

DATE: June 20, 2018

FILE: 6410-20/Amendments
RGS 1CV 18

TO: Chair and Directors
Regional District Board

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Regional Growth Strategy Amendment: Proposed Changes to Amendment Process

Purpose

The purpose of this report is to provide the board with recommendations from the Regional Growth Strategy (RGS) Steering Committee regarding proposed amendments to Section 5.2, Amendments to the RGS.

Recommendation from the Chief Administrative Officer:

THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of this report, dated June 20, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the Consultation Plan, appended to this report as Appendix B, as the required Consultation Plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

Executive Summary

- In August 2017, the board determined that a five-year review of the RGS was not required but directed staff to:
 - Bring forward an amendment to revise the Minor Amendment Process language in Section 5.2(4) to align it with the *Local Government Act* (RSBC, 2015, c. 1) (LGA); and
 - Return to the board with a list and analysis of other housekeeping and proposed amendments to the RGS to improve administration of the RGS.
- In accordance with the process for amendments described in the RGS, the RGS Steering Committee, comprising the Chief Administrative Officers of the CVRD, the City of Courtenay, the Town of Comox and the Village of Cumberland, convened on June 15, 2018 to discuss changes to Section 5.2, Amendments to the RGS.

- Steering Committee minutes and background Technical Advisory Committee report are attached as Appendix C. The Steering Committee recommends that the board pass a resolution to initiate a standard amendment to the RGS in order to amend the language of Section 5.2, adopt the required Consultation Plan (Appendix B) and provide notice of initiation to affected local governments.
- The LGA requires that any change to the process for amending an RGS be undertaken as a standard amendment (i.e. not a minor amendment). The LGA requires that as soon as is practicable after initiating an amendment, the board adopt a Consultation Plan that provides, in the opinion of the board, for early and ongoing consultation with stakeholders.
- “Affected local government(s)” are defined in the LGA as the participants of the RGS service (electoral areas and member municipalities) and adjacent regional districts (Powell River, Strathcona, Nanaimo, Alberni-Cluqot).

Prepared by:

Concurrence:

Concurrence:

A. Mullaly

R. Dyson

D. Allen

Alana Mullaly
Acting General Manager of
Planning and Development
Services Branch
CVRD

Russell Dyson
Chief Administrative Officer
CVRD

David Allen
Chief Administrative Officer
City of Courtenay

Concurrence:

Concurrence:

R. Kanigan

S. Topham

Richard Kanigan
Chief Administrative Officer
Town of Comox

Sundance Topham
Chief Administrative Officer
Village of Cumberland

Stakeholder Distribution (Upon Agenda Publication)

David Allen, Chief Administrative Officer, City of Courtenay	✓
Richard Kanigan, Chief Administrative Officer, Town of Comox	✓
Sundance Topham, Chief Administrative Officer, Village of Cumberland	✓

Attachments: Appendix A – “Proposed Amendments to RGS Section 5.2”
Appendix B – “Consultation Plan”
Appendix C – “Steering Committee Minutes, June 15, 2018”

Proposed Amendment No. 1

Section One Text Amendment

1. Part 05, "Implementation and Monitoring", Section 5.1(1.), be amended by replacing the reference to "*Local Government Act s.866*" with "*Local Government Act s.446*";
2. Part 05, "Implementation and Monitoring", Section 5.1(3.), be amended by replacing the reference to "*Local Government Act s.855*" with "*Local Government Act s.434*";
3. Part 05, "Implementation and Monitoring", Section 5.2(1.), be amended by deleting the title that now reads "*Standard Amendments*" and re-numbering accordingly;
4. Part 05, "Implementation and Monitoring", Section 5.2(1.), be amended by replacing the text that now reads

"An amendment to the RGS, other than those considered to be a minor amendment, is considered a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 25 of the Local Government Act"

With:

"An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment. The process that is required to adopt a minor amendment is as set out in section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment."

