

DATE: December 6, 2018

FILE: 6410-20/CV RGS Amendments
RGS 1CV 18

TO: Chair and Directors
Comox Valley Regional District Board

Supported by Russell Dyson
Chief Administrative Officer

FROM: Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Regional Growth Strategy Standard Amendment - Section 5.2 Changes

Purpose

Having received acceptance by affected local governments, this report seeks third reading and adoption of Bylaw No. 539, Amendment No. 1, to the Regional Growth Strategy, Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010”.

Recommendation from the Chief Administrative Officer:

THAT the board give third reading to Bylaw No. 539, Appendix A to this staff report dated December 6, 2018, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1” which amends Part 5, Implementation and Monitoring, in order to make changes to the minor amendment process;

AND THAT the board adopt Bylaw No. 539 being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”.

Executive Summary

- In August 2017, the board determined that a five-year review of the Regional Growth Strategy (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 process steps in the *Local Government Act* (RSBC, 2015, c.1) (LGA);
- On September 18, 2018, the Comox Valley Regional District (CVRD) Board gave first and second reading to proposed Bylaw No. 539 (Appendix A). The proposed bylaw:
 - Clarifies that the first step in the amendment process is the board’s initiation of an amendment, by resolution;
 - Identifies that it is the decision of the board to determine whether a proposed amendment is to be reviewed as a standard or minor amendment;
 - Establishes that a proposed amendment can be tabled by a Member Municipality, the Electoral Areas Services Committee, or the board; and
 - Updates LGA references within the RGS to reflect the re-numbering of the LGA.
- The LGA requires that following initiation of an amendment to an RGS, the local government must provide a referral for acceptance to “affected local governments”.
- On September 24, 2018, letters were sent to the Village of Cumberland, Town of Comox, City of Courtenay, qathet Regional District, Strathcona Regional District, Regional District of Nanaimo, Alberni-Clayoquot Regional District and the Minister of Municipal Affairs and

Housing. Affected local governments are requested to respond to the Regional Growth Strategy referral by resolution.

- All affected governments have resolved to accept the proposed RGS amendment. Letters of acceptance and resolutions are shown in Appendix B (Ministry of Municipal Affairs and Housing) and Appendix C (affected local governments).

Prepared by:

R. Holme

Robyn Holme, MCIP, RPP
Long Range Planner

Concurrence:

A. Mullaly

Alana Mullaly, MCIP, RPP
Senior Manager of Planning
and Protective Services

Concurrence:

S. Smith

Scott Smith, MCIP, RPP
General Manager of Planning
and Development Services
Branch

Stakeholder Distribution (Upon Agenda Publication)

Village of Cumberland Council	✓
Town of Comox Council	✓
City of Courtenay Council	✓

Background/Current Situation

The RGS is a high-level, long-term strategy to support collaboration across jurisdictions. The purpose of an RGS under the LGA is to “promote human settlement that is socially, economically, and environmentally healthy and that makes efficient use of public facilities and services, land and other resources”. Section 452(2) of the LGA sets requirements for regional districts with adopted RGS’s. Specifically, at least once every five years, a regional district that has adopted an RGS must consider whether the RGS must be reviewed for possible amendment. 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 process steps in the LGA. It should be noted that any updates to a minor amendment criteria trigger a standard amendment process, as per the LGA.

On June 26, 2018, the CVRD Board recommended that staff initiate a standard amendment to the RGS to revise the minor amendment criteria process in Section 5.2 (4), adopt a consultation plan including a public hearing, and notify affected local governments. On September 18, 2018, the CVRD Board gave second reading to proposed Bylaw No. 539 (Appendix A). Appendix A contains the proposed amendment bylaw. Specifically, the proposed amendment accomplishes the following:

1. Clearly states that the first step in the RGS amendment process is board initiation of the amendment;
2. Clearly identifies that it is the role of the board to determine whether a proposed amendment is to be reviewed as a standard or minor amendment;
3. Establishes 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; and
4. Updates the LGA references in Part 5 of the RGS to reflect the re-numbering of the LGA.

Through the referral process, staff have received support from the Ministry of Municipal Affairs and Housing (Appendix B) and affected local governments including the Village of Cumberland, Town of Comox, Strathcona Regional District, Alberni-Clayoquot Regional District, qathet Regional District, City of Courtenay and the Regional District of Nanaimo, and attached as Appendix C.

