



TOWN OF SIDNEY

Report to Council

TO: Mayor and Council
FROM: Corey Newcomb, Senior Manager of Long Range Planning
DATE: May 5, 2020 Folder No. 6480-20
SUBJECT: Official Community Plan Review - Letters to Community Organizations

PURPOSE:

To seek Council feedback and approval to send additional notification letters out to Sidney or Saanich Peninsula community organizations regarding the Official Community Plan Review and Update Project.

BACKGROUND:

At the December 16, 2019 regular Council meeting, Council made the following resolution related to the development of a new OCP for the Town:

That Mayor and Council send letters following project kick-off to affected organizations advising them of the Town of Sidney's intent to undertake a comprehensive review of the OCP and inviting them to provide early feedback as well as providing information on additional opportunities for consultation as the project progresses..

MOTION CARRIED UNANIMOUSLY

Letters to the following government or quasi-government organizations are currently being drafted and will be sent out shortly. These letters partially fulfill the requirement under Section 475 of the *Local Government Act* (see Appendix A for excerpt) where Council must "*specifically consider whether consultation is required*" with these entities.

- The Capital Regional District
- The District of North Saanich
- The District of Central Saanich
- The Tseycum, Tsartlip, Tsawout and Pauquachin First Nations.
- School District No. 63
- The following Provincial Ministries:
 - Municipal Affairs and Housing
 - Transportation and Infrastructure
 - Environment
 - Forests, Lands and Natural Resource Operations
 - Education
- Department of Fisheries and Oceans

- The local Member of the Legislative Assembly of BC and the Member of Parliament
- Victoria Airport Authority

In addition, Council must also consider “*whether consultation should be early and ongoing*”. Staff recommend that consultation to the above list of organizations be both early (beginning with these letters) and ongoing. The amount of “ongoing” engagement would be partially dependent on the level of feedback from the organizations themselves. However, staff are proposing that all organizations in the list would receive “project milestone” letters to advise these organizations of key project milestones and engagement opportunities as the project proceeds.

In addition to the above letters, Council may also wish to consider sending additional letters inviting community organizations or other groups to become involved in the project and provide input into the community engagement process. Staff have suggested some potential organizations and groups in the recommendation below and welcome any changes that Council may wish to make to this list.

Letters to these organizations would provide an overview of Sidney’s intentions, request any initial comments on the process, and advise that additional opportunities for input on specifics of the plan will be forthcoming as the project proceeds, again at key project milestones and engagement opportunities and events.

STAFF RECOMMENDATION:

1. That staff be directed to send letters to the following community organizations, inviting their input and participation in the OCP Review and Update Project:

- **Saanich Peninsula Chamber of Commerce**
- **Sidney Business Improvement Area Society**
- **Sidney Community Association**
- **Memorial Park Society (Mary Winspear Centre)**
- **Peninsula Streams Society**
- **Beacon Community Services**
- **Community Arts Council of Saanich Peninsula**
- **Peninsula Celebrations Society**
- **Saanich Peninsula Museum Society**
- **Panorama Recreation Centre**
- **Shaw Centre for the Salish Sea**

2. That follow up letters be sent to all previously notified organizations advising them of key project milestones and engagement opportunities as the OCP Review Project progresses.

Respectfully submitted,

I concur,

Corey Newcomb, MCIP RPP
Senior Manager, Long Range Planning

Randy Humble, MCIP RPP
Chief Administrative Officer

Appendix A: Section 475 of the Local Government Act

475 Consultation during development of official community plan

- (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.*
- (2) For the purposes of subsection (1), the local government must*
 - (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and*
 - (b) specifically consider whether consultation is required with the following:*
 - i. the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;*
 - ii. the board of any regional district that is adjacent to the area covered by the plan;*
 - iii. the council of any municipality that is adjacent to the area covered by the plan;*
 - iv. first nations;*
 - v. boards of education, greater boards and improvement district boards;*
 - vi. the Provincial and federal governments and their agencies.*
- (3) Consultation under this section is in addition to the public hearing required under section 477 (3) (c).*
- (4) If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.*