5. Part 05, "Implementation and Monitoring", Section 5.2(2.) be amended by deleting the title that now reads "*Minor Amendments*" and re-numbering accordingly;
6. Part 05, "Implementation and Monitoring", Section 5.2(2.) be amended by replacing the reference to "Section 857.1" with "Section 437";
7. Part 05, "Implementation and Monitoring", Section 5.2(3.) Criteria for Minor Amendments, be amended by replacing the reference in 5.2(3)(e) to "*Part 25*" with "*Part 13*";
8. Part 05, "Implementation and Monitoring", Section 5.2(4.) be amended by replacing the text that now reads:

"Minor amendments may be applied for by a member municipality, the regional district, external agency, private land owner or developer. Once a minor amendment application has been received, the process for review and adoption is as follows:"

With:

"Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:"

9. Part 05, "Implementation and Monitoring", Section 5.2(4.) be amended by replacing the text that now reads

"Upon receiving a minor amendment application, the CVRD will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the application and provide comments to CVRD staff"

With:

“Upon a board resolution to initiate an amendment, the regional district will set up a Technical Advisory Committee meeting for review and discussion of the proposed amendment. The Technical Advisory Committee will provide comments, in the form of a report prepared by regional district staff, to the Steering Committee”.

10. Part 05, “Implementation and Monitoring”, Section 5.2 (4.) be amended by replacing the text that now reads

“On receipt of an application with comments from the technical advisory committee, CVRD staff will prepare a preliminary report for review by the RGS steering committee. Steering committee comments and recommendations will be forwarded to the CVRD Board to assist in its decision on whether the application should be processed as a minor amendment”

With:

“Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss the proposed amendment. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The Steering Committee’s report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment”

11. Part 05, “Implementation and Monitoring”, Section 5.2(4.) be amended by replacing the text that now reads

“The CVRD board will assess any proposed amendment in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the board members present, to proceed with an amendment application as a minor amendment. Where the board resolves to proceed with an amendment application as a minor amendment, the Board will...”

With:

“The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will...”

12. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “RGS amendment initiated” with “Board resolution to initiate RGS amendment”
13. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “CVRD Board determines if amendment is minor (2/3 vote)” with “Board resolution by 2/3 vote if an amendment is minor”



Subject: Proposed Amendment to Part 5.2 Regional Growth Strategy	File: 3410-20 / RGS 1CV 18
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Purpose

To outline a consultation process in support of a proposed standard amendment to revise section 5.2 (Amendments to the RGS) of the Regional Growth Strategy.

Target Audience(s):

As defined in the *Local Government Act* (RSBC, 2015, c. 1) (LGA) under Section 434(2), the following individuals/organizations will be consulted:

- Citizens of the Comox Valley
- Affected local governments: Town of Comox, City of Courtenay, Village of Cumberland, Regional District of Nanaimo, Powell River Regional District, Strathcona Regional District and Alberni-Clayoquot Regional District
- First Nations: K'omoks First Nation, Homalco Indian Band, We Wai Kai Nation of the Laich-Kwil-Tach Treaty Society, and the Wei Wai Kum / Kwiakah First Nation of the Kwiakah Treaty Society
- School District No. 71 (Comox Valley), School District No. 93 (Comox Valley Francophone)
- Union Bay Improvement District, Ship's Point Improvement District, Fanny Bay Improvement District
- Ministry of Municipal Affairs and Housing

Project Background:

- In August 2017 the Comox Valley Regional District Board directed staff to return with revised language for the Regional Growth Strategy (RGS) Section 5.2(4.) Minor Amendment Process.
- Staff have prepared revised wording for Section 5.2(4.) in order to align the amendment process with the LGA, specifically:
 - Clarifying that board initiation of an amendment is the first step in the review process.
 - Clarifying that the board determines by resolution whether a proposed amendment is to be considered as a minor amendment or standard amendment.
- Proposed revision also establishes that a proposed amendment may be tabled for board consideration by a member municipality, the Electoral Areas Services Committee or the board. A private landowner or agency would work directly with either the respective member municipality or Electoral Areas Services Committee to propose an amendment for board consideration.
- LGA directs that any RGS changes that relate to process must be reviewed as a standard amendment (i.e. not minor).

