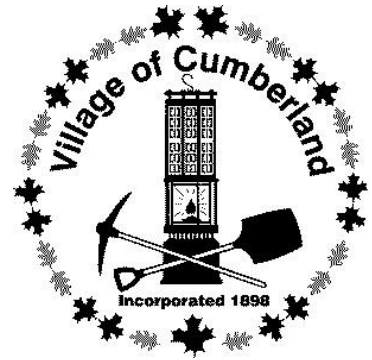


COUNCIL REPORT



REPORT DATE: 10/5/2023
MEETING DATE: 10/16/2023

File No. 6480-01 (OCP Review)

TO: Mayor and Councillors
FROM: Karin Albert, Senior Planner
SUBJECT: Update on Official Community Plan Review

RECOMMENDATION

THAT Council receive the Update on Official Community Plan Review report for information.

PURPOSE

This report provides an update on the Official Community Plan (OCP) review. Recent activities include consultations with Village Committees, data compilation for the demographics and housing sections of the OCP, and contract award (issuance of a Request for Proposals) for the preparation of a climate action plan. The report also provides an updated timeline to integrate work to be funded from the Complete Communities grant received in late August.

PREVIOUS COUNCIL DIRECTION

Date	Resolution
July 24, 2023	THAT Council receive the “Official Community Plan Review – Phase 1 Public Engagement Report”, dated July 14, 2023. THAT Council direct staff to include into the scope of the Complete Communities Project an analysis of the long-term servicing costs of different development patterns such as single-family compared to multifamily and include that information in the Official Community Plan review.
June 12, 2023	THAT Council endorse the submission of a grant application to the Union of B.C. Municipalities for the Complete Communities Program
April 11, 2023	THAT Council endorse the “Official Community Plan Review Process and Community Engagement Plan 2023-2024”, dated March 30, 2023

An update to the OCP is one of Council’s 2023-2026 Strategic Priorities.

BACKGROUND

The OCP review process is guided by the [OCP Review Process and Community Engagement Plan 2023-2024](#), endorsed by Council at the March 30, 2023 meeting. A first round of public engagement on a vision and goals for the OCP was completed in spring 2023. The results from the

engagement were presented to Council in the [Official Community Plan Review – Phase 1 Public Engagement Report](#) at the July 24, 2023 Council meeting. The report analyzed the public input received during the spring and, based on that analysis and discussion with the Advisory Planning Commission (APC), identified the elements of a vision statement and ten overarching goals for the new OCP.

ACTIVITY UPDATE

Subsequent to the spring public engagement, the following activities were completed to collect and review data to support the OCP Review and prepare for Phase 2 Community Engagement.

Build-out Analysis

Planning staff have been working with the GIS contractor to compile data on vacant properties and property development potential under existing OCP land use designations and zoning. Preliminary data collection and mapping has been completed and will be provided to the Complete Communities consulting team for further geospatial analysis and to support the development of growth scenarios during the next phase of public engagement (more on this below).

Commission and Committees Meetings

Advisory Planning Commission

The role of the APC is to support the OCP Review process, including analysis of public input and, based on that analysis, development of questions and topics to be explored in greater depth during subsequent engagement phases. At their August meeting, the APC worked with staff to develop criteria to assess where future growth should be directed. The criteria will be used to develop growth scenarios and feed into mapping / geospatial analysis and public engagement to be completed as part of the Complete Communities project (see below).

Heritage Committee

To inform the review of the Heritage Conservation Area guidelines section of the OCP, in July, the Heritage Committee received two presentations by Vancouver Island University Master of Community Planning students on projects completed in their community design course. The two projects were an [illustrated guide](#) to the Village's Heritage Conservation Area guidelines and a comparative [analysis of heritage design guidelines](#) in four communities in the Province and recommendations for an update to Cumberland's guidelines.

The Heritage Committee was also briefed on the OCP Review and passed the following resolution at their July meeting: "That the Heritage Committee recommend to Council to be the engagement link for art, culture and public space for the OCP Review in addition to heritage."