Staff is now seeking third reading and adoption of the proposed bylaw.

Policy Analysis

Sections 433 (initiation), 434 (consultation) and 437 (minor amendments) of the LGA are particularly salient to the recommendation contained within this report.

Options

1. Endorse staff's recommendation to grant third reading and adoption of proposed Bylaw No. 539; or
2. Refer the proposed bylaw back to staff with direction on revisions.

Staff recommends option 1.

Financial Factors

Costs related to the proposed amendment pertain to staff time, advertising and hosting a public hearing.

Legal Factors

The proposed amendment has been reviewed by legal counsel.

Regional Growth Strategy Implications

The proposed amendments align the RGS with the LGA: it does not affect the substance or the goals and policies of the RGS. The LGA states that any change to the process for amending an RGS must be undertaken as a standard amendment (i.e. not minor).

Intergovernmental Factors

The LGA requires that following second reading of an amendment to an RGS, the local government must provide "affected local governments" with a copy of the proposed bylaw for comment and acceptance. This was undertaken in accordance with the requirements of the LGA. As such, on September 24, 2018, letters were sent to the Village of Cumberland, Town of Comox, City of Courtenay, qathet Regional District, Strathcona Regional District, Regional District of Nanaimo and the Alberni-Clayoquot Regional District. Also, as required, the Minister of Municipal Affairs and Housing was sent a letter and copy of the amendment.

Interdepartmental Involvement

Planning and Development Services Branch staff have undertaken this work. Assistance with the development and implementation of the consultation plan has been provided by staff within the Corporate Services Branch.

Citizen/Public Relations

The approved consultation plan (Appendix C) requirements have been completed which included providing notice to citizens, affected local governments, First Nations, School Districts, area improvement districts and the Ministry of Municipal Affairs and Housing, providing an opportunity for individuals and agencies to provide feedback on the proposed amendment. Also, a public hearing was held on August 28, 2018 and the minutes have been attached as Appendix D.

Attachments: Appendix A – "Proposed Bylaw No. 539"
Appendix B – "Ministry of Municipal Affairs and Housing Letter"
Appendix C – "Record of Resolutions to Accept the RGS amendment"
Appendix D – "Consultation Plan"
Appendix E – "Public Hearing Minutes of August 28, 2018"

STATUS

Title: Comox Valley Regional District Regional Growth Strategy
Bylaw No. 120, 2010, Amendment No. 1

Applicant: Comox Valley Regional District

File No.: RGS 1CV 18

Purpose: To amend Section 5.2 of the Comox Valley Regional District
Regional Growth Strategy Bylaw No. 120, 2010

Participants: Baynes Sound – Vancouver Island portion (Electoral Area A);
Lazo North (Electoral Area B); Puntledge – Black Creek
(Electoral Area C); City of Courtenay; Town of Comox;
Village of Cumberland



Comox Valley Regional District Board:	Date:	June 26, 2018
	Decision:	Initiate a standard amendment to consider changes to Part 5 of the Regional Growth Strategy; adopt consultation plan; and provide notice to affected local governments
Read a first time	Date:	July 24, 2018
Public Hearing	Date:	August 28, 2018
Read a second time	Date:	September 18, 2018
Accepted by resolution	Date:	
Read a third time	Date:	
Adopted	Date:	

Comox Valley Regional District

Bylaw No. 539

A Bylaw to amend the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010".

WHEREAS pursuant to the provisions of Section 433 of the *Local Government Act* (RSBC, 2015, c. 1), the preparation of the regional growth strategy amendment was initiated by resolution of the board;

WHEREAS pursuant to the provision of Section 434 (2) of the *Local Government Act*, the board adopted a consultation plan that provides opportunities for early and ongoing consultation;

WHEREAS pursuant to the provision of Section 434(4) of the *Local Government Act*, the board held a public hearing on the proposed regional growth strategy amendment;

AND WHEREAS pursuant to the provision of Section 436(1) of the *Local Government Act*, the regional growth strategy amendment was accepted by affected local governments;

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled, enacts the following amendments to the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010.

