



DATE OF MEETING: February 24, 2020  
TO: Lasqueti Island Local Trust Committee  
FROM: Heather Kauer, Regional Planning Manager  
Northern Team  
SUBJECT: Report subject: OCP / LUB Review Project Scope Finalization

## RECOMMENDATION

1. That subdivision regulations be removed from the Official Community Plan/Land Use Bylaw Review Project and added to the Project List as a stand-alone project; and
2. That the Lasqueti Island Local Trust Committee endorse the revised Official Community Plan/Land Use Bylaw Review Project Charter v.4.3, dated February 2020.

## REPORT SUMMARY

The purpose of this report is to discuss and finalize topics to be addressed in the scope of the Lasqueti Official Community Plan / Land Use Bylaw review project going forward.

## BACKGROUND

The Lasqueti Island Local Trust Committee (LTC) added a review of its Official Community Plan and Land Use Bylaw to their Top Priorities project list on January 8, 2018. Over time, the LTC has changed the topic focus of the project as well as its requests of staff in relation to tasks associated with this project. Originally the project listed the following topics to be addressed by Islands Trust staff:

- Protection of the Environment and Sensitive Ecosystems;
- Increasing Housing Options and Aging at Home;
- Food Security;
- Community Services and Village Planning;
- Public Trails, Beach Access, Marine Zoning.

In December, 2018 and February, 2019, respectively, the LTC added:

- Protection of the Coastal Douglas-fir and Associated Ecosystems Toolkit (2018);
- Land use bylaw cannabis production regulations.

In May of 2019 the LTC changed the objectives and scope of the project in recognition of work that the Lasqueti Community Association (LCA) was conducting in its review of the Official Community Plan and in October, 2019 land use subdivision regulations regarding water availability and public access to the foreshore were added to the scope of the project. The most currently endorsed Project Charter is Attachment 1 of this report.

In order to move forward with the development of an engagement plan and further analysis, staff are seeking confirmation that the LTC is ready to finalize the scope of the project.

## **ANALYSIS**

### **Scope of the Project**

The end result of the OCP/LUB review has been assumed by staff to be the adoption of two amendment bylaws: one for the OCP and one for the LUB. Each of these bylaws can cover a variety of topics; they can be expansive or narrow in scope. The work plan and public consultation associated with these bylaws depends largely on the number of topics that each of the bylaws addresses.

Further review of the project charter makes it clear that the “scope” of the project is not entirely consistent with the “objectives” identified. The objectives section anticipates that staff would:

- Conduct a technical analysis of the OCP and LUB;
- Incorporate the results of 2018 engagement sessions held by the Lasqueti Community Association;
- Determine where policy/regulatory changes may be required to be consistent with:
  - First Nations relations and perspectives;
  - the Local Government Act, and
  - Object of the Islands Trust and Islands Trust Policy Statement;
  - Islands Trust Conservancy ‘Regional Conservation Plan 2018-2027’ goals and priorities,
  - Agricultural Land Commission Act,
  - Protection of the Coastal Douglas-fir and Associated Ecosystems Toolkit (2018); and
- Develop an ‘OCP/LUB Engagement Strategy’ to prioritize engagement topics and methodology to be undertaken in Phase 2.

In any OCP update process within Islands Trust, consistency with the Local Government Act and the Islands Trust Policy Statement are standard elements of staff analysis. Required updates to the Agricultural Land Commission Act would typically occur as updates to the Act occur, not within each and every OCP amendment project. Analysis of consistency with the Act as well as the Regional Conservation Plan and Douglas Fir Toolkit, are potentially major additions to the scope of the project depending on the level of analysis and public consultation surrounding each element. In addition, the scope, timeline, and budget of the project as listed in the charter do not anticipate any work being done related to these topics.

In order to meet the timelines and budgets anticipated by the project charter as well as assuring a clear relationship between the objectives and scope, staff recommend removing “consistency with the ALC Act, Conservation Plan, and Douglas Fir Toolkit” language from the Objectives section of the project charter.

