Tahsis Official Community Plan (OCP)
Advisory Committee Meeting #2

AGENDA

Date/Time: April 18, 2019, 7PM (PDT)

Location: Council Chambers and Teleconference Call

Distribution: Mayor Martin Davis (Chair), Councillor Bill Elder, Councillor Josh Lambert, Robbie Carey, Tony Ellis, Santosh Sharma, Aubrey Stewart, Mark Tatchell, Mark DeGagne (McElhanney), Erica Tiffany (McElhanney)

Agenda Items	Action by	Status
1. Meeting #1 Notes (Attachment #1)		
A. For information and reference		
2. Project Webpage Content – Phase 1 (Attachment #2: Technical Memo)		
A. Discussion and Comments (Committee) a. Review content		
Action Item(s):		
3. Community Survey (Attachment #3: Draft Survey)		

A. Discussion and Comments (Committee)
    a. Review survey content
    b. Review cover letter from Mayor
    c. Duration of survey?
    d. Where to advertise?
    e. Combined mail-out and online survey options?		

Action Item(s):		
4. Next Steps		

A. **Project Webpage**
    • Finalize content and upload data
    • Coordinate with website host Array Studios
    • Timing:
        ➢ April 30		

Action Item(s):		

Agenda Items	Action by	Status

B. Implement Community Survey

- Format survey
- Mail and distribute
- Prepare on-line survey
- Update webpage
- Timing:
  - ➤ Early May

Action Item(s):			

C. S. 475 Consultation Letters

- Timing: Early May

5. Next Meeting – Early June

A. Items
  - ➤ Community Survey Results
  - ➤ Draft OCP Outline

Action Item(s):			

6. Adjourn

Tahsis Official Community Plan (OCP)
Advisory Committee Meeting #1

MEETING NOTES

Date/Time: March 14, 2019, 7PM (PDT)

Location: Council Chambers and Teleconference Call

Distribution: Mayor Martin Davis (Chair), Councillor Bill Elder, Councillor Josh Lambert, Robbie Carey, Tony Ellis, Santosh Sharma, Aubrey Stewart, Mark Tatchell (ex officio), Erica Tiffany (consultant), Mark DeGagne (consultant)

Attendees: Mayor Martin Davis (Chair), Councillor Bill Elder, Councillor Josh Lambert, Robbie Carey, Tony Ellis, Santosh Sharma, Aubrey Stewart, Mark Tatchell (ex officio), Erica Tiffany (consultant), Mark DeGagne (consultant)

Regrets: Santosh Sharma

Agenda Items	Action by	Status
1. Introductions and Background		
A. Committee Members (Committee)		
B. Consultant (Erica)		
2. Project Schedule – Attachment 1		
A. Timeframes (Erica)		
B. Deliverables (Erica)		
Discussion Item(s): • Consider scheduling Community Workshop in August around annual Fishing Derby. • Coordinate OCP with Tahsis and Leiner River Floodplain Update (including climate change and SLR), Well Head Protection Plan, and McKelvie Creek Watershed Protection Plan.		
3. Public Engagement Strategy		
A. Purpose (Erica)		
B. Comments (Committee)		
Discussion Item(s): • Community survey should be mailed to all property owners and renters in addition to providing an on-line option. • Use social media for messaging and informing. • How do we capture seasonal workers? • Community Survey needs to include questions to supplement 2016 Census, given recent changes in community. (Tahsis is in transition.) • Survey to include question to determine if respondent is a part-time or full-time resident and if their residency is primarily for work or recreation purpose. • Survey to include age-group of respondents.		
Action Item(s): a. Prepare mailing list for community survey distribution	Village Staff	
b. Forward recent survey regarding short-term rentals	Mark T.	
4. Community Profile		