Section One Text Amendment

- 1) Bylaw No. 120, being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010,” is hereby amended as set out in Schedule A attached to and forming part of this Bylaw.

Section Two Title

- 1) This Bylaw No. 539 may be cited as the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1.”

Read a first time this	24th	day of	July	2018.
Public hearing held this	28th	day of	August	2018.
Read a second time this	18th	day of	September	2018.
Accepted by resolution this		day of		2018.

Schedule A

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 Amendment*” and re-numbered 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, including on behalf of an external agency or private land owner. Unless determined by board resolution to be a minor amendment, an amendment is a standard amendment and will follow the same process that is required to adopt a RGS as set out in Part 13 of the Local Government Act. 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 (TAC) meeting for review and discussion of the proposed amendment. The TAC 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*”

Rec'd 20181203
File:6410-20/RGS amendments
Directors Site
SSmith
AMullaly
RDyson



December 3, 2018

Ref: 241930

Mr. Bob Wells, Chair
Comox Valley Regional District
600 Comox Road
Courtenay BC V9N 3P6

Dear Chair Wells:

RE: Comox Valley Regional District Regional Growth Strategy Amendment 60 Day Referral

I am responding to a September 24, 2018 letter sent by the previous Chair, Bruce Jolliffe, regarding the 60-day referral of the Comox Valley Regional District Regional Growth Strategy Amendment Bylaw No. 120, Amendment No. 1. The letter addressed to the Honourable Selina Robinson, Minister of Municipal Affairs and Housing, has been forwarded to me as the Manager, Planning and Land Use for response.

I appreciate the process and consideration that has gone into this standard amendment to your Regional Growth Strategy (Bylaw No. 120, 2010) in support of the revision of the Minor Amendment process language to align it with the process steps in the *Local Government Act*. I understand the letter is to meet the requirement under Section 436 (3) of the *Local Government Act* (LGA) to notify the Minister before third reading of Bylaw No. 539, a bylaw to amend the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010"

The Ministry appreciates being kept informed about the CVRD's RGS amendment process and next steps.

Yours truly,

A handwritten signature in blue ink that reads "Kris Nichols". The signature is fluid and cursive.

Kris Nichols
Manager, Planning and Land Use

cc. Honorable Selina Robinson
MLA Ronna-Rae Leonard
MLA Scott Fraser
MLA Claire Trevena



TOWN OF COMOX

OFFICE OF THE MAYOR

Comox Valley Regional District

RECEIVED RGS Amend

File: 6410-20/RGS/ICU 18

OCT 15 2018

To: Board Web.
A. Mulhaly.
cc R. Holme.

Our File No. 0114-20-512 \ Log No. 18-321

October 11, 2018

Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Attn: Bruce Jolliffe, Chair

Dear Mr. Jolliffe

RE: REGIONAL GROWTH STRATEGY BYLAW NO. 120, AMENDMENT NO. 1

Further to your September 24, 2018 letter inviting affected local governments to respond to the Regional Growth Strategy Bylaw No. 120, Amendment No. 1 (LGA Section 436(2)), please be advised that Council at its Regular Meeting held October 3, 2018 resolved as follows:

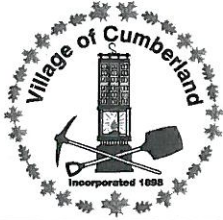
"that Council accept "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 210, Amendment No. 1".

Should you require anything further please do not hesitate to contact me or Marvin Kamenz, Municipal Planner at 250.339.2202.

Yours truly

Paul Ives, Q.C.
Mayor
Town of Comox

C: R. Kanigan, Chief Administrative Officer
M. Kamenz, Municipal Planner



Corporation of the Village of Cumberland

PO Box 340
2673 Dunsmuir Avenue
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

October 12, 2018

File: 3180-20-RGS

Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Sent by email: amullaly@comoxvalleyrd.ca

6410-20 / CV RGS Amendments
RGS 1CV 18
A. Mullaly
R.Holme

Attention: Alana Mulally

Re: RGS Bylaw No. 120, Amendment No. 1 – Referral Request (File 6410-20/Amendments)

Thank you for the above noted referral request received September 24, 2018 for Council's review and consideration. At its Regular Meeting held October 9, 2018, Council passed the following resolution:

"That Council accept the Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment 1, as presented."