Also to consider is the addition of subdivision regulations to the scope of the project. While any amendment to the OCP or LUB could technically be added to the scope of the overall project, each topic area that is added expands timeline, budgets and public consultation focus of the project. Subdivision regulations do not advance the objectives identified in the Project Charter. Staff recommend that the LTC consider separating subdivision

regulations as their own project as opposed to tacking them on to the OCP/LUB review. Attachment 3 reflects a Project Charter that would also eliminate subdivision regulations within the scope of the project.

A “technical review” by staff would include changes regarding: layout, formatting, reference updates, and inconsistencies within and between each document but would not include any substantive policy or regulatory changes. Staff have provided a report with a technical review to be presented to the LTC at the same meeting as this report.

Attachment 3 is staff’s proposed project charter that would limit the scope of the project to a list of topic areas that would be more likely to implement the objectives as well as meet timelines and budget estimates. Staff recommend that subdivision regulations be removed from the scope of this project and added to the LTC Project List as a stand-alone project.

## **Consultation and Engagement**

Statutory processing requirements for adopting OCP or LUB amendment bylaws in the Islands Trust include, in order:

1. First Reading by the LTC;
2. Referral to First Nations and agencies;
3. 2<sup>nd</sup> Reading by the LTC;
4. Public Hearing;
5. 3<sup>rd</sup> Reading by the LTC;
6. Executive Committee Approval;
7. Ministry Approval;
8. Adoption by the LTC.

Public Consultation beyond the statutory requirements of Referral and Public Hearing are at the discretion of the LTC. Professional best practices around public consultation suggest that the method of public consultation should be designed for the specific needs of any particular community and the scope of the topics to be discussed. The more topics that are being addressed typically prompt more expansive community consultation. The public hearing is required to be the last step in public consultation for consideration of a particular bylaw; the LTC cannot consider any public comment made after the public hearing is over on the bylaws.

From the beginning of the OCP/LUB review project, the scope of the review has included a task related to the development of a community engagement strategy. The May, 2019 amended project charter specified that staff should “Work with the Advisory Planning Commission to develop an ‘OCP/LUB Engagement Strategy’ to clarify Phase 2 engagement topics and methodology based on technical analysis and community input to date.” Referring the engagement strategy to the APC is entirely at the LTCs discretion and is not typical within Islands Trust or other jurisdictions.

Depending on the methods used, public consultation for each topic area has the potential for expanding the project budget and extending the project completion date. Also to be considered is the timing of the public engagement. Engagement can occur prior to bylaws being drafted to seek input. At a minimum, engagement must occur after the bylaws receive first reading as they are required to be referred to specific stakeholders. The ability for staff to conduct multiple community information meetings depends on a few factors including their overall workload, venue availability, and ferry schedules.

Staff discussions with LCA members have suggested that their process for reviewing the OCP has included a great deal of public input. However, its staff's understanding that the LCA review of the OCP thus far has not included consideration of the Douglas Fir Toolkit, Conservancy Policies or subdivision regulations. Moving forward, if these topics remain part of the scope of the project, the project budget will need to be expanded and the estimated completion date will need to be extended possibly beyond the current term. It is also estimated that staff time and resources would need to be entirely dedicated to this project and would not be available for any other LTC priority projects.

### Summary

To summarize, assuming public consultation will occur both before and after first reading of bylaws, the three scope options presented to the LTC are as follows. Estimated completion dates would be sooner if consultation only occurs after 1<sup>st</sup> reading of bylaws:

Scope Version	Topics of review	Estimated Completion Date	Estimated Budget
<b>Attachment 1</b> Currently Endorsed Scope - Project Charter v. 4.1	<ul style="list-style-type: none"> <li>The Lasqueti Community Association's recommended changes to the OCP</li> <li>Review of Consistency with Islands Trust policies related to the Douglas Fir Toolkit;</li> <li>Review of Consistency with Islands Trust Conservancy Policies</li> <li>Consistency with Agricultural Land Commission Act</li> <li>Staff's suggested changes to the OCP and LUB based on a technical, a.k.a "housekeeping" review</li> <li>LUB amendments for subdivision regulations related to proof of water and public access to the water</li> </ul>	Spring, 2022	\$8,000
<b>Attachment 2</b> Narrowed Scope w/subdivision regulations – Project Charter v. 4.2	<ul style="list-style-type: none"> <li>The Lasqueti Community Association's recommended changes to the OCP</li> <li>Staff's suggested changes to the OCP and LUB based on a technical, a.k.a "housekeeping" review</li> <li>LUB amendments for subdivision regulations related to proof of water and public access to the water</li> </ul>	Fall / Winter 2021	\$7,200
<b>Attachment 3</b> Recommended Scope – Project Charter v. 4.3	<ul style="list-style-type: none"> <li>The Lasqueti Community Association's recommended changes to the OCP</li> <li>Staff's suggested changes to the OCP and LUB based on a technical, a.k.a "housekeeping" review</li> </ul>	Summer, 2021	\$6,000