Key Speaking Points:

- The proposed amendment will change the RGS amendment process.
- The proposed amendment does not affect the overall goals and objectives or growth management principles of the RGS.

- The proposed amendment reinforces the role of the board to direct any amendments to the RGS.

Spokesperson: Alana Mullaly

Guiding principles:

- Project to have budget sufficient to cover communications strategies.
- All materials and communication will follow the Comox Valley Regional District Corporate Identity guide

Budget:

- 2018:
 - Advertising: \$1,000

Consultation Plan Objectives:

1. To provide notice to citizens, affected local governments, First Nations, School District Nos. 71 & 93 (Comox Valley, Francophone); area improvement districts (i.e. Union Bay, Ship's Point, Fanny Bay); and the Ministry of Municipal Affairs and Housing in accordance with Section 434 of the LGA.
2. To provide an opportunity for the above individuals and agencies to provide feedback on the proposed amendment.

Consultation Plan Elements (commence upon Board's initiation of amendment):

Tactic	Description	Responsibility	Budget	Due Date
Adopt consultation plan	Consultation plan must provide opportunities for early and ongoing consultation	Content: Alana Mullaly Confirmation: Technical Advisory Committee Recommendation: Steering Committee Approval: board	N/A	Concurrent with board resolution to initiate amendment
Letter to affected local governments	Provide notice of initiation to affected local governments and province	Alana Mullaly	Staff time	Minimum 30 days before first reading of bylaw per LGA
Website	Update website with details on the proposed revisions and provide FAQ's.	Content: Alana/Jennifer Updating: Beverly/Jennifer	Staff Time	June 2018
Newspaper Advertisement - Public Hearing Ad	Book and develop the required public hearing ad	Content: Planning Design/Book/Distribute Communications	\$1,000	TBD

Consultation Plan – RGS Amendment

Public Hearing	Plan the public hearing in support of this.	Planning	TBD	TBD
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Next Steps:

- Approval of Consultation Plan
- Execution of Consultation Plan elements

Approval History

Created by: Robyn Holme/ Jennifer Steel	Updated: May 9, 2018
Amended by: Alana Mullaly	May 24, 2018



Minutes of the Regional Growth Strategy Steering Committee meeting held on June 15, 2018 in the Village of Cumberland Offices located at 2673 Dunsmuir Ave, Cumberland, BC commencing at 8:37 am.

File: 6410-20 / CV RGS Amendments

Present: Russell Dyson, Chief Administrative Officer, Comox Valley Regional District (chair)
 Sundance Topham, Chief Administrative Officer, Village of Cumberland
 David Allen, Chief Administrative Officer, City of Courtenay
 Richard Kanigan, Administrator, Town of Comox
 Alana Mullaly, Manager of Planning Services, Comox Valley Regional District

Recording: Sylvia Stephens, Branch Assistant, Comox Valley Regional District

TOPIC

The committee met to review amendments to the Comox Valley Regional District (CVRD) Regional Growth Strategy, Section 5.2, as initiated by the CVRD Board at its meeting August 29, 2017 as follows:

“AND FURTHER THAT staff return to the board with revised language in section 5.2 (4) Minor Amendment Process, of the Regional Growth Strategy to better align the process for minor amendments to the Regional Growth Strategy with the Local Government Act so that the strategy can be revised, as a standard amendment in section 5.2 (4)”

RECOMMENDATIONS

D. Allen / S. Topham: THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of staff report dated June 5, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the consultation plan, appended to this report as Appendix B, as the required consultation plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

CARRIED

D. Allen / R. Kanigan: THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a Terms of Reference for the

Technical Advisory Committee to replace the 2008 Regional Growth Strategy preparation Technical Advisory Committee Terms of Reference for the Steering Committee's review and acceptance.

