

## OFFICIAL COMMUNITY PLAN UPDATE - MAJOR REVIEW

DECEMBER 9, 2024

### BACKGROUND

At the October 21, 2024, Committee of the Whole meeting, Council discussed four options for reviewing the Official Community Plan (see Staff Report DEV-24-052). The Committee of the Whole recommended that Council “Initiate Community Plan Review Options 1, 2, and 3” and “Present an Impact Assessment for Option 4”. This recommendation was ratified at the October 28, 2024, Council meeting.

The Official Community Plan updates to be completed in 2024 (described as Options 1 to 3) achieve the following aims:

- Ensure that the Township is compliant with Section 473.1 of the *Local Government Act* where Official Community Plan are to be amended to accommodate the 5-year and 20-year housing projections from the Housing Needs Report.
- Address Council’s direction to explore applying a limit of 12 storeys to the residential portion of the Commercial/Commercial Mixed-Used designation.
- Incorporate minor updates to the OCP that were being prepared by staff prior to the ratification of major legislative reforms in late 2023.

These updates to the OCP have been added to the Council Priorities Plan as a new project called Official Community Plan 2025 Updates.

A fourth option related to OCP renewal included a major review of the plan. The OCP has not had a major review for over 10-years. The previous review that resulted in the 2018 Official Community Plan carried over many of the policies of the previous version and was best considered as a major recalibration rather than a new Plan. A major review of the Official Community Plan would incorporate the findings of a new Comprehensive Complete Streets Urban Design Study for Esquimalt Road and a study of building height and mass including an economic analysis of various built environment scenarios to ascertain a range of economically viable built forms incorporating a mix of land uses. Council’s intent (articulated during discussions on October 21, 2024) was to assess an OCP review project that could be started in this term of Council and concluded during the 2026-2030 term of Council.

### PROJECT SCOPE

The scope of a major Official Community Plan review is vast and includes but is not limited to the following:

- Completion of several precursor reports including:
  - o Development Capacity Study
  - o Comprehensive Complete Streets Urban Design Study for Esquimalt Road
  - o An economic analysis of various built environment scenarios to ascertain a range of economically viable built forms incorporating a mix of land uses.
- Review of available data including:
  - o Demographic data
  - o Land use data
- Preparation of background information reports
- Development of a comprehensive public engagement strategy (focus groups, online sessions, public open houses, online surveys, key informant surveys, and booths at public events).
- Early consultation pursuant to the requirements of the Local Government Act
- Analysis of engagement results
- Analysis of other data sources
- Preparation of draft objectives and policies
- Additional public engagement
- Refinement of objectives and policies
- Preparation of a draft Official Community Plan
- Review by Council
- Preparation of Bylaw ready Official Community Plan
- Official Community Plan Bylaw procedures (first, second, readings, public hearing, third reading, adoption).

## PROJECT SCHEDULE

Project	Start	Finish
Prepare request for proposals the Comprehensive Complete Streets Urban Design Study for Esquimalt Road	Q1 2026	Q1 2026
Prepare request for proposals for study of building height and mass including an economic analysis of various built environment scenarios to ascertain a range of economically viable built	Q1 2026	Q1 2026

Project	Start	Finish
forms incorporating a mix of land uses.		
Publish both Requests for Proposals	Q1 2026	Q1 2026
Review responses to the Requests for Proposals	Q2 2026	Q2 2026
Negotiate contract with successful consulting teams	Q2 2026	Q2 2026
Begin data collection and analysis for both studies	Q2 2026	Q2 2026
Begin public consultation for both projects	Q3 2026	Q1 2027
Prepare draft reports based on data analysis and public consultation for both studies.	Q1 2027	Q2 2027
Present draft reports for both studies to Council	Q2 2027	Q2 2027
Finalize both reports for Council ratification	Q3 2027	Q3 2027
Prepare Requests for Proposals for Review of the Official Community Plan	Q3 2027	Q3 2027
Review Requests for Proposals submitted	Q3 2027	Q3 2027
Negotiate contract for successful consulting team	Q4 2027	Q4 2027
Begin formal Review of the Official Community Plan	Q4 2027	Q1 2028

Project	Start	Finish
Prepare public consultation strategy for Council approval	Q1 2028	Q1 2028
Commence first round of public consultation	Q1 2028	Q2 2028
Analyze results of first round public consultation	Q3 2028	Q3 2028
Prepare revised draft Official Community Plan for Council review and comment	Q4 2028	Q4 2028
Commence second round of public consultation	Q4 2028	Q1 2029
Prepare final draft of Official Community Plan and Bylaw for Council consideration	Q2 2029	Q2 2029
Adopt Official Community Plan Bylaw	Q2 2029	Q3 2029

### STAFF IMPACT

Notwithstanding that a considerable amount of the work for Option 4 will be done by consultants, there is still a very large amount of work that will have to be done by staff. This project will probably consume at least 50 percent of the Policy Planner’s time and 20 percent of the Development Services Director’s time. In addition, the following staff will be heavily involved in the review of the Official Community Plan:

- Director of Engineering and Public Works
- Director of Finance and IT
- Director of Parks and Recreation
- Director Corporate Services
- Manager of Development Services
- Manager of Engineering
- Manager of Parks
- Manager of Communications

- Manager of Economic Development
- Fire Chief
- Administrative Assistant – Development Services

## STAKEHOLDERS/POTENTIAL PARTICIPANTS OR DEPENDENCIES

The following is an initial list of stakeholders:

- Residents of Esquimalt including community associations
- Nonprofit organizations based in Esquimalt
- Non-resident owners of businesses in Esquimalt
- First Nations
- CFB Esquimalt
- Federal Graving Dock
- Major Employers (Sea Span, Babcock)
- Esquimalt Chamber of Commerce
- City of Victoria
- District of Saanich
- Town of View Royal,
- School Districts No. 61 and No. 93
- Province of British Columbia Ministry of Housing and Municipal Affairs
- BC Hydro
- Fortis BC
- BC Transit
- Capital Regional District
- Developers
- Province of British Columbia Agricultural Land Commission
- Transport Canada (West Bay)

## PROJECT RISK MANAGEMENT

The most significant risk is slippage of the timeline due to staff workloads.

Mitigation – some other projects may have to be delayed.

There is also a risk of under budgeting the cost associated with consulting fees for the various studies and the review of the Official Community Plan

Mitigation – incorporate sufficient contingency into project plans.

## FINANCIAL IMPACT

Estimated costs are as follows:

Project	Estimated Budget	Year
Esquimalt Road Urban Design Guidelines	\$100,000	2026
Economic Feasibility Study of various built forms and land uses	\$50,000	2026
Official Community Plan Review	\$150,000	2027