At the September meeting, planning staff engaged the Heritage Committee in an initial discussion on the heritage policies in the OCP and potential new policies needed to advance heritage preservation. The discussions with the Committee will inform questions and topics to be reviewed with the public during the next phase of community engagement.

Homelessness and Affordable Housing Committee

Over the July and August meetings, the Homelessness and Affordable Housing Committee reviewed progress on implementing the strategic actions in the 2016 Affordable Housing Implementation Framework, reviewed existing housing policies in the OCP and identified gaps to be considered for inclusion in the updated OCP.

Commission and Committee minutes related to the OCP Review are attached to this report (Attachments 2 to 4).

Accessibility and Inclusion Committee

A meeting with the Accessibility and Inclusion Committee on OCP policies related to that Committee's mandate is planned for later this fall.

Outreach to the K'ómoks First Nation

Village staff has been in contact with the K'ómoks First Nation to arrange a presentation to their Chief and Council. Staff is preparing a briefing to be shared with K'ómoks Council in advance of the meeting. The purpose of the meeting is to provide an overview of the OCP review, learn about key areas of interest to the K'ómoks First Nation, and how the nation wishes to be involved in the review and kept up to date.

Housing Needs Report Data

The analysis of demographics, housing supply and housing need is important background information for the OCP Review. This information will be presented to the public as part of Phase 2 engagement and inform the OCP policies on growth and development. Since Cumberland's 2020 Housing Needs Report is now out of date, the Village contracted Turner, Drake and Partners to prepare a Housing Needs Report based on the 2021 census, up-to-date building permit data, and current population growth projections. The firm has provided most of the data and accompanying graphs. These were shared with both the Homelessness and Affordable Housing Committee and the Advisory Planning Commission for information and feedback.

Over the next few weeks, Turner, Drake and Partners will prepare an accompanying Housing Needs Report. The firm is working concurrently on a regional Housing Needs Report for the Comox Valley Regional District (CVRD). It is expected that both reports will be completed in early December and presented to Council in January 2024.

Climate Action Planning

A key component of the OCP Review is climate action planning. In late August, the Village issued a Request for Proposals (RFP) for a consulting firm to prepare a Climate Action Plan for the Village. Work on the Climate Action Plan is expected to begin in late October. Supported by data from the [regional greenhouse gas emissions inventory](#) and the Village's corporate emissions data, the consultants will work with Council, staff and the community to develop both corporate and community climate actions. Key strategies and actions from the final Climate Action Plan will be integrated into the OCP.

Complete Communities Grant Funding

At their June 12, 2023 meeting, Council endorsed submission of a funding application to the Complete Communities Fund ([item 8.2 p. 54](#)). The Village was successful in obtaining the funding. The work will support the OCP Review through data collection, geospatial analysis, scenario building, public engagement, and implementation planning.

The Complete Communities work includes three phases:

1. **Prepare.** This phase includes identifying community goals, defining the scope of work, and gathering data. The data will be used for a geospatial assessment of Cumberland's existing

housing mix and infrastructure, proximity of residents to daily needs, and transportation options to identify land use deficiencies and gaps.

2. **Assess.** The second phase involves assessing strengths, opportunities, challenges and trade-offs in achieving a complete community. Geospatial analysis will identify areas suitable for densification based on cost-effective infrastructure servicing, alternative transportation options, proximity to daily needs, and diverse housing options.
3. **Act.** The final phase is to develop draft actions and undertake community and stakeholder engagement on proposed actions and densification scenarios. An implementation plan will identify future actions and a process to monitor implementation over time.

The grant funding will be used to hire a consulting firm to collect, map and analyze data, conduct public and First Nation engagement and prepare the implementation plan. The goal is to have a consultant on board in December to start the work.