Please contact us if you have any further questions.

Yours truly,

Cleo Corbett, MCIP, RPP
Senior Planner

cc Ken Rogers, Manager of Development Services
Robyn Holme, Long Range Planner

**6410-20 / CV RGS Amendment
RGS 1CV 18**

Subject: FW: CVRD RGS Bylaw No. 120, Amendment Number 1

From: Simpson, Courtney <CSimpson@rdn.bc.ca>

Date: Tuesday, Oct 23, 2018, 3:49 PM

To: Alana Mullaly <amullaly@comoxvalleyrd.ca>

Cc: Robyn Holme <rholme@comoxvalleyrd.ca>, Thompson, Paul <PTompson@rdn.bc.ca>

Subject: CVRD RGS Bylaw No. 120, Amendment Number 1

Dear Alana,

I'm writing to advise you that at their October 16, 2018 meeting the Regional District of Nanaimo Board passed the following resolution:

"That the Board respond to the Comox Valley Regional District to accept their proposed Bylaw No. 539 "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, Amendment No. 1".

Please let me know if you have any questions or require anything further.

Regards,

Courtney Simpson

Senior Planner, Long Range Planning

Regional District of Nanaimo

6300 Hammond Bay Road

Nanaimo, BC V9T 6N2

T: (250) 390-6510 | Direct: (250) 390-6563 | Email: csimpson@rdn.bc.ca



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6410-20 / CV RGS Amendment
RGS 1CV 18
A. Mullaly
R. Holme

October 25, 2018

VIA EMAIL

Alana Mullaly
Senior Manager of Planning and Protective Services
Comox Valley Regional District
600 Comox Road
Courtenay, BC

Re: CVRD Regional Growth Strategy Bylaw No 120, Amendment No. 1 Referral

Dear Alana Mullaly,

At their regular Board meeting on October 24, 2018, the Alberni-Clayoquot Regional District Board of Directors passed the following resolution:

THAT the Board of Directors resolve to accept proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 as presented.

I have enclosed a certified Board resolution for your records. Please let me know if you have any questions or require any further information from the ACRD.

Best regards,



Alex Dyer, MCIP, RPP
Planner

cc. Mike Irg, MCIP, RPP, Manager of Planning and Development

October 25, 2018

The following is a certified true copy of a resolution passed by the Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on Wednesday, October 24, 2018:


a. MISC18017, CVRD, REGIONAL GROWTH STRATEGY REFERRAL
Miscellaneous Referral – Request for Decision

MOVED: Director McNabb

SECONDED: Director Wyton

THAT the Board of Directors resolve to accept proposed Regional Growth Strategy Bylaw No. 120, Amendment No. 1 as presented.

CARRIED



Wendy Thomson,
Manager of Administrative Services

qathet REGIONAL DISTRICT

EXTRACT OF THE MINUTES

November 22, 2018

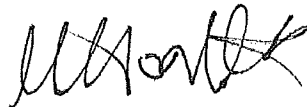
MOVED ***“Director Gisborne”***

SECONDED ***“Director Brander”***

THAT the Board advise the Comox Valley Regional District that the qathet Regional District accepts proposed Bylaw No. 539 being Comox Valley Regional District Regional Growth Strategy Bylaw No.120, 2010, Amendment No. 1.

MOTION CARRIED UNANIMOUSLY.

I hereby certify the above to be a true
and correct extract of the minutes of the
Board of the qathet Regional District
at its meeting dated November 22, 2018.



Matt O'Halloran, Manager of Administrative Services

Dated this 22nd day of November, 2018.



File: 0400-01

November 14, 2018

VIA EMAIL: amullaly@comoxvalleyrd.ca

Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Attention: Alana Mullaly

Dear Ms. Mullaly:

RE: FILE: 6410-20/AMENDMENTS RGS 1 CV 18 REGIONAL GROWTH STRATEGY BYLAW NO. 120, AMENDMENT NO. 1

This is to advise that the Strathcona Regional District Board, at its October 25, 2018 meeting, passed the following resolution:

Leigh/Evans: SRD 946/18

THAT the Comox Valley Regional District be advised that the Strathcona Regional District's interests are unaffected by Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1.

