who have a general interest in the process. To ensure an effective and efficient process, the consultation plan will focus on the affected local governments and approving bodies.

Section 857 of the *Local Government Act* states that any amendment to a regional growth strategy must be accepted by all "affected local governments" before it can be adopted. In the context of the CRD, the affected local governments are:

- the Councils of all member municipalities;
- the Board of the Cowichan Valley Regional District (CVRD); and
- the Minister of Community Services (or a designated facilitator).

There are a number of organizations whose formal acceptance of the bylaw is not required under Section 857 of the *Local Government Act*, but who nevertheless have a stake in the Regional Growth Strategy. These organizations include:

- First Nations;
- Improvement District Boards (excluding the Gulf Islands);
- School District Boards;
- Provincial and Federal governments and their agencies;
- CRD Development and Planning Advisory Committee (DPAC); and
- CRD Roundtable on the Environment (RTE).

Other stakeholders may include interested publics, particularly people who were involved in the development of the initial Regional Growth Strategy and/or the relevant municipal and electoral area OCPs.

Consultation Objectives:

The objectives of the consultation plan are to:

- Inform elected officials, government agencies, first nations and other interested publics of the proposed changes to the regional Growth Strategy
- Encourage and support stakeholder involvement
- Provide the opportunity for stakeholders to make their views known on the proposed changes
- Provide the opportunity for affected municipalities and agencies to suggest changes to the proposed amendment before it proceeds to the formal public hearing process
- Communicate comments and suggestions to the Regional Board to enable them to make a decision on the RGS amendment bylaw.

Consultation Process:

At the start of the consultation process, the draft amendment bylaw will be presented at a meeting of the Development and Planning Advisory Committee (DPAC). The presentation will include discussion of the rationale for the bylaw amendment, legislative and process requirements, proposed RGS mapping changes and next steps. The DPAC will play an important role through the consultation process by reviewing the bylaw, providing comment, advising other municipal stakeholders of the bylaw, and identifying other stakeholders.

Following the DPAC meeting, a copy of the draft amendment bylaw will be formally transmitted to all municipal councils and senior planning staff. CRD staff will be available to meet with staff and/or elected officials from all member municipalities to discuss issues related to the changes proposed in the amendment bylaw. CRD staff will work with member municipalities to develop solutions that address any issues that are raised, and incorporate these solutions into the revised amendment bylaw.

A copy of the draft amendment bylaw will be also be mailed to all First Nations, Improvement District Boards, School District Boards, and the Provincial and Federal government and their agencies. The draft bylaw will be accompanied by a letter indicating that CRD staff are available to discuss the bylaw and answer any questions they may have. The stakeholders will be asked to indicate any comments or concerns that they may have with respect to the draft bylaw, in the form of a letter to the Senior Manager of Regional Planning. These comments will be referenced when preparing the revised bylaw.

The draft bylaw will also be presented to the CRD Round Table on the Environment (RTE) for their comments and suggestions.

An information session will be held during the consultation period to provide an additional opportunity for the public to obtain information about the draft amendment bylaw, and the Regional Growth Strategy in general. The information session is intended to be an informal dialogue between Regional Planning staff and the public, and the public will be encouraged to ask questions. The public information session will be conducted on a week night or a weekend day, tentatively scheduled for Wednesday, March 28, or Saturday, March 31.

Following the public information session, the input and suggestions received will be assessed and incorporated into a revised bylaw as required. The revised bylaw and accompanying staff report will be forwarded to the Planning and Protective Services Committee and to the CRD Board for 1st and 2nd reading of the bylaw.

Following the 1st and 2nd reading of the revised bylaw, the revision, along with information about the public hearing will be sent to the stakeholder groups.

Section 855(4) of the *Local Government Act* requires that the Board (or a delegated panel of the Board) conduct a public hearing after first and second reading of the bylaw, but before the bylaw is submitted to member municipalities and the CVRD for acceptance.

The public hearing will be conducted on a week night or a weekend, tentatively scheduled for Saturday, June 23, and Tuesday, June 26, 2007.

