

Town of Sidney



Official Community Plan Review Advisory Committee

AGENDA

Tuesday, January 26, 2020

Virtual Meeting via Zoom

2:00 p.m.

*** This meeting will be video recorded and posted on the Town's website. ***

1. Call to Order and Welcome
2. Territorial Acknowledgement
3. Approval of Agenda
4. Approval of October 27, 2020 Minutes
5. OCP Review Project – January 2021 Update
- *Staff report dated January 21, 2021*
6. Discussion
7. Adjournment

TOWN OF SIDNEY



**OFFICIAL COMMUNITY PLAN REVIEW ADVISORY COMMITTEE
MEETING MINUTES of October 27, 2020**

Meeting held via Videoconferencing

PRESENT:

Chairperson: Councilor Peter Wainwright

Members: David Calveley, Denny Gelinis, Hannah Nawroth, Marie Savage, Bernardine van der Meer, Gae Van Siri, Todd Weibe

Staff: Randy Humble, Chief Administrative Officer
Corey Newcomb, Senior Manager of Long Range Planning

Recording Secretary Kelly Albusz, Development & Administrative Coordinator

Absent: Mayor Cliff McNeil-Smith

1. CALL TO ORDER:

The Chair called the meeting to order at 2:03 p.m.

2. Territorial Acknowledgement.

The Chair respectfully acknowledged that today's meeting is being held on the traditional territory of the WSÁNEĆ First Nation; the Tsawout, Tsartlip, Pauquachin, and Tseycum.

3. ADOPTION OF AGENDA:

Moved by: T. Weibe
Seconded: D. Gelinis

That the Agenda be adopted as circulated.

MOTION CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES:

Moved by: M. Savage
Seconded: H. Nawroth

That the Minutes of July 6, 2020 be adopted as circulated.

MOTION CARRIED UNANIMOUSLY

5. OCP PROJECT PHASE 1 SUMMARY

C. Newcomb gave a slide presentation of the Phase 1 Summary Report for the OCP Update Project. Key notes were:

- Project Initiation & Background Research
 - Stakeholder interviews completed; eleven (11) interviews completed
 - Finalized detailed work plan and engagement plan from Modus
 - Mapping of walkability characteristics and environmental assets
 - Council workshop in July
 - Gap analysis of current OCP
 - Review of relevant bylaws, policies and plans
- Communications
 - Established OCP Review Advisory Committee
 - Letters to Stakeholders
 - First Nations engagement – WSÁNEĆ Leadership Council
 - Social Media strategy
 - Project branding
- Project direction from OCP Review Advisory Committee
 - Meeting #1 – Project background, timelines and Committees role
 - Meeting #2 – understanding OCP purpose and planning process
 - Meeting #3 – Review of Work Plan and Community Engagement Plan with recommendations to Council for added tasks and Ambassador Program
- Stakeholder Interviews
 - Eleven (11) representatives from local community groups. Businesses, environmental, and housing organizations interviewed
 - Identified key opportunities and challenges
 - Built project awareness and trust
- Key Themes from Interviews
 - Supporting Downtown
 - Community Character
 - Protecting the Environment
 - Community in Transition (demographics)
 - Consider the Broader Peninsula (Role as sub-regional centre)
 - Housing and Affordability

C. Newcomb highlighted Phase II work as follows:

- Public Project Launch Event (complete)
 - In person September 26, 2020 at Mary Winspear Centre
 - Online for two weeks
 - Target participation was 100 participants; achieved 70 attendees and 130 online responses, exceeding target
- Interactive Idea Map
 - Throughout Phase II (online) on project page of Town's website
- Urban Design Charrette
 - First week of December 2020
- Other Community Engagement Events will be announced on Town website
 - January – February 2021

The Chair invited the committee to share comments regarding the overview presentation. The following items were discussed:

- Lack of mention of an Economic Development Strategy component in the OCP and how Sidney fits within the Regional Growth Strategy

- Identified as transportation hub; should include consideration for parking for those coming to Sidney for business
- Inclusion of WSÁNEĆ First Nations engagement/discussions in regards to similar issues.
- Consulted stakeholders were identified as:
 - Planning staff counterparts in District of North Saanich and District of Central Saanich
 - CRD and other municipal staff invited to discuss common areas of overlap (December)
 - WSÁNEĆ First Nations Leadership Council – ongoing engagementThese groups will be participating on the first day of the Urban Design Charrette in December.