### Rationale for Recommendation

In the interest of completing the project within the current term and managing staffing resources to enable work on other Lasqueti LTC priority projects, staff recommend Project Charter v. 4.3 as summarized above. This

option focuses amendments to the OCP on those recommended by the Lasqueti Community Association and is estimated to have a completion date that is sooner than the other options.

**ALTERNATIVES**

The LTC may consider the following alternatives to the staff recommendation:

**1. Adopt alternative Project Charter**

The LTC may decide to modify the currently endorsed project charter by adopting the Project Charter v. 4.2 (Attachment 2 of this report.) If so, the LTC would not adopt recommendation 2 of this report and instead the motion would be:

*That the Lasqueti Island Local Trust Committee endorse the revised Official Community Plan/Land Use Bylaw Review Project Charter v.4.2, dated February 2020.*

**2. Amend existing Project Charter**

The LTC may decide to modify the currently endorsed project charter in some other way:

*That the Lasqueti Island Local Trust Committee amend the OCP/LUB Review Project Charter with the following amendments.....*

**3. Ask for more information**

Alternatively the LTC could ask staff to report back with more detailed information on one or more of the above options prior to finalizing the project scope.

**NEXT STEPS**

If the LTC finalizes a Project Charter, staff will conduct an analysis of the finalized topic areas and bring back a draft consultation plan for LTC consideration.

Submitted By:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	February 6, 2020
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**ATTACHMENTS**

- 1. Currently endorsed Project Charter v. 4.1
- 2. Alternative Project Charter including subdivision regulations v. 4.2
- 3. Proposed Project Charter v. 4.3

**Purpose:** To review and update the Lasqueti Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations in three phases which supports community participation, the Object of the Islands Trust, strengthens relations with First Nations and addresses community land use planning priorities.

**Background:** The LTC identified a “Comprehensive OCP/LUB Review” as a top priority project and held an early community information meeting in April 2018 to gather ideas on the scope of the project. Support for the Islands Trust’s “preserve and protect mandate”, including a focus on strengthening relations with Tla’amin Nation and other Nations, are overarching priorities for this review.

## Objectives

- Conduct a technical analysis of the OCP and LUB;
- incorporate the results of 2018 engagement sessions held by the Lasqueti Community Association;
- determine where policy/regulatory changes may be required to be consistent with First Nations relations and perspectives; the Local Government Act, and Object of the Islands Trust and Islands Trust Policy Statement; Islands Trust Conservancy ‘Regional Conservation Plan 2018-2027’ goals and priorities, Agricultural Land Commission Act, Protection of the Coastal Douglas-fir and Associated Ecosystems Toolkit (2018); and
- Develop an ‘OCP/LUB Engagement Strategy’ to prioritize engagement topics and methodology to be undertaken in Phase 2; and
- Update subdivision regulations related to proof of water and public access to the foreshore.

## Phase 2 and 3 Objectives

- Undertake community engagement on engagement topics determined in Phase 1.
- Develop, review, adopt draft amending bylaws to update the OCP and LUB based on Phase 1 analysis and Phase 2 community engagement.

