



REQUEST FOR DECISION

Agenda Item Number: 8.1

Meeting Date: 4/8/2024

Author: D. Schaal

TO: Mayor and Council

FROM: Planning and Development Services Department

SUBJECT: Official Community Plan (OCP) Minor Review Project – Scoping Report

RECOMMENDATION:

THAT Council endorse the proposed scope of work, community engagement plan, and timeline for the 2025 Official Community Plan (OCP) minor review project.

PURPOSE

The purpose of this report is to update Council on the OCP minor review project, and specifically to outline the proposed scope of work and timeline for the project, as well as to obtain feedback on the proposed community engagement plan and the long-term financial sustainability considerations in relation to land use planning policy decisions.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Council has the authority to adopt and amend an OCP in accordance with s. 472 of the *Local Government Act*. The *Housing Statutes (Residential Development) Amendment Act* (i.e. Provincial Bill 44), requires local governments to review and update their OCPs and zoning bylaws to accommodate their identified housing needs over a period of at least 20 years.

CHIEF ADMINISTRATIVE OFFICERS COMMENTS

Approved for Council's consideration.

REPORT

BACKGROUND

The District of Peachland Official Community Plan (OCP) was adopted in June 2018 and it is typically recommended to conduct a review of an OCP approximately every five years. Accordingly, an OCP review is identified as a key priority in Council's [Strategic Plan 2022 to 2026](#) and a minor OCP review is scheduled for 2025 to coincide with recent provincially-legislated changes. Specifically, legislation adopted in late 2023 that requires OCPs and zoning bylaws to be updated to accommodate at least the 20-year total anticipated housing needs as identified in the [Interim Housing Needs Report](#). This report recommends (1) a proposed scope of work for the project, including (2) an option to develop a model to assess the District's long-term financial sustainability as a consideration in setting future land use policies and objectives, and (3) introduces a high-level community engagement plan, and (4) a timeline for the project.

DISCUSSION

(1) Proposed Scope of Work

The proposed scope of work for the minor OCP review project includes six key parts and each part involves numerous tasks with their own timeline implications. The following table provides a general outline of the key parts proposed to comprise the minor review project in a manner that stays within existing budget constraints. It is also important to note that while there is no prescribed standard that dictates exactly what constitutes a minor OCP review, generally speaking, a minor review would not result in substantive changes to the growth strategy and/or land use designations and policies. The work detailed here assumes a relatively light scope of public engagement, which is based on there being considerations for only minor changes to existing land use designations.

Part	Scope	Summary/Tasks	Level of Engagement Recommended
1	Growth Scenarios	Identify opportunities and constraints with future land use designations in all ten neighbourhoods with consideration for mapping amendments (i.e. Schedule 2 – Future Land Use Map in current OCP) as well as text amendments (i.e. policies and objectives)	Medium
2	Financial Sustainability Review	Develop financial model to assess overall costs to operate, maintain, repair, and replace District-owned infrastructure over its lifecycle in coordination with ongoing asset management planning to inform future land use decisions	High
3	Population Projections	Review and update of population projections (including community profile and neighbourhood profiles)	None
4	Development Permit Areas (DPAs) and Guidelines (DPGs)	<i>DPAs:</i> Consider updates to environmental DPAs, extend wildfire interface DPA, etc. <i>DPGs:</i> Review, synthesize, improve existing form and character development permit guidelines to clarify intent and identify expectations for design	Low
5	Housing Policies	Review and update housing policies in response to legislative changes requiring OCP housing policies to address each class of housing: affordable housing, rental housing, special needs housing, seniors' housing, family housing, homeless shelters/housing for individuals at risk of homelessness, and housing in proximity to alternative transportation infrastructure	Medium
6	General Review and Updates	Review and update whole document to make clearer and more concise, update formatting and graphics, and improve overall communication (i.e. readability and user-friendliness)	None

Should Council wish to expand the project scope, additional budget considerations will be necessary. Considerations for pre-zoning areas of the community to support the diversification of housing options are outside the scope of this project.¹

¹ Although [Council's Strategic Plan](#) (Increase Housing Choice – Priority #4) indicates Council support to consider pre-zoning to encourage more housing options in the community—which is a task aligned with policies and objectives in the current OCP—such zoning amendments will need to be considered as a potential future project(s), e.g. the future steps involved in the Downtown Revitalization Implementation Strategy (DRIS) are also likely to include pre-zoning considerations.

(2) Long-term Financial Sustainability Considerations

In British Columbia, OCPs are mandated for municipalities and are intended to describe the long-term vision for growth and development within the community. As an OCP is essentially a set of objectives and policies that guide decisions on planning and land use management, it is imperative that a major theme in the development of an OCP ought to assess long-term financial sustainability in relation to growth management and land use decision making. To facilitate the development of a financially responsible OCP—and support future decision making efforts—it is recommended to include a financial model in the minor OCP review project.

