



STAFF REPORT

DATE: March 4, 2025

FILE: 0540-04 EASC / PJ 1C 24

TO: Chair and Directors,
Electoral Areas Services Committee

FROM: David Leitch
Chief Administrative Officer

RE: **AREA C OFFICIAL COMMUNITY PLAN – PROJECT UPDATE**

PURPOSE

To provide an update regarding the *Electoral Area C Official Community Plan* project.

EXECUTIVE SUMMARY

Since its launch in October 2024, the Area C Official Community Plan (OCP) Review Project is being completed in four phases, in accordance with the *Local Government Act*.

Phase 1: Project Initiation

- Initial community outreach/ consultation and preliminary consultation plan
- Review of existing plan and gap analysis
- Statistical/ demographics analysis
- Review of legislative requirements

Phase 2: Engagement

- Conduct a variety of community consultation and engagement methods
- Continue to engage and meet with First Nations and key interest groups
- Continue to refine consultation plan
- Use feedback to develop draft contents including policies and objectives

Phase 3: Drafting

- Take learnings from Phase 2: Engagement and develop Policies and Objectives
- Complete mapping based on community consultation findings
- Share key draft sections of the OCP and mapping for community input
- Ensure the draft meets the requirements of the LGA

Phase 4: Revisions and Approvals

- Complete formal referral process with government agencies & First Nations
- Present draft to Committee and Board for 1st and 2nd reading of bylaw
- Conduct a public hearing to allow for community input
- Present the OCP Bylaw to the Board for final consideration and adoption

PROJECT UPDATE SUMMARY OVERVIEW

Tasks listed below marked with a check mark are either complete or in progress. Tasks marked with an X are not yet started.

STATUS	ACTIVITY	PHASE	DATE	PARTICIPANTS	OBJECTIVE
✓	Project Launch	1	Oct 2024	All community	<ul style="list-style-type: none"> • Create a project webpage and include subscription option • Share social media posts • Provide information on what an OCP is, what the implications are, and answer Frequently Asked Questions
✓	Outer Islands kick off meeting	1	Oct 2024	45 attendees	<ul style="list-style-type: none"> • Introduce the project • Learn about local priorities • Begin brainstorming policy topics to be further explored in Phase 2
✓	Quadra Island kick off meeting	1	Nov 2024	75 attendees	<ul style="list-style-type: none"> • Introduce the project • Learn about local priorities • Begin brainstorming policy topics to be further explored in Phase 2
✓	Demographic Profile	1	Dec 2024	SRD Planning Dept	<ul style="list-style-type: none"> • Gather data from the most recent census and provincial sources
✓	Housing Profile	1	Feb 2025	SRD Planning Dept	<ul style="list-style-type: none"> • Gather data from most recent provincial sources and Housing Needs Report
✓	Interest Group and Interested Parties consolidation	1	Feb 2025	SRD Planning Department	<ul style="list-style-type: none"> • List interested parties received to date and compile potential interest group, including contact information for potential engagement efforts in future phases.

✓	Parks Inventory	1	March 2025	SRD Planning Dept SRD Parks Dept SRD GID Dept	<ul style="list-style-type: none"> Gather information and mapping from regional and provincial sources
✓	First Nations	1	March 2025	SRD Planning Department First Nations Staff	<ul style="list-style-type: none"> Gather information on traditional territories, historic sites, and histories to be acknowledged within the plan area. Preliminary research on Objectives and Policies related to First Nations partnerships and strategies in alignment with Federal and Provincial governments

NEXT STEPS

Continuing Phase 1 Activities, including but not limited to the following:

- Identify mapping strategies and tasks
- Compile consultation and legislative data to date
- Website update with summary findings to date

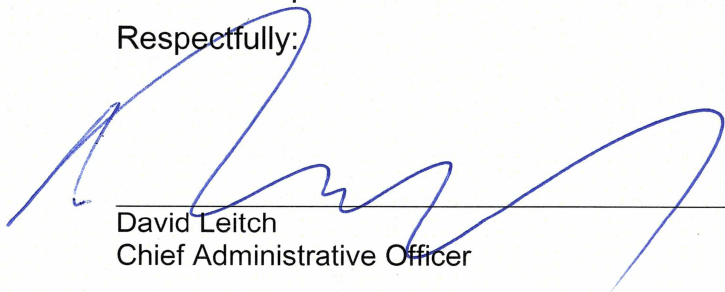
Phase 2: Consultation strategies and engagement including, but not limited to, the following:

- Youth and children focused initiatives including a kids art contest
- Key demographic focused work (i.e. seniors)
- Preliminary focus group work
- Implementation of new online community consultation tools

RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:



David Leitch
Chief Administrative Officer

Submitted by:

A handwritten signature in black ink that reads "A. Nelson". The signature is written in a cursive style with a long, sweeping tail on the letter "n".

Aniko Nelson
Senior Manager, Community Services

Prepared by: Annie Girdler, Land Use Planner II