6. REVIEW OF BACKGROUND & RECOMMENDATIONS REPORT

Chair requested C. Newcomb to speak to his staff report “Background and Recommendations Report Review”.

C. Newcomb stated that the report is intended to build a common understanding of the Town’s current policy and bylaws as the project moves forward. At this point the Town is seeking general or specific comments and recommendations to improve the report.

The Committee made the following points:

*page numbers refer to page assignments within the report document.

- Sidney Yesterday – Page* 9
 - missing mention of the Anacortes Ferry Terminal
 - Gap between 1952 to present should include building boom of the ‘80’s and ‘90’s as well as the start of a new housing boom since 2003. (i.e. more recent history)
 - Potential for a “visual” timeline instead of just written statement
 - Include more information in this section for better context to what has shaped the Sidney of today
- Regional Context – Page 12
 - Including discussion on an urban containment policy would be relevant to the whole process moving forward.
- Land Use and Urban Design – Page 14
 - Clarification given by staff on differences between OCP Map of Land Use Designations and the Zoning Map:
 - OCP Map determines future use and density; i.e. Policy
 - Zoning Map describes what building currently exists on the land or what the property owner is entitled to build and typically contains regulation related to building design, setbacks, heights, and specific uses; i.e. Rules and Regulations
 - Segment was included in the report as a broader perspective for the consultant’s understanding of what is currently in place within Sidney
 - Include a section to reflect culture and heritage; identify “real age” of existing buildings within the downtown core
 - Real disconnect in people’s minds regarding permitted zoning in the Downtown core as to what it should look like, and what is actually permitted to be built
 - Committee supported re-design for usability
 - Requirement for right-of-ways to allow for ease of connection to new structures
 - Some information regarding Covid19 impacts on transportation and businesses
 - Parking requirements for properties fronting Beacon Avenue and development costs are valid discussion points for future development of Downtown core

Staff asked to provide examples of what an OCP with and without “teeth” looks like.

- Local Area Plans – Page 22
 - Westside LAP
 - Downtown LAP
 - Downtown Waterfront Vision
 - Study that wasn’t affordable to execute
 - Beacon Wharf refit on the horizon

Staff will recommend a hierarchy document map to illustrate how local area plans relate to OCP’s. Chair stated that the LAP’s are historical documents, and will require to be “refreshed” due to the age of the documents. Both Local Area Plans are part of the OCP as appendices.

- Community Profile – Page 30
 - Demographic is relatively small (21%) however Child Care Services require connecting/supporting bylaws
- Housing and Affordability – Page 36
 - Maintaining current requirements for 10% of units to be 3+ bedrooms should not apply to the Downtown area as it would keep the cost for larger units reasonable for the intended family use
 - Currently the Town’s requirement is for the 3+bedroom units be located on first or second floors
 - Downtown commercial residential street frontage to be considered. Merits further discussion and should be included in the Design Charrette
- Natural Systems and Parks – Page 44
 - Develop designated areas for homeless to camp or not camp, as part of a Parks Master Plan
- Climate Action & Adaptation – Page 52
 - Provincial GHG reduction targets not reasonable to be integrated into Sidney’s OCP
- Transportation & Getting Around – Page 56
 - Treats walking as a transportation mode, rather than a recreational activity
 - Higher aging demographic that will have need to use cars for appointments
 - Parking issue for businesses that would like to have customers be able to come from out of region to have some place to park. Still need to have parking as part of plan for access to medical appointments and shopping
- Built Infrastructure – Page 74
 - Water distribution system has seismic vulnerability, particularly with the municipality
- Sidney Tomorrow – Page 76
 - Growth Projections
 - Climate Action & Adaptation – Page 78
 - Sidney currently doesn’t have a plan for adapting to sea level rise
 - Hard surfaces to prevent sea level rise will create a habitat impact of “coastal squeeze” where plant species are negatively impacted by seawalls
- Next Steps – Page 84