The proposed financial model appreciates the fact that infrastructure costs impose taxpayer burdens and intends to illustrate for Council and the community the true costs of development over the long-term. In a sense, the model would be a logical extension of the District's current asset management plan and would illustrate the full lifecycle costs associated with the operation, maintenance, repair, and replacement of the District's asset classes, e.g. roads, parks, water and sewer systems. The proposed model is an effort to inform growth scenario options as a consideration related to municipal costs and revenues.

The model is to be developed in coordination with the ongoing asset management plan update and within the existing budget allotted to the minor OCP review project. However, development of the model may impose some timeline implications, which are discussed further in section (4) below.

(3) Community Engagement Plan

The current OCP was developed over a period of a few years and included extensive community engagement and public consultation. Generally speaking, particularly from a planning perspective, the current OCP has served the community well over the past six (plus) years.² Still, the *Local Government Act* requires consultation with the community for any amendment to the OCP. In light of the recent provincially mandated changes that seek to streamline zoning approvals by prohibiting a public hearing when a zoning amendment proposal is consistent with the OCP, community engagement during the development of an OCP has become especially pertinent.

The scope of engagement for the minor OCP review project is developed in response to the extent of changes that are expected. As this project is a minor review, and minimal changes to the OCP growth strategy are expected, the project requires a lower scope of engagement—especially given that the current OCP was developed based on extensive engagement and is still less than ten years old. Engagement is to be focused primarily on ensuring that the community is aware of and understands the project work is underway with a secondary focus on collecting feedback on draft changes.

For the scope of work detailed in this report, the community engagement plan includes:

- Development of project specific communication materials.
- A constant online presence throughout the lifespan of the project, including a dedicated webpage supported by regular updates and an ongoing question and answer section.
- One or two 'pop-up' events to raise awareness and provide information (likely to include the community open house/BBQ event).
- A public survey to collect early feedback.
- An in-person 'open house' type event near the end of the process to present draft changes.

A detailed engagement plan that outlines key messages for the project, specific engagement activities and audiences, and timelines is to be developed at the outset of the project.

² As a measure of the success of the current OCP, consider that Council has only amended it seven times in the six and a half years since it was adopted, and each time it was amended, the purpose of the amendment facilitated a potential and noted community benefit. Council has approved amendments to support: the acquisition of Turner Park, the utilization of temporary use permits (TUPs) as a planning tool, and potential developments that supported noted community objectives such as a rental/apartment building in the Clements neighbourhood, a luxury strata hotel/residential development on Beach Avenue, intersection improvements at Renfrew Road and Highway 97, future Thorne Road paving, and the development of a childcare facility.

(4) Proposed Timeline

Zoning Capacity Analysis Project

Following Council endorsement of the Interim Housing Needs Report (IHNR), which occurred on December 3, 2024, the District has been conducting an analysis of existing zoning capacity to assess whether the OCP and Zoning Bylaw accommodate at least the 20-year total number of housing units required to meet the District’s anticipated housing needs (as identified in the IHNR). The IHNR identifies the number of new housing units needed within the next 20 years to be: **1650 units**.

Council has satisfied the requirement to review the District’s housing capacity in accordance with s. 473(1) of the Local Government Act and thus it is no longer deemed imperative to amend the OCP and Zoning Bylaw by the end of 2025.

The zoning capacity analysis project indicates a significant surplus of zoned capacity for housing units within the District. The small-scale, multi-unit housing (SSMUH) zoning amendment alone, which was adopted in June 2024 as mandated by the Province, created zoning capacity in excess of the anticipated 20-year need. When the two large, un-serviced-yet-zoned, neighbourhoods of Ponderosa (Golf Course lands) and New Monaco are factored into the analysis, the existing zoning capacity in the District exceeds **9000 units**.

The zoning capacity analysis project proves out that the District is not under any obligation to amend the OCP within the 2025 calendar year under the legislative requirements, and can afford to take some additional time to undertake tasks identified in this report, and to meaningfully engage with the community in an effort to arrive at an OCP that more widely reflects Council and community interests.

Proposed Timeline: Complete the minor OCP review project by early 2026.

IMPLICATIONS/RELATED ISSUES/RISK

Outcomes of the minor OCP review project may present policy, financial, and organizational implications on the District and its residents. Identification of and consideration for any anticipated implications comprise a significant role in the project and all such considerations will form part of Council’s decision-making process with respect to an updated OCP.

The minor OCP review project is funded through grants: the Community Works Fund (CWF) grant and the Local Government Housing Initiative (LGHI) capacity funding grant.

STRATEGIC DIRECTION

Council’s Strategic Plan identifies the following priorities that relate to the minor OCP review project:

- **Good Governance** – Priority #5: Review of Official Community Plan
- **Good Governance** – Priority #1: Actively engage the community by holding an annual Town Hall meeting
- **Fiscal Responsibility** – Priority # 7: Diversify municipal tax base to be more sustainable and less dependent on low density residential

SUPPORTING DOCUMENTATION

N/A

REVIEWED & APPROVED BY

**Joe Creron, CAO
Garry Filafilo, Director of Finance/CFO
Jason Sandberg, Director of Engineering and Operations**