Agenda Items	Action by	Status

| A. Purpose (Erica) | | |
| B. Comments (Committee) | | |

5. OCP Assessment

A. Purpose (Erica)		
B. Comments (Committee)		
a. Written comments – timing		
➢ April 1		

| Discussion Item(s): | Community Forest initiative – can it be included in OCP? What is good with current OCP is the focus on environmental values. OCP needs action statements on how to get it done. Hemlock Mill is a contaminated site. How do we unlock potential, or can we? Gold River Mill – are there lessons learned? Downtown (former mall and hotel) owned by one person. Untapped potential. Housing affordability is an asset. Current OCP is 40 pages. Too much information that does not seem relevant. | | |
| Action Item(s): | a. Include Community Forest initiative in OCP
b. Consider policies around Hemlock Mill and what would be required to unfreeze it given its redevelopment potential, including marina, park.
c. Committee to provide responses on OCP Assessment to Erica by April 1. | Erica
Erica

Committee | |

6. Next Steps

A. **Project Website Page**		
• Prepare Content		
➢ Background and purpose of OCP update		
➢ Community Profile information		
➢ Preliminary OCP assessment		
• Timing:		
➢ Mid- April		
Action Item(s):	a. Prepare draft content for distribution to Committee prior to next meeting.	Erica	

B. **Online Community Survey**		
• Prepare Content		
• Timing:		
➢ Late April / Early May		
Discussion Item(s):	• Duration of community survey? • Where to advertise?		
Action Item(s):	a. Prepare draft survey for distribution to Committee prior to next meeting.	Erica	

| C. **S. 475 Consultation Letters** | | |
| • Timing | | |

Agenda Items		Action by	Status
Action Item(s):	a. Prepare draft letters for distribution during Community Survey.	Erica	

7. Next Meeting – Mid April

A. Items:
  - ➢ Project Website Content
  - ➢ Draft Community Survey

Action Item(s):	a. Schedule meeting for April 18, 7PM.	Mark T.	

8. Adjourn

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TECHNICAL MEMO

McElhanney | BEST MANAGED COMPANIES

To	**From**
Mark Tatchell, Chief Administrative Officer	Erica Tiffany, RPP, Senior Planner
Municipality	**MCSL Branch**
Village of Tahsis	2221 – Campbell River
	Date
Re	April 11, 2019
Project Webpage – OCP Update (Phase 1)	**File Number**
	2221-49140-00 (Task 2011)

The following memo provides an outline of the project webpage links for the OCP update and more specifically the webpage content for Phase 1- Orientation and Analysis. Additional webpage content for Phase 2 and 3 will be developed at the project moves forward to subsequent phases.

1. LOCATION AND CONTENT

1.1 Webpage Links

Purpose:

- Provide announcements at key project milestones and link to the OCP update project webpage for more information.

Where:

- Village of Tahsis Home Page - "Recent Announcements" – Provide link to new project webpage for OCP Update.
- Village of Tahsis Zoning and Building Page – Provide link to project webpage.

When:

- Project kick-off (Phase 1 - now)
- During Community Survey #1 (Phase 1)
- Community Survey #1 Results (Phase 1)
- Community Workshop Announcement (Phase 2)
- Community Workshop Outcomes (Phase 2)
- During Community Survey #2 (Phase 2)
- OCP Draft Bylaw (Phase 3)

Start and end dates to be confirmed as each project milestone date approaches.

1.2   Project Webpage Content

The following sections provide webpage content for Phase 1.

Background / Introduction

In January, the Village Council authorized work to begin on updating the Official Community Plan (OCP). The update work will be completed over the course of 2019, with completion targeted for end of year.

Process diagram – where we are at

(under development)

Phase 1: Orientation and Analysis

The objectives of Phase are to inform and educate the community about the OCP update and obtain input on community values.

Phase 2: Draft OCP

The objective of Phase 2 is to develop a Draft OCP and gather input on its content.

Phase 3: OCP Bylaw Adoption

The objective of Phase 3 is to prepare an OCP Bylaw for Council consideration and conduct a public hearing.

What is an OCP?