Chair recommended that members who don’t support a suggested change, should put forward their own suggestion to be included in the list that will be forwarded for consideration.

Staff advised they didn’t have any specific changes or recommendations. Will take comments from the committee meetings and compile a master list to submit to the consultant to review and integrate into the final product.

The Committee requested a list of suggested amendments to the report prior to it being finalized.

Moved by: D. Calveley

Seconded: H. Nawroth

That the OCP Review Advisory Committee receive the Background and Recommendations Report for information.

MOTION CARRIED

7. URBAN DESIGN CHARRETTE PLANNING

C. Newcomb asked the committee for thoughts, ideas and suggestions around reaching out to those residents who would not be the “typical folks” who would participate in a design charrette.

The Committee suggested the following:

- Selection process needs to be documented in order to be seen as unbiased and to ensure a mix of participants
- Try to avoid self-selection (those with a particular interest are first to sign up)
- Everything done in the charrette to be sent out to the community as a survey to review
- Suggested youth component; Parkland school involvement by interested students

Other Committee suggestions:

- Include specific interest groups in the call for participants such as:
 - SBIA
 - Chamber of Commerce
 - SOS
 - ArtSea
 - Peninsula Streams
 - Friends of Shoal Harbour
 - Reay Creek or Roberts Bay groups
 - Summergate or Sidney West resident groups
 - Industrial groups
 - Harbor Road marine group
- Discussion topic of “Public Spaces” should be added to charrette
- Younger families demographic under-represented
 - Hand-out leaflets to distribute at school drop-off/pick-up areas
 - Meet Your Street program started due to Covid19 possible contact method
- Committee members would like to participate and will be accommodated at a few of the sessions.

The Committee was requested to email additional comments as well as provide contact recommendations.

Moved by: D. Gelinis

Seconded: D. Calveley

That the OCP Review Advisory Committee receive the Urban Design Charrette Options Report for information.

MOTION CARRIED

8. **ADJOURNMENT:**

Moved by: D. Calverly
Seconded: B van der Meer

That the meeting be adjourned.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 4:06 p.m.

CHAIRPERSON



TOWN OF SIDNEY

Report to Official Community Plan (OCP) Review Advisory Committee

TO: Chair and Committee Members
FROM: Corey Newcomb, Senior Manager of Long Range Planning
DATE: January 21, 2021 Folder No. 6480-20
SUBJECT: OCP Review Project – January 2021 Update and Next Steps

PURPOSE:

To provide the OCP Review Advisory Committee with a project update and information on next steps as the OCP Review Project continues.

BACKGROUND:

The OCP Review Project is currently in Phase 2, which is anticipated to run from September 2020 until April 2021. Phase 2 is titled “Explore Options” and its main focus is to engage and hear from the community, businesses and other stakeholders regarding what they see as the future vision for the Town of Sidney. The project phases are as follows:

Project Timeline



Due to the ongoing COVID-19 pandemic and resulting provincial health orders, engagement activities planned for the late fall of 2020 were delayed in the hope of an improvement in the situation. Unfortunately, the provincial health orders look likely to remain in place into the first quarter of 2021 and as a result, the decision was made in early January to move the remaining Phase 2 community engagement activities online. The delay has pushed the project timeline back by approximately one month, with the bulk of Phase 2 work now anticipated to wrap up in April rather than March.