## In Scope

### Phase 1 In-Scope

- Establish opportunities for inter-governmental collaboration for effective decision making respecting Treaty and First Nations rights throughout both phases of the OCP/LUB review.
- Planning staff to conduct a comprehensive technical analysis of the OCP and LUB and present findings for LTC consideration.
- Lasqueti Community Association OCP steering committee to prepare a summary document and presentation to the LTC on the results of the 2018/19 community engagement sessions. Planning staff to incorporate findings into the technical analysis of the OCP and LUB.
- Work with the Advisory Planning Commission to develop a ‘OCP/LUB Engagement Strategy’ to clarify Phase 2 engagement topics and methodology based on technical analysis and community input to date.
- Update subdivision regulations related to proof of water and public access to the foreshore

### Phase 2 In-Scope

- Update the Project Charter to reflect Phase 2 Scope of Project.
- Implement the ‘OCP/LUB Engagement Strategy’.
- Incorporate First Nation perspectives and recognition of Tla’amin Treaty rights into policy/regulatory options.
- Develop draft amending bylaws for the Official Community Plan and Land Use Bylaw.

### Phase 3 In-Scope

- Legislative review, referrals and bylaw adoption.

## Out of Scope

- Cannabis regulations
- Review of consistency with Housing Needs Assessment

Workplan Overview	
Deliverable/Milestone	Date
Phase 1: LTC endorses revised project charter	May 2019
Phase 1: Planning presentation on summary of technical analysis of OCP and LUB; LCA Presentation;	February, 2020
Phase 1: Staff analysis and recommendations on consistency with Douglas Fir Toolkit, Conservancy Policies and Agricultural Land Commission	Spring / Summer 2020
Phase 2: LTC endorses consultation plan; Commence Phase 2 Engagement	Fall 2020 / Winter / Spring 2021
Phase 2: Development of draft bylaws, referrals and community engagement	Summer 2021
Phase 3: Legislative review, referrals and bylaw adoption.	Fall/Winter 2021

Project Team	
<i>Heather Kauer, RPM</i>	Project Manager / Project Sponsor
Planner 2	Planner
Legislative Clerk	Legislative Process / Bylaw Review
Senior Policy Advisor	IT First Nations Liaison
Tla'amin First Nation	Intergovernmental Collaboration
Advisory Planning Commission/Community Groups	Community Representatives
<b>RPM Approval:</b> <i>Heather Kauer, RPM</i> <b>Date: July 23, 2018; Dec 17, 2018; May 14, 2019; Oct 28, 2019</b>	<b>LTC Endorsement:</b> Resolution #: <b>2018-037, 2018-066, 2019-003, 2019-033, 2019-034</b>

Budget		
Budget Sources:		
Fiscal	Item	Cost
2019-2020	Technical analysis of OCP and LUB; development of OCP/LUB engagement strategy; MoA water analysis	\$1,000
2020-2021	Community consultation	\$4,000
2021-2022	legislative process (community information meetings; public hearing; advertising)	\$1,500
2021-2022	Legal Review	\$1,500
	Total	\$7,000

<b>PROJECT CHARTER WORK PLAN OVERVIEW</b>			
<b>Meeting</b>	<b>Deliverable/Milestone</b>	<b>Target Date</b>	<b>Cost</b>
N/A	Phase 1: Defining project scope; LCA review; MoA report; Staff technical Review	February 24, 2020	\$1,000
February 24, 2020	LTC Endorses Phase 2 Project Charter; referral to APC for comment on communication / engagement strategy options	February 24, 2020	
August 10, 2020	Staff provide analysis report on LCA recommendations; MoA data; Consistency with Douglas Fir Toolkit, Conservancy Policies and ALC Act; Subdivision Regulations; APC makes recommendations regarding consultation plan	August 10, 2020	
N/A	Staff conduct Preliminary Consultation including community meeting with Tla'amin First Nation and SCRD protocol meeting	August - October 2020	\$4,000
October 5, 2020	Community Information Meeting	October 5, 2020	\$500
Next scheduled LTC meeting	Staff provide report regarding results of preliminary consultation and make recommendation for draft bylaws		
Next scheduled LTC meeting	Draft bylaws presented to LTC for 1 <sup>st</sup> Reading and recommended referral to APC, First Nations, SCRD, and other stakeholders	Winter / Spring 2021	
	Legal Review of bylaws	December, 2020	\$1,500
	Referral Period	Spring / Summer 2021	
Next scheduled LTC meeting	Staff report to LTC in regards to referral responses; recommended 2 <sup>nd</sup> Reading Draft,	August, 2021	
	CIM and Public Hearing; LTC considers 3 <sup>rd</sup> Reading	October, 2021	\$1,000
	Executive Committee consideration of bylaws	Fall / Winter 2021	
	Ministry consideration of bylaws	Winter / Spring 2022	
	Final Adoption of Bylaws via Resolution Without Meeting	Spring, 2022	
<b>TOTAL</b>			<b>\$ 8,000</b>



# OCP/LUB Review Project - Charter v4.2

Lasqueti Island Local Trust Committee

Date: February 2020

**Purpose:** To review and update the Lasqueti Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations in three phases which supports community participation, the Object of the Islands Trust, strengthens relations with First Nations and addresses community land use planning priorities.

