

ADMINISTRATIVE REPORT



TO: Electoral Area Services Committee

FROM: J. Zaffino, Chief Administrative Officer

DATE: September 24, 2026

RE: Electoral Area "H" Official Community Plan Review – Consultation Plan (H2026.007-ZONE)

Administrative Recommendation:

THAT the Consultation Plan for the Electoral Area "H" Official Community Plan Review be adopted.

Alternatives:

1. THAT the Consultation Plan for the Electoral Area "H" Official Community Plan Review be revised as follows:
 - a) *TBD*
 2. THAT the consultation plan for the Electoral Area "H" Official Community Plan Review not be endorsed.
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Purpose:

The purpose of this report is to provide options to the Board in relation to the statutory requirement for early and ongoing consultation in support of the Electoral Area "H" Official Community Plan (OCP) Review.

Strategic Priorities: Operational

Background & Analysis:

At its meeting of April 18, 2013, the Regional Board adopted the Electoral Area "H" OCP Bylaw No. 2497, 2012.

At its meeting of March 5, 2026 the Regional Board adopted the 2026 Strategic Actions Workplan, which lists an Electoral Area "H" OCP Review and STR Update as a strategic priority to be undertaken in 2026.

Analysis:

To meet the requirements of Section 475 of the *Act*, a consultation plan has been prepared that outlines the scope of work, applicable stakeholders and an approach to public consultation that is consistent with the Regional District's established policies and best practices.

If approved, the plan prescribes a course for implementation that is scheduled to commence in 2026 and is summarized in the following sections:

Communication Techniques

It is proposed that a variety of techniques will be utilized to inform residents of project updates and upcoming engagement opportunities including:

- Posting project materials to the project webpage on the RDOS website;
- Scheduling information releases for project updates and upcoming consultation opportunities;
- Advertising upcoming events and activities using the VoyerAlert! mass-notification system;
- Posting notices for upcoming public meetings on the Regional District's event calendar, on the Regional District's website, and in consecutive editions of local newspapers (as applicable); and
- Providing physical copies of the materials will be available at the Regional District's office.

Community Engagement

The plan prescribes an approach to public consultation that is organized into three (3) phases:

- Phase 1 – Area-Wide Community Survey: An online survey open to all residents and property owners across Electoral Area "H", designed to establish a broad baseline of community values, priorities and concerns.
- Phase 2 – Community-Level Engagement: Targeted engagement with individual communities within Electoral Area "H" on specific questions, including short-term rental accommodation policy, and any other items that are identified from the responses to Phase 1.
- Phase 3 – Presentation of Draft OCP: To present the Draft OCP and provide a final round of public input prior to the Regional Board's consideration of first reading.

Phases 1 and 2 will be delivered primarily by a consultant or consulting team engaged through a competitive process. The RFP may be structured to allow proponents to bid on one or both phases, or may be issued as two separate procurement processes.

Public Information Meetings

While it is not clear if in-person Public Information Meetings (PIMs) will best facilitate community engagement as part of Phase 2 engagement due to the geographic remoteness and seasonal character of some communities, the scheduling of one or more in-person PIMs can be considered based on the outcome of Phase 1 consultation.

In support of Phase 3, it is being proposed that RDOS staff hold one (1) online PIM and one (1) in-person PIM in Princeton.

Advisory Committees

The use of advisory committees is not being proposed as part of this plan and the use of a broad-based community survey is being proposed to produce more representative community input in place of an advisory committee.

Agency and First Nations Engagement

It is being proposed that consultation with provincial and federal agencies, adjacent regional districts and member municipalities, first nations, improvement districts and school districts be undertaken primarily through referrals of the draft bylaw providing opportunities to submit comments to the Regional Board.

In accordance with the Regional District Board's *OCP Bylaw Preparation Consultation Policy* (2008), a summary of engagement activities and outcomes undertaken during the Electoral Area "H" OCP Update process will be presented to the Board prior to consideration of first reading of any new OCP Bylaw.

Financial Implications:

Implementation of the Consultation Plan will require expenditures associated with public engagement, communications, advertising, mail-outs, venue rentals (if required), and consultant services. Consistent with the Consultation Plan, Phases 1 and 2 are anticipated to be delivered primarily by a consultant or consulting team retained through a competitive procurement process.

The Electoral Area "H" OCP Review has been identified as a strategic priority within the Regional District's 2026 Strategic Actions Workplan. Funding for consultation activities will be provided through approved project budgets and future budget approvals as required. Any procurement associated with implementation of the consultation plan will be conducted in accordance with the Regional District's purchasing policies.

The adoption of the consultation plan establishes the proposed consultation framework and does not, in itself, authorize expenditures beyond approved budget authorities. Historically, the Regional District has allocated \$110,000 to review an Electoral Area OCP Bylaw, and this has been expended over the course of 18-24 months.

Communication Strategy:

The draft consultation plan included at Attachment No. 1 has been prepared in accordance with the *RDOS Board Communications Policy* and the *Local Government Act*.

Specifically, Section 475 requires the Regional Board to provide one or more opportunities for consultation with persons, organizations and authorities it considers will be affected.

The Board must also consider whether any of these opportunities for consultation should be early and ongoing, and must specifically consider whether consultation is required with any of the following:

- the board of any regional district that is adjacent to the area covered by the plan;
- the council of any municipality that is adjacent to the area covered by the plan;
- first nations;
- boards of education, greater boards and improvement district boards; and
- the Provincial and federal governments and their agencies.

Will a PowerPoint presentation be presented at the meeting? Yes

Respectfully submitted:

Ben Kent
Ben Kent
Planner II

Endorsed By:


C. Garrish
Senior Manager of Planning

Endorsed By:

Allen Fillion
A. Fillion
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Attachments: No. 1 – Electoral Area "H" OCP Review Consultation Plan