DISCUSSION:

Phase 2 began with the project launch open house (held on September 26, 2020), as well as an online community survey and the #Sidney2040 Ideas Forum, which is an online platform where residents can share and discuss ideas for Sidney’s future. (The #Sidney 2040 Ideas Forum will be

online until mid-February 2021.) As noted above, a land use options and urban design charrette was scheduled for early December, but was postponed due to the pandemic.

With the continuation of Phase 2 of the project, next steps involve the following community engagement activities, as follows:

1. Rescheduled Land Use Options and Design Charrette (February 23-25)

The charrette will be an intense, collaborative session in which urban designers work with community members on urban design or planning options. In the case of this project, the charrette will be a multi-day event that includes smaller individual break-out sessions focusing on the various neighbourhoods or areas of Sidney, attempting to envision improvements and design options in those areas.

2. Community Wide Survey (early March)

The community wide survey is a way to help confirm many of the ideas formulated and discussed during the charrette process, as well as other policy options that are being considered. The survey will be available online and in paper format.

3. “OCPizza” Workbooks (late March/April)

The OCPizza workbooks are intended to assist residents to get together (virtually, for now) with friends or neighbours and discuss the future of their community through a guided process in the workbook. As an incentive to encourage participation, the Town provides a refund for the pizza to those who turn in a completed workbook.

4. First Nations Engagement (Ongoing)

Sidney planning staff are currently working with staff from the Districts of North and Central Saanich and project consultant Modus to engage the Saanich Peninsula First Nations communities through the WSÁNEĆ Leadership Council. This is an important aspect of the OCP and represents a first step toward incorporating a reconciliation approach into the Town's planning documents.

This process will focus mainly on areas where local governments have jurisdiction. Areas of discussion more appropriately handled by senior levels of government (e.g. land claims, treaty issues) will not form part of the discussions.

5. Project Ambassador/Outreach Initiatives (February/March)

Town staff are planning to undertake a number of ambassador outreach projects over the next few months:

- Working with Parkland High School and North Saanich Middle School students to get their ideas and feedback for the future of Sidney.
- Offering to present to community groups, church groups, and professional organizations about the project and being available for discussion and feedback.
- Planning for “OCP on the street” direct community outreach in various locations in March, to coincide with the community wide survey.
- An article in Seaside Magazine, a full spread in Sidney’s “Town Talk” newsletter and additional advertisements in the Peninsula News Review.

Following these Phase 2 activities, Modus and planning staff will prepare and finalize the “Key Directions Report” that will summarize major themes from the community engagement process and present some proposed key policy directions in advance of developing the draft OCP document.

To supplement the Key Directions Report, staff are also working on the planning for a “community forum” presentation and discussion at the end of Phase 2. The intent of this online event would be to present a summary of the community engagement feedback and the Key Directions Report. The

session would allow community members to get a high level summary of the project work to date and provide additional feedback to refine policy approaches.

Looking Ahead to Phase 3

Phase 3 of the project will involve building drafts of each section of the new OCP, using input and information from the Background and Recommendations Report from Phase 1, the Key Directions Report from Phase 2 and the results of the community engagement process to date. Staff are currently in discussions with Modus on how to best approach the drafting of each section, with the intent that Council, the OCP Review Advisory Committee and others will be able to review the relevant sections in a timely and efficient matter. The intent is to provide a suitable amount of content for review so that robust discussion and debate on policy directions can take place on each OCP section. More information on the structure of Phase 3 will be forthcoming as Phase 2 wraps up.

STAFF RECOMMENDATION:

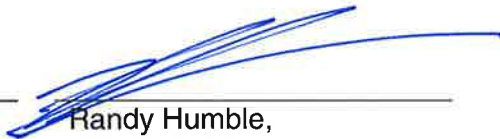
That this report be received for information.

Respectfully submitted,

I concur,



Corey Newcomb, MCIP RPP
Senior Manager, Long Range
Planning



Randy Humble,
Chief Administrative Officer