An OCP is a long-term vision for a community regarding uses of land, community facilities, infrastructure and environment. OCPs do not directly regulate the use of private property, which is the purpose of a municipalities' Zoning Bylaw. Once adopted by a municipality, OCPs serve as an overarching guiding document to manage growth and development. The OCP directs all other municipal plans (including strategic and financial plans), bylaws, and ultimately capital projects within a municipality.

The *Local Government Act* (LGA) is the provincial act which provides authority for municipalities to plan and manage land use outlines the requirements for preparing an OCP, including required content, and method for adopting.

What are the benefits of an OCP?

OCPs provide many benefits to municipalities including:

- Identifying and locating compatible and supportive uses in proximity to each other,
- Avoiding negative impacts of development, such as:
    - Guiding uses where they can be supported by infrastructure, and
    - Minimizing or preventing negative impacts on the natural environment, for example by locating development away from watercourses and steep slopes, and
- Helping prioritize spending of finite public dollars.

How is an OCP developed?

Because OCPs reflect a long-term vision and the values of a community, they are developed with input from the community. OCPs should also be technically vetted to ensure that the vision, goals and objectives of what's desired are achievable. Several opportunities for public engagement typically occur during the development of an OCP. The public engagement opportunities for the Tahsis' OCP update are identified here. (Note: add hyperlink)

For the Tahsis OCP update an Advisory Committee has also been formed to provide input to at key stages. The Advisory Committee includes residents, business operators, the Mayor and two Council members. (Note: Include Council member names?)

How is an OCP adopted?

The LGA requires OCPs to be adopted by bylaw. This also means a public hearing must be conducted by the Village Council to allow persons interested to make their views known on the bylaw. Once adopted, any changes to the OCP will require a bylaw amendment and another public hearing.

What effect does an OCP have once adopted?

The LGA states that once an OCP is adopted all municipal activities must support the OCP (LGA, Sec. 478). All bylaws or works undertaken by a municipality must be consistent with the long-range vision for the community. OCPs do not, however, commit or authorize a municipality to proceed with any project specified in the plan. This must be done separately through a municipality's financial plan.

Why does the OCP need to be updated?

Tahsis' current OCP was adopted in 2010. Given that OCPs include content about a community's long-term vision, and outlines priorities and needs for housing, community facilities, and infrastructure, it's important those needs are reassessed on a regular basis to ensure they reflect community values and needs.

What the Census tells us about Tahsis

A Community Profile providing background demographic, socio-economic and housing data was prepared using the most recent Census Data (2016), and previous Censuses to determine trends moving forward. The Community Profile can be accessed here (Note: add hyperlink to .pdf file).

Public Engagement Opportunities

There will be several opportunities to engage during the OCP update:

- **Email list-serve:** If you are interested in receiving project updates by email, including upcoming public engagement opportunities you can sign-up for the email list-serve.

- **Community Survey #1:** A Community Survey to obtain resident input on desired long-term vision, values and objectives and which will form the basis of the OCPs' goals and objectives, will be initiated in the coming weeks.

  Questions for consideration include:
  - ✓ What changes or improvements would like to see in the community in the next 10 years?
  - ✓ What do you value most / least about the community?

  Stay tuned on this project webpage for more information.

- **Community Workshop:** A community workshop will be held this summer to obtain input on a draft OCP, including an overview of the draft OCP content, options and specific feedback that will be sought.

- **Community Survey #2:** A second community survey will be completed in the Fall to obtain input on the revisions completed to the draft OCP to ensure the final document reflects the communities' values to the extent possible.

- **Public Hearing:** Gather input on OCP Bylaw Obtain input on OCP bylaw as required under LGA Sec. 477

Who is Involved?

In order to inform the OCP update, various levels of input are required to ensure that a broad representation of interests and perspectives are reflected in the plan. The following groups will be integral in the development of an updated OCP.