CARRIED

R. Kanigan / S. Topham: THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a list of proposed amendments for the Steering Committee's review that will fulfill the Comox Valley Regional District Board's August 2017 resolution to report back.

CARRIED

ADJOURNMENT

Time: 9:14 am

Recorded By:

S. Stephens

Sylvia Stephens
Branch Assistant Planning and
Development Services Branch

Certified Correct:

R. Dyson

Russell Dyson
Chief Administrative Officer



DATE: June 5, 2018

FILE: 6410-20/RGS 1CV 18

TO: Steering Committee
Regional Growth Strategy

FROM: Technical Advisory Committee
Regional Growth Strategy

RE: Regional Growth Strategy Standard Amendment Recommendation and Next Steps

Purpose

To provide the Regional Growth Strategy (RGS) Steering Committee (SC) with recommendations from the RGS Technical Advisory Committee (TAC) regarding changes to Section 5.2, Amendments to the RGS.

Recommendations from the Technical Advisory Committee:

1. THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board initiate an amendment to the Regional Growth Strategy pertaining to process-related language in Section 5.2, Amendments to the RGS, of the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board consider changes to Section 5.2, proposed in Appendix A, of staff report dated June 5, 2018, as a standard amendment;

AND FURTHER THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board adopt the consultation plan, appended to this report as Appendix B, as the required consultation plan;

AND FINALLY THAT the Regional Growth Strategy Steering Committee recommend that the Comox Valley Regional District Board provide written notice of the initiation of an amendment to affected local governments and the Minister of Municipal Affairs and Housing.

2. THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a Terms of Reference for the Technical Advisory Committee to replace the 2008 Regional Growth Strategy preparation Technical Advisory Committee Terms of Reference for the Steering Committee’s review and acceptance.
3. THAT the Regional Growth Strategy Steering Committee authorize the Regional Growth Strategy Technical Advisory Committee to draft a list of proposed amendments for the Steering Committee’s review that will fulfill the Comox Valley Regional District Board’s August 2017 resolution to report back.

Executive Summary

- In August 2017, the board determined that a five-year review of the RGS was not required but directed staff to:
 - Bring forward an amendment to revise the Minor Amendment Process language in Section 5.2(4) to align it with the *Local Government Act*; and
 - Return to the board with a list and analysis of other housekeeping and proposed amendments to the RGS to improve administration of the RGS.
- The TAC convened on May 9, 2018 and recommends that the SC send a report to the board recommending initiation of a standard amendment and adoption of a consultation plan as the next steps in fulfilling the board’s direction to revise Section 5.2(4).
- The *Local Government Act* (RSBC, 2015, c. 1) (LGA) requires that any change to the process for amending an RGS be undertaken as a standard amendment (i.e. not a minor amendment).
- The TAC has identified a need to update the 2008 Terms of Reference that were established during the preparation of the RGS in order to reflect the TAC’s role in the RGS amendment process (i.e. versus preparation process).
- The TAC seeks authorization to begin identifying possible housekeeping and other items for the SC’s consideration in early to mid-2019.

Prepared by:

A. Mullaly

Alana Mullaly, MCIP, RPP
Manager of Planning Services

Concurrence:

J. Walker

Judith Walker, MCIP, RPP
Senior Planner
Village of Cumberland

Concurrence:

M. Kamenz

Marvin Kamenz, MCIP, RPP
Town Planner
Town of Comox

Concurrence:

I. Buck

Ian Buck, MCIP, RPP
Director of Development Services
City of Courtenay

Background/Current Situation

In August 2017, the board approved the following:

“THAT staff return to the board with revised language in Section 5.2 (4) Minor Amendment Process, of the Regional Growth Strategy to better align the process for minor amendments to the Regional Growth Strategy with the Local Government Act so that the strategy can be revised, as a standard amendment in Section 5.2 (4);

THAT staff return to the board with a list and analysis of other housekeeping and proposed amendments to the Regional Growth Strategy that could improve the administration of Regional Growth Strategy and still fall within the stated goals and objectives of the strategy.”