ANALYSIS

To permit fully integrating the work to be completed under the Complete Communities grant program, the timeline for the OCP has to be adjusted. Accounting for the Request for Proposal (RFP) process, contract award is projected for late this fall. Data collection and geospatial analysis can start early 2023. Since data and geospatial analysis are intended to be shared with the public to inform the discussions on growth scenarios as well as a policies on housing and the built environment, climate change mitigation and adaptation, environmental protection, economic development and community well-being, Phase 2 of community engagement will be moved from the fall to winter and spring 2024. This will also allow for better integration with information from the Housing Needs Report and engagement for climate action planning.

The projected timeline for completion of a draft OCP is late fall 2024. The formal legislated bylaw review and adoption process requires readings, agency referrals and a public hearing. That process is anticipated to be completed by spring 2025.

A revised timeline for the OCP process is provided in Attachment 1.

Request for expanded role by the Heritage Committee

The request by the Heritage Committee to be the engagement link for art, culture and public space for the OCP Review is not within the Committee's mandate as identified in the Heritage Committee Terms of Reference (Council Policy 1.6). Recruitment to the Committee did not seek members with expertise or interest in the areas of art, culture and public space. Art, culture, and public space are very important topics to the community and there will be opportunities to discuss those topics, identify policy gaps in the current OCP, and propose new overarching policies during the next round of public engagement.

In addition, the Village is developing an Arts, Recreation and Culture Plan. That planning process will examine those topic areas in greater detail with the public to develop more detailed policies and actions than is possible as part of the OCP review process.

PUBLIC NOTIFICATION AND CONSULTATION

The revised timeline will be posted on the OCP project site at connectcumberland.ca. Those who have signed up to receive OCP updates will receive an email notification. When dates for phase 2 engagement are set they will be widely advertised to residents.

All reports to Council on the OCP review, APC minutes, public engagement summaries and other OCP related documents will continue to be made available at connectcumberland.ca for a transparent process.

ALTERNATIVES

1. THAT Council direct staff to make changes to the OCP review process presented.

STRATEGIC OBJECTIVE

- ☒ Diverse and Healthy Community
- ☐ Sustainable Service Delivery and Asset Management
- ☒ Community Planning

FINANCIAL IMPLICATIONS

The Village received \$150,000 in funding from the Complete Communities Fund to support data collection and geospatial analysis of key complete community indicators. The 2023-2026 Financial Plan allocates \$88,000 in general funding to the OCP Review. The development of the Climate Action Plan is funded from the Local Government Climate Action Program allocation to Cumberland from 2022 to 2025. Total cost is not yet known as proposals are in the review process.

OPERATIONAL IMPLICATIONS

The OCP review process is coordinated by the Senior Planner with the involvement of other Development Services as well as Operations, Legislative Services and Financial Services staff. The Development Services Department has limited capacity to begin any other new policy projects during the OCP Review.

CLIMATE CHANGE IMPLICATIONS

The OCP review process itself does not have climate change implications but identifying actions for climate change mitigation and adaption is a key component of the OCP review. During the spring public consultations, climate action was identified as a key concern by residents. To capture that concern, the Phase 1 Public Engagement Report includes the following as one of the vision statements: "Climate actions have reduced greenhouse gas emissions from all sectors and the Village has become a true net-zero greenhouse gas emissions community". The Report also identifies "a climate-responsible community" as one of the key goals to be included in the new OCP. The climate action plan to be developed in conjunction with the OCP review will build on that vision and goal and identify specific policies and actions for climate change mitigation and adaptation. Key goals and policies from the climate action plan will be included in the new OCP and also guide many of the other policy areas.

ATTACHMENTS

1. Updated OCP process timeline
2. Advisory Planning Commission minutes of August 24, 2023
3. Heritage Committee meeting minutes of July 20, 2023 and September 21, 2023
4. Homelessness and Affordable Housing Committee minutes of July 19, 2023 and August 16, 2023

CONCURRENCE

Courtney Simpson, Manager of Development Services **CS**

Respectfully submitted,

K. Albert

Karin Albert
Senior Planner

M. Mason

Michelle Mason
Chief Administrative Officer

Revised OCP Review Timeline