After the conclusions of the public hearing, no further public consultation will be conducted. At this stage the bylaw must be formally referred to the municipalities for acceptance. Each jurisdiction has 120 days in which to review the RGS amendment before notifying the CRD Board whether they accept it.

Consultation Tools:

To ensure that the RGS amendment process provides for adequate consultation among all key stakeholders, the consultation process provides for a range of active and passive information and input methods, including:

- a web site;
- an information counter; and
- targeted mailings

RGS Web Site:

A new web page will be created to act as an online repository of information related to the RGS Interim Update. This web page will provide links to the project charter, work plan, consultation plan, draft amendment bylaw, revised amendment bylaw, press releases, advertisements for public events, and related staff reports (as these items become available). The web page will also provide contact information and instructions for submitting comments on the draft amendment bylaw.

To ensure that the public can easily locate the new RGS Interim Update web page, a link will be added to the main CRD web page (<http://www.crd.bc.ca>), the Regional Growth Management web page (<http://www.crd.bc.ca/regionalplanning/growth/>), and other Regional Planning web pages as necessary. The web site will also be referenced in any letters to stakeholders or newspaper advertisements.

Regional Planning Information Counter:

For members of the public who do not have internet access, or who prefer to obtain information from other media, an information counter will be maintained during the consultation process. All information that is available on the RGS Interim Update web page will be provided in print form, free of charge, at the CRD Regional Planning office, 625 Fisgard Street. Furthermore, the Senior Manager and Planning Analyst will be available during office hours, either in person at 625 Fisgard Street, or over the phone at 360-3160, to answer questions about the project.

Targeted Mailings:

A targeted mailing list will be established in order to transmit information to key stakeholders and interested publics. CRD staff will include any members of the public or organizations on the mailing list at their request, and will seek input from the member municipalities on recommended contacts.

By default, information will be sent to list members by regular mail. Upon their request, list members may opt to receive the information by email instead. It is anticipated that a maximum of three updates will be sent to the mailing list:

#	Purpose of Update	Timing
1	To inform list members of the initiation and details of the consultation phase, the date and location of the public information session, and to provide a copy of the draft amendment bylaw	~ Feb 15th
2	To inform list members that the Board has granted the revised bylaw 1 st and 2 nd reading, to provide a copy of the bylaw, and to provide the date and location of the public hearing	~ Jun 14th
3	To inform list members of the adoption of the amendment bylaw	~ Nov 15th

Consultation Schedule:

Consultation Activity	Date(s)
Draft bylaw completed	Jan. 31st
Presentation of draft bylaw to DPAC	Feb 9th
Board adopts consultation plan; consultation period begins	Feb 14th
RGS Interim Update web site goes online. Letter #1 sent to mailing list (details of the consultation process, date and location of the public information session, copy of the draft amendment bylaw)	Feb 15th
CRD staff contact member municipalities and arrange meeting dates with interested parties	Feb 26 – Mar 2 (1 week)
CRD staff meet with interested parties from member municipalities	Mar 5 – Mar 30 (4 weeks)
Presentation of draft bylaw to Roundtable on the Environment	Mar 19th
Public information session	Mar 28 (Wed) or Mar 31 (Sat)
End of consultation period	Apr 13 (Fri)
Preparation of revised bylaw	Apr 16 – May 4 (3 weeks)
PPSC reviews revised bylaw	May 23rd
Board gives 1 st and 2 nd reading	Jun 13th
Letter #2 sent to mailing list (copy of the bylaw, date and location of the public hearing)	Jun 14th
Public hearing	Jun 23 (Sat) or Jun 26 (Tue)
Municipal councils review bylaw and either accept or reject it	Jun 27 – Oct 25 (120 days)
Board gives 3 rd reading	Nov 14th
Letter #3 sent to mailing list (adoption of the bylaw)	Nov 15th

Consultation Outcome

The outcome of this project is a Board decision to either adopt or reject the Regional Growth Strategy interim amendment.

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