Proposed Amendment Language

The TAC's proposed amendment (in bylaw format) is contained in Appendix A. Specifically, the proposed language would accomplish the following:

1. Clearly state that the first step in the RGS amendment process is for the board to consider whether to initiate an amendment to the RGS and to do so by resolution.
2. Clearly identify that it is the role of the board to determine whether a proposed amendment is to be considered as a minor amendment (i.e. versus a standard amendment).
3. Establish that proposed amendments can be introduced by a member municipality, the Electoral Areas Services Committee, or the board, including on behalf of a private landowner or agency.
4. Update the LGA references in Part 5 of the RGS to reflect the re-numbering of the LGA (e.g. replace "Part 25" references with "Part 13").

Policy Analysis

Sections 433 (initiation), 434 (consultation) and 437 (minor amendments) of the LGA are particularly salient to the TAC's recommendations.

Options

1. Proceed with some or all of the TAC's recommendations and take a report to the Committee of the Whole and board to initiate a standard amendment.
2. Refer the matter back to TAC with direction on revisions.

The TAC recommends option 1.

Financial Factors

Costs relating to the TAC's recommendation will relate to staff time, advertising, hosting a public hearing and legal review. The following provisions are made in the approved 2018-2022 Function No. 512 budget to address any proposed amendments initiated in 2018:

- Meeting expenses: \$500
- Advertisement: \$1,000
- Legal review: \$8,000

Legal Factors

The content of Appendix A, being the TAC's proposed amendment language will be sent for legal review, if the board initiates a standard amendment, prior to any bylaw readings.

Regional Growth Strategy Implications

The proposed amendments to Section 5.2 will align the RGS with the LGA. The proposed amendments do not affect the substance of the RGS goals and policies.

Intergovernmental Factors

The TAC comprises the four planning staff members that represent the RGS service's four participants. The TAC was established via a 2008 Memorandum of Understanding on the preparation of the RGS. The purpose of the TAC in the amendment process is to provide the SC (the four Chief Administrative Officer's) with technical advice on the planning implications of proposed amendments. As a first step in the amendment proposal process, the TAC provides advice on the process type (i.e. standard versus minor) and the consultation plan. It would only be following the board's initiation of an amendment that the TAC would provide advice to the SC on the substance of a proposed amendment. TAC recommends that the SC authorize the TAC to draft an update to the 2008 TAC Terms of Reference for the SC's consideration. This will reflect the role of the TAC in a post-RGS adoption climate. Further, TAC seeks endorsement from the SC to begin

work on identifying other possible amendments to the RGS to fulfill the August 2017 board resolution (e.g. minor amendment criteria, indicators and monitoring tools, etc.).

Citizen/Public Relations

The LGA requires that after the initiation of an amendment (or concurrently), the board must adopt a consultation plan that, in the opinion of the board, provides opportunities for early and ongoing consultation. In adopting a consultation plan, the board must turn its mind to whether a public hearing is required. The TAC has included a public hearing in its recommended consultation plan (Appendix B). Key rationale is that this is the first amendment to the RGS that the board is being asked to initiate and therefore the TAC anticipates public interest. Further, the content of the TAC's recommended amendment would establish that only the member municipalities, Electoral Areas Services Committee or board could table an amendment for the board's consideration of initiation. Note that a third party applicant would still be able to present an amendment proposal to the application jurisdiction and that elected body could propose an amendment to the board effectively on the third party's behalf.

