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## Request for Decision



**To:** Peter de Verteuil, CAO                      **File No:** 6480-20  
**Meeting Date:** April 19, 2022                      **Submission Date:** April 8, 2022  
**From:** Kyle Young, Manager of Planning  
**Subject:** 2022 Official Community Plan Review – External Referrals

### **RECOMMENDATION:**

**That Council authorize the draft new City of Duncan Official Community Plan for external referrals.**

### **BACKGROUND:**

In early 2021, the City began the process of updating its 2007 Official Community Plan (OCP). The primary purpose of this work was to undertake a comprehensive review of the underlying assumptions and principles of the existing OCP and make any necessary adjustments to the vision, goals, objectives, and policies. At the same time, the City also initiated the development of a Transportation and Mobility Strategy for Duncan. Urban Systems was selected as the consultant to undertake both of these projects concurrently.

Over the last year, the consultant has completed all background work and undertaken a series of engagement initiatives (meetings, surveys, etc.) with the OCP Advisory Committee, stakeholders, the Advisory Design Panel, the public, and Cowichan Tribes. The Background and Technical Summary Report and engagement results are available to the public on PlaceSpeak. The consultant has now produced a draft new OCP based on that background and engagement work (**APPENDIX A**), which is also posted to PlaceSpeak. The consultant will be presenting the draft new OCP to Council at its April 19, 2022 regular meeting.

Prior to advancing the draft new OCP to the bylaw reading stage, referrals to external agencies, groups, and governments will need to be completed. The purpose of this report is to seek Council's authorization to refer the draft externally. This step is important because if Council has significant concerns with the draft that require major revisions, those revisions should be made prior to the referrals. If Council is generally okay with the draft, in principle, then external referrals can be completed.

It is important to note that the new OCP is still in draft form. Changes can still occur following referrals and prior to or during bylaw readings. Since an OCP bylaw requires a public hearing, Council must keep an open mind leading up to the hearing. By authorizing the draft for referrals, Council is not committing to approving any or all of the OCP content. The intent of the referral process is to seek official input on the draft and present any input received to Council when bylaw readings are being considered.

The draft is planned to be referred to approximately 30 external agencies, groups, and governments. The referral process generally includes an email or letter, as appropriate, to each referral contact to

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invite their organization to provide comments on the draft. The anticipated referral deadline is Friday, June 3, 2022, which would provide approximately 6 weeks for a response.

#### **ANALYSIS:**

The remaining steps in the OCP review and update process generally include the following:

April 19, 2022	Council Meeting – External Referrals
April 22, 2022	Referral Issuance
April 27, 2022 (Tentative)	OCP Advisory Committee Meeting
June 3, 2022	Referral Deadline
June 20, 2022	Council Meeting – First and Second Readings
July TDB, 2022	Council Meeting – Public Hearing, Third Reading, and Adoption

As noted above, the third and final OCP Advisory Committee meeting is tentatively scheduled for April 27, 2022, subject to quorum. The purpose of the meeting will be to seek any final input from the Committee and possibly a resolution recommending that Council give first and second readings to the OCP bylaw, once drafted.

Note, staff have had an initial opportunity to present the draft OCP to a Cowichan Tribes Quw'utsun Tumuhw (Lands) Committee Meeting on April 8, 2022. At the meeting, some of the participants expressed a desire to have Cowichan Tribes' involvement reflect more than a typical referral and input might afford. Staff are exploring just what this might entail and will have further discussions with Cowichan Tribes in this regard. The above timelines may require revision depending on the results of these discussions.

#### **IMPLICATIONS:**

<b>Financial:</b>	This project is anticipated to be completed within the approved budget.
<b>Policy/Legislation:</b>	The consultation and adoption procedures for OCPs are established in the <i>Local Government Act</i> . The City will meet all statutory adoption procedures.
<b>Strategic Priority:</b>	5. Manage Growth – Review the Official Community Plan (OCP)
<b>Sustainability:</b>	N/A
<b>Communication:</b>	N/A
<b>Staffing Implications:</b>	N/A

#### **ALTERNATE OPTIONS:**

As directed by Council.

#### **APPENDICES:**

Appendix A – Draft New OCP