We trust this is the information that you require.

Sincerely,

A handwritten signature in black ink that reads "Thomas Yates".

T. Yates
Corporate Services Manager

CORPORATE AND LEGISLATIVE SERVICES

#301 – 990 Cedar Street, Campbell River, BC V9W 7Z8
Tel: 250-830-6700 Fax: 250-830-6710
Toll free: 1-877-830-2990 www.strathconard.ca

**6410-20 / CV RGS Amendments
RGS 1CV 18**

Subject: FW: referral

From: Buck, Ian <ibuck@courtenay.ca>
Date: Monday, Dec 03, 2018, 11:03 AM
To: Alana Mullaly <amullaly@comoxvalleyrd.ca>
Subject: RE: referral

Sorry for the delay. These we just posted.

.06

COMOX VALLEY REGIONAL DISTRICT (CVRD) REFERRAL FOR ACCEPTANCE - REGIONAL GROWTH STRATEGY BYLAW AMENDMENT
3150-01

Moved by Hillian and seconded by Morin that based on the November 19th, 2018 staff report “CVRD Referral for Acceptance - Regional Growth Strategy Bylaw Amendment”, and having reviewed the bylaw in the context of the City’s Official Community Plan and any other matters that affect the City’s jurisdiction, Council accepts Bylaw 539 “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”.

Carried

Ian Buck, MCIP, RPP
Director of Development Services
Office: 250-703-4846 ibuck@courtenay.ca

The City of Courtenay proudly serves our community by providing a balanced range of sustainable municipal services.

OUR CORE VALUES: People Matter | Be Accountable | Depend on Each Other | Pursue Excellence | Celebrate Success



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

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 public hearing held on August 28, 2018 in the CVRD boardroom, 550b Comox Road, Courtenay, BC commencing at 6:00 pm to consider Bylaw No. 539

PRESENT:

Chair:	B. Jolliffe	Baynes Sound – Denman/Hornby Islands (Electoral Area A)
Directors:	R. Nichol	Lazo North (Electoral Area B)
	E. Grieve	Puntledge – Black Creek (Electoral Area C)
	E. Eriksson	City of Courtenay
	M. Theos	City of Courtenay
	B. Wells	City of Courtenay
	K. Grant	Town of Comox
	B. Price	Town of Comox
	G. Sproule	Village of Cumberland

Staff:	R. Dyson	Chief Administrative Officer
	A. Mullaly	Acting General Manager of Planning and Development Services
	R. Holme	Long-Range Planner
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services
	L. Dennis	Recording Secretary

Chair Jolliffe called the public hearing to order at 6:00 pm and acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation. Chair Jolliffe read a prepared statement regarding the public hearing procedures. One member of the public was present for the public hearing.

**Bylaw No. 539 being the
“Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010,
Amendment No. 1”
(CVRD)**

Robyn Holme, Long-Range Planner, presented an overview of the application for Bylaw No. 539 being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1” to amend Section 5.2 of the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010” to revise the Minor Amendment process in Section 5.2(4) in order to align with the process steps in the *Local Government Act*.

No submissions were received prior to or at the public hearing.

Chair Jolliffe called for speakers regarding the proposed bylaw.

Lisa Christensen, Courtenay, inquired whether the proposed bylaw would affect the criteria for determining if an amendment is minor or standard.

Staff clarified that the minor amendment criteria presently outlined in the *Regional Growth Strategy* is not changing.

Chair Jolliffe called a second time for speakers to the public hearing.

Chair Jolliffe called for a third and final time for speakers and asked that all written submissions be brought forward. Hearing no speakers, the chair declared the public hearing terminated for Bylaw No. 539 being the “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1” (CVRD).

Time: 6:09 pm

The undersigned hereby certifies and declares the foregoing to be a fair and accurate report of the public hearing for Bylaw No. 539, being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”

L. Dennis

A. Mullaly

L. Dennis
Recording Secretary

A. Mullaly
Acting General Manager
of Planning Services

The undersigned hereby certifies and declares the foregoing to be a fair and accurate report of the public hearing for Bylaw No. 539 being “Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 1”.

B. Jolliffe

Director Bruce Jolliffe
Chair