Attachments: Appendix A – “Proposed Amendment Bylaw”
Appendix B – “Consultation Plan”

Proposed Amendment No. 1

Section One Text Amendment

1. Part 05, "Implementation and Monitoring", Section 5.1(1.), be amended by replacing the reference to "*Local Government Act s.866*" with "*Local Government Act s.446*";
2. Part 05, "Implementation and Monitoring", Section 5.1(3.), be amended by replacing the reference to "*Local Government Act s.855*" with "*Local Government Act s.434*";
3. Part 05, "Implementation and Monitoring", Section 5.2(1.), be amended by deleting the title that now reads "*Standard Amendments*" and re-numbering accordingly;
4. Part 05, "Implementation and Monitoring", Section 5.2(1.), be amended by replacing the text that now reads

"An amendment to the RGS, other than those considered to be a minor amendment, is considered a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 25 of the Local Government Act"

With:

"An amendment to the RGS may be proposed by a member municipality, the Electoral Areas Services Committee, or the board. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment. The process that is required to adopt a minor amendment is as set out in section 5.2(4). The RGS Summary Chart summarizes the processes for the adoption of a standard and minor amendment."

5. Part 05, "Implementation and Monitoring", Section 5.2(2.) be amended by deleting the title that now reads "*Minor Amendments*" and re-numbering accordingly;
6. Part 05, "Implementation and Monitoring", Section 5.2(2.) be amended by replacing the reference to "Section 857.1" with "Section 437";
7. Part 05, "Implementation and Monitoring", Section 5.2(3.) Criteria for Minor Amendments, be amended by replacing the reference in 5.2(3)(e) to "*Part 25*" with "*Part 13*";
8. Part 05, "Implementation and Monitoring", Section 5.2(4.) be amended by replacing the text that now reads:

"Minor amendments may be applied for by a member municipality, the regional district, external agency, private land owner or developer. Once a minor amendment application has been received, the process for review and adoption is as follows:"

With:

"Where an amendment to the RGS has been proposed by a member municipality, the Electoral Areas Services Committee, or the board, and the board has, by resolution, initiated the amendment, the process for the board to determine if the amendment is minor, and then to consider it as minor, is as follows:"

9. Part 05, "Implementation and Monitoring", Section 5.2(4.) be amended by replacing the text that now reads

"Upon receiving a minor amendment application, the CVRD will set up a Technical Advisory Committee (TAC) meeting for review and discussion of the application and provide comments to CVRD staff"

With:

“Upon a board resolution to initiate an amendment, the regional district will set up a Technical Advisory Committee meeting for review and discussion of the proposed amendment. The Technical Advisory Committee will provide comments, in the form of a report prepared by regional district staff, to the Steering Committee”.

10. Part 05, “Implementation and Monitoring”, Section 5.2 (4.) be amended by replacing the text that now reads

“On receipt of an application with comments from the technical advisory committee, CVRD staff will prepare a preliminary report for review by the RGS steering committee. Steering committee comments and recommendations will be forwarded to the CVRD Board to assist in its decision on whether the application should be processed as a minor amendment”

With:

“Upon receipt of a report from the Technical Advisory Committee, the Steering Committee will meet to review and discuss the proposed amendment. The Steering Committee will provide its comments and recommendations to the CVRD Board via a report prepared by regional district staff. The Steering Committee’s report will assist the board in its decision on whether the proposed amendment should be processed as a minor amendment”

11. Part 05, “Implementation and Monitoring”, Section 5.2(4.) be amended by replacing the text that now reads

“The CVRD board will assess any proposed amendment in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the board members present, to proceed with an amendment application as a minor amendment. Where the board resolves to proceed with an amendment application as a minor amendment, the Board will...”

With:

“The board will assess any proposed amendment in terms of the minor amendment criteria. The board may resolve, by an affirmative vote of 2/3 of the board members present, to process the proposed amendment as a minor amendment. Where the board resolves to process an amendment proposal as a minor amendment, the board will...”

12. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “RGS amendment initiated” with “Board resolution to initiate RGS amendment”
13. Part 05, “Implementation and Monitoring”, Section 5.2(4.), Summary Chart, be amended by replacing the text box that now reads “CVRD Board determines if amendment is minor (2/3 vote)” with “Board resolution by 2/3 vote if an amendment is minor”



Appendix B Consultation Plan

Subject: Proposed Amendment to Part 5.2 Regional Growth Strategy	File: 3410-20 / RGS 1CV 18
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Purpose

To outline a consultation process in support of a proposed standard amendment to revise section 5.2 (Amendments to the RGS) of the Regional Growth Strategy.