**Background:** The LTC identified a “Comprehensive OCP/LUB Review” as a top priority project and held an early community information meeting in April 2018 to gather ideas on the scope of the project. Support for the Islands Trust’s “preserve and protect mandate”, including a focus on strengthening relations with Tla’amin Nation and other Nations, are overarching priorities for this review.

## Objectives

- Conduct a technical analysis of the OCP and LUB
- incorporate the results of 2018 engagement sessions held by the Lasqueti Community Association;
- determine where policy/regulatory changes may be required to be consistent with First Nations relations and perspectives, the Local Government Act, and Object of the Islands Trust and Islands Trust Policy Statement; ~~Islands Trust Conservancy~~ ‘Regional Conservation Plan 2018-2027’ goals and priorities, Agricultural Land Commission Act, Protection of the Coastal Douglas-fir and Associated Ecosystems Toolkit (2018);
- Address Subdivision proof of water and public access to the foreshore;
- Develop an ‘OCP/LUB Engagement Strategy’ to prioritize engagement topics and methodology to be undertaken in Phase 2.

## Phase 2 and 3 Objectives

- Undertake community engagement on engagement topics determined in Phase 1.
- Develop, review, adopt draft amending bylaws to update the OCP and LUB based on Phase 1 analysis and Phase 2 community engagement.

## In Scope

### Phase 1 In-Scope

- Establish opportunities for inter-governmental collaboration for effective decision making respecting Treaty and First Nations rights throughout both phases of the OCP/LUB review.
- Planning staff to conduct a comprehensive technical analysis of the OCP and LUB and present findings for LTC consideration.
- Lasqueti Community Association OCP steering committee to prepare a summary document and presentation to the LTC on the results of the 2018/19 community engagement sessions. Planning staff to incorporate findings into the technical analysis of the OCP and LUB.
- Planning staff to conduct analysis of subdivision regulations related to proof of water and public access to the foreshore;
- Work with the Advisory Planning Commission to develop a ‘OCP/LUB Engagement Strategy’ to clarify Phase 2 engagement topics and methodology based on technical analysis and community input to date.

### Phase 2 In-Scope

- Update the Project Charter to reflect Phase 2 Scope of Project.
- Implement the ‘OCP/LUB Engagement Strategy’.
- Incorporate First Nation perspectives and recognition of Tla’amin Treaty rights into policy/regulatory options.
- Develop draft amending bylaws for the Official Community Plan and Land Use Bylaw.

### Phase 3 In-Scope

- Legislative review, referrals and bylaw adoption.

## Out of Scope

- Cannabis regulations
- Review of consistency with Douglas Fir Toolkit implementation
- Review of consistency with Conservation Action Plan
- Review of consistency with ALC regulations
- Review of consistency with Housing Needs Assessment

## Workplan Overview

Deliverable/Milestone	Date
Phase 1: LTC endorses revised project charter	May 2019
Phase 1: LTC endorses project charter with finalized topical focus areas	February, 2020
Phase 1: Planning presentation on summary of technical analysis of OCP and LUB; LCA Presentation; referral of engagement strategy to APC	February, 2020
Phase 1: Staff analysis of subdivision regulations and presentation to LTC	June, 2020
Phase 2: LTC endorses consultation plan; Commence Phase 2 Engagement	Summer / Fall 2020
Phase 2: Development of draft bylaws, referrals and community engagement	Spring / Summer 2021
Phase 3: Legislative review, referrals and bylaw adoption.	Summer/Fall/Winter 2021