Target Audience(s):

As defined in the *Local Government Act* (RSBC, 2015, c. 1) (LGA) under Section 434(2), the following individuals/organizations will be consulted:

- Citizens of the Comox Valley
- Affected local governments: Town of Comox, City of Courtenay, Village of Cumberland, Regional District of Nanaimo, Powell River Regional District, Strathcona Regional District and Alberni-Clayoquot Regional District
- First Nations: K'omoks First Nation, Homalco Indian Band, We Wai Kai Nation of the Laich-Kwil-Tach Treaty Society, and the Wei Wai Kum / Kwiakah First Nation of the Kwiakah Treaty Society
- School District No. 71 (Comox Valley), School District No. 93 (Comox Valley Francophone)
- Union Bay Improvement District, Ship's Point Improvement District, Fanny Bay Improvement District
- Ministry of Municipal Affairs and Housing

Project Background:

- In August 2017 the Comox Valley Regional District Board directed staff to return with revised language for the Regional Growth Strategy (RGS) Section 5.2(4.) Minor Amendment Process.
- Staff have prepared revised wording for Section 5.2(4.) in order to align the amendment process with the LGA, specifically:
 - Clarifying that board initiation of an amendment is the first step in the review process.
 - Clarifying that the board determines by resolution whether a proposed amendment is to be considered as a minor amendment or standard amendment.
- Proposed revision also establishes that a proposed amendment may be tabled for board consideration by a member municipality, the Electoral Areas Services Committee or the board. A private landowner or agency would work directly with either the respective member municipality or Electoral Areas Services Committee to propose an amendment for board consideration.
- LGA directs that any RGS changes that relate to process must be reviewed as a standard amendment (i.e. not minor).

Key Speaking Points:

- The proposed amendment will change the RGS amendment process.
- The proposed amendment does not affect the overall goals and objectives or growth management principles of the RGS.

- The proposed amendment reinforces the role of the board to direct any amendments to the RGS.

Spokesperson: Alana Mullaly

Guiding principles:

- Project to have budget sufficient to cover communications strategies.
- All materials and communication will follow the Comox Valley Regional District Corporate Identity guide

Budget:

- 2018:
 - Advertising: \$1,000

Consultation Plan Objectives:

1. To provide notice to citizens, affected local governments, First Nations, School District Nos. 71 & 93 (Comox Valley, Francophone); area improvement districts (i.e. Union Bay, Ship's Point, Fanny Bay); and the Ministry of Municipal Affairs and Housing in accordance with Section 434 of the LGA.
2. To provide an opportunity for the above individuals and agencies to provide feedback on the proposed amendment.

Consultation Plan Elements (commence upon Board's initiation of amendment):

Tactic	Description	Responsibility	Budget	Due Date
Adopt consultation plan	Consultation plan must provide opportunities for early and ongoing consultation	Content: Alana Mullaly Confirmation: Technical Advisory Committee Recommendation: Steering Committee Approval: board	N/A	Concurrent with board resolution to initiate amendment
Letter to affected local governments	Provide notice of initiation to affected local governments and province	Alana Mullaly	Staff time	Minimum 30 days before first reading of bylaw per LGA
Website	Update website with details on the proposed revisions and provide FAQ's.	Content: Alana/Jennifer Updating: Beverly/Jennifer	Staff Time	June 2018
Newspaper Advertisement - Public Hearing Ad	Book and develop the required public hearing ad	Content: Planning Design/Book/Distribute Communications	\$1,000	TBD

Public Hearing	Plan the public hearing in support of this.	Planning	TBD	TBD
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Next Steps:

- Approval of Consultation Plan
- Execution of Consultation Plan elements

Approval History

Created by: Robyn Holme/ Jennifer Steel	Updated: May 9, 2018
Amended by: Alana Mullaly	May 24, 2018