## Project Team

<i>Heather Kauer, RPM</i>	Project Manager / Project Sponsor
Planner 2	Planner
Legislative Clerk	Legislative Process / Bylaw Review
Senior Policy Advisor	IT First Nations Liaison
Tla'amin First Nation	Intergovernmental Collaboration
Advisory Planning Commission/Community Groups	Community Representatives
<b>RPM Approval:</b> <i>Heather Kauer, RPM</i> <b>Date: July 23, 2018; Dec 17, 2018; May 14, 2019; Oct 28, 2019</b>	<b>LTC Endorsement:</b> Resolution #: 2018-037, 2018-066, 2019-003, 2019-033, 2019-034

## Budget

### Budget Sources:

Fiscal	Item	Cost
2019-2020	Technical analysis of OCP and LUB; development of OCP/LUB engagement strategy; MoA water analysis	\$1,000
2020-2021	Community consultation	\$3,200
2020-2021	legislative process (community information meetings; public hearing; advertising)	\$1,500
2021-2022	Legal Review	\$1,500
	Total	\$7,200

<b>PROJECT CHARTER WORK PLAN OVERVIEW</b>			
<b>Meeting</b>	<b>Deliverable/Milestone</b>	<b>Target Date</b>	<b>Cost</b>
N/A	Phase 1: Defining project scope; LCA review; MoA report; Staff technical Review	February 24, 2020	\$1,000
February 24, 2020	LTC Endorses Phase 2 Project Charter;	February 24, 2020	
April 27, 2020	Staff provide discussion paper on subdivision regulations;	April 27, 2020	
June 22, 2020	Staff provide analysis report on LCA recommendations, MoA data and subdivision regulations; LTC endorses topics to move forward for public consultation; referral to APC for comment on communication / engagement strategy options	June 22, 2020	
August 10, 2020	LTC considers APC recommendations regarding consultation plan	August 10, 2020	
N/A	Staff conduct Preliminary Consultation	Aug – Oct, 2020	\$3,200
October 5, 2020	Community Information Meeting	October 5, 2020	\$500
Next scheduled LTC meeting	Staff provide report regarding results of preliminary consultation and make recommendation for draft bylaws	February, 2021	
Next scheduled LTC meeting	Draft bylaws presented to LTC for 1 <sup>st</sup> Reading and recommended referral to APC, First Nations, and agencies;	April, 2021	
N/A	Legal Review of draft bylaws		\$1,500
Next scheduled LTC meeting	Staff report to LTC in regards to referral responses; recommended 2 <sup>nd</sup> Reading Draft,	June, 2021	
	CIM and Public Hearing; 3 <sup>rd</sup> Reading	August, 2021	\$1,000
	Executive Committee consideration of bylaws		
	Ministry consideration of bylaws		
	Final Adoption of Bylaws via Resolution Without Meeting	Fall /Winter 2021	
<b>TOTAL</b>			<b>\$ 7,200</b>

**Purpose:** To review and update the Lasqueti Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations in three phases which supports community participation, the Object of the Islands Trust, strengthens relations with First Nations and addresses community land use planning priorities.

**Background:** The LTC identified a “Comprehensive OCP/LUB Review” as a top priority project and held an early community information meeting in April 2018 to gather ideas on the scope of the project. Support for the Islands Trust’s “preserve and protect mandate”, including a focus on strengthening relations with Tla’amin Nation and other Nations, are overarching priorities for this review.

## Objectives

- Conduct a technical analysis of the OCP and LUB;
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- Develop an ‘OCP/LUB Engagement Strategy’ to prioritize engagement topics and methodology to be undertaken in Phase 2.

## Phase 2 and 3 Objectives

- Undertake community engagement on engagement topics determined in Phase 1.
- Develop, review, adopt draft amending bylaws to update the OCP and LUB based on Phase 1 analysis and Phase 2 community engagement.

## In Scope

### Phase 1 In-Scope

- Establish opportunities for inter-governmental collaboration for effective decision making respecting Treaty and First Nations rights throughout both phases of the OCP/LUB review.
- Planning staff to conduct a comprehensive technical analysis of the OCP and LUB and present findings for LTC consideration.
- Lasqueti Community Association OCP steering committee to prepare a summary document and presentation to the LTC on the results of the 2018/19 community engagement sessions. Planning staff to incorporate findings into the technical analysis of the OCP and LUB.
- Work with the Advisory Planning Commission to develop a ‘OCP/LUB Engagement Strategy’ to clarify Phase 2 engagement topics and methodology based on technical analysis and community input to date.

### Phase 2 In-Scope

- Update the Project Charter to reflect Phase 2 Scope of Project.
- Implement the ‘OCP/LUB Engagement Strategy’.
- Incorporate First Nation perspectives and recognition of Tla’amin Treaty rights into policy/regulatory options.
- Develop draft amending bylaws for the Official Community Plan and Land Use Bylaw.

### Phase 3 In-Scope

- Legislative review, referrals and bylaw adoption.

## Out of Scope

- Cannabis regulations
- Subdivision regulations
- Review of consistency with Douglas Fir Toolkit implementation
- Review of consistency with Conservation Action Plan
- Review of consistency with ALC regulations
- Review of consistency with Housing Needs Assessment

<b>Workplan Overview</b>	
<b>Deliverable/Milestone</b>	<b>Date</b>
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Phase 1: LTC endorses project charter with finalized topical focus areas	February, 2020
Phase 1: Planning presentation on summary of technical analysis of OCP and LUB; LCA Presentation; referral of engagement strategy to APC	February, 2020
Phase 2: LTC endorses consultation plan; Commence Phase 2 Engagement	Spring/Summer 2020
Phase 2: Development of draft bylaws, referrals and community engagement	Fall/Winter 2020
Phase 3: Legislative review, referrals and bylaw adoption.	Spring 2021

<b>Project Team</b>	
<i>Heather Kauer, RPM</i>	Project Manager / Project Sponsor
Planner 2	Planner
Legislative Clerk	Legislative Process / Bylaw Review
Senior Policy Advisor	IT First Nations Liaison
Tla'amin First Nation	Intergovernmental Collaboration
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<b>RPM Approval:</b> <i>Heather Kauer, RPM</i> <b>Date: July 23, 2018; Dec 17, 2018; May 14, 2019; Oct 28, 2019</b>	<b>LTC Endorsement:</b> Resolution #: <b>2018-037, 2018-066, 2019-003, 2019-033, 2019-034</b>

<b>Budget</b>		
<b>Budget Sources:</b>		
Fiscal	Item	Cost
2019-2020	Technical analysis of OCP and LUB; development of OCP/LUB engagement strategy; MoA water analysis	\$1,000
2020-2021	Community consultation	\$2,000
2021-2022	legislative process (community information meetings; public hearing; advertising)	\$1,500
2021-2022	Legal Review	\$1,500
	Total	\$6,000

<b>PROJECT CHARTER WORK PLAN OVERVIEW</b>			
<b>Meeting</b>	<b>Deliverable/Milestone</b>	<b>Target Date</b>	<b>Cost</b>
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April 27, 2020	Staff provide analysis report on LCA recommendations and MoA data; APC makes recommendations regarding consultation plan	April 27, 2020	
N/A	Staff conduct Preliminary Consultation including community meeting with Tla'amin First Nation and SCRD protocol meeting	May – Aug, 2020	\$2,000
June 22, 2020	Community Information Meeting	June 22, 2020	\$500
August 10, 2020	Staff provide report regarding results of preliminary consultation and make recommendation for draft bylaws	August 10, 2020	
October 5, 2020	Draft bylaws presented to LTC for 1 <sup>st</sup> Reading and recommended referral to APC, First Nations, SCRD, and other stakeholders	October 5, 2020	
	Legal Review of bylaws	December, 2020	\$1,500
	Referral Period	December, 2020	
Next scheduled LTC meeting	Staff report to LTC in regards to referral responses; recommended 2 <sup>nd</sup> Reading Draft,	February, 2021	
	CIM and Public Hearing; LTC considers 3 <sup>rd</sup> Reading	April, 2021	\$1,000
	Executive Committee consideration of bylaws	April / May 2021	
	Ministry consideration of bylaws	Spring 2021	
	Final Adoption of Bylaws via Resolution Without Meeting	Summer, 2021	
<b>TOTAL</b>			<b>\$ 6,000</b>