- *Advisory Committee* – The committee includes residents, business operators, the Mayor and two Council members. They will provide input on the project's deliverables during the OCP update as representatives of the larger community.
- *Residents and Business Operators* will be able to provide input through the community surveys, community workshop, and public hearing. There will also be opportunity through the ask questions and stay updated through the e-mail list serve.
- *Village Staff* – will provide technical input, including information on public facilities and servicing, as needed to update the OCP.
- *Village Council* – The final decision makers!
- *Consultant* – Through provincial grant funding, the Village has hired a consultant (McElhanney Ltd.) to assist with the OCP update. The role of the consultant will be to listen and ensure the public input received, including the Advisory Committee, Village Staff, and Village Council, is reflected in the updated OCP to the extent feasible. Their role will also be to provide professional advice and due care to ensure the OCP is prepared in accordance with the requirements of the provincial legislation.

Tahsis Community Survey – OCP Update

The Village of Tahsis is updating its Official Community Plan (OCP). An OCP is a long-term vision for a community regarding use of land, community facilities, infrastructure and the environment. It guides future growth and development while promoting the health, safety and welfare of residents.

It's essential that the OCP reflects community priorities and values. The purpose of this survey is to solicit public input to inform and guide the preparation of a draft OCP update.

We need to hear from you! Please return your completed survey by May __, 2019.

Estimated time to complete the survey: <u>15 minutes.</u>

Demographic Questions (8 questions)
These questions will help us analyze the survey results and will help tell us more about Tahsis' residents.

- What type of residency do you maintain in Tahsis?
    - Full-time / year-round
    - Seasonal / part-time
- How long have you lived in Tahsis, either as a part-time or full-time resident?
    - 0-5 years
    - 6-10 years
    - 11-20 years
    - 21-30 years
    - 31-40 years
    - 41 years or more
- What is the primary purpose of your full-time or part-time residency in Tahsis?
    - Work
    - Recreation
    - Retirement
    - Other (please specify): _____
- Please select your age group.
    - Under 25
    - 25-34
    - 35-44
    - 45-54
    - 55-64
    - 65-74
    - 75+
- What is your gender?
    - Female
    - Male
- Do you own or rent where you live?
    - Own
    - Rent

- Are you employed?
  - o Yes, full-time
  - o Yes, part-time / seasonal
  - o Retired
  - o Not working
- If employed, which of the following best describes your place of employment?
  - o Work at home
  - o Employed outside home, but work in Tahsis
  - o Work outside of Tahsis

Community Priorities (6 questions)

- What do you like most about living in Tahsis? (open-ended question)

- What do you like least about living in Tahsis? (open-ended question)

- What are Tahsis' major assets? *Choose your top three.*
  - o Small town character
  - o Scenic beauty
  - o Tahsis Inlet
  - o Trail system
  - o Low crime
  - o Affordable housing
  - o Sense of community
  - o Low taxes
  - o Public services (including recreation facility, library)
  - o Other (please specify): _____

- What changes or improvements would you like to see in Tahsis in the next 10 years? (Open-ended question)

- Why did you choose to live in Tahsis, either as a full-time or part-time resident? *Choose up to three.*
  - o Grew up in Tahsis
  - o Family lives in Tahsis
  - o Small town / rural atmosphere
  - o Quality of natural environment
  - o Recreation opportunities
  - o People / community spirit
  - o Friendly, welcoming community
  - o Affordability
  - o Ability to work from home
  - o Other (please specify): _____

- Rate your satisfaction on scale 1 to 5, with 1 being lowest and 5 highest of the following regarding Tahsis as a place to live: (Note: Are there other areas that should be identified?)

Community Survey – DRAFT (April 11, 2019)

	1	2	3	4	5
Place to live					
Availability of daily goods					
Availability of health care services					
Community events / activities					
Recreation activities					
Education and learning opportunities					
Housing choices					
Physical appearance of buildings					
Parks, open space					
Water supply and management					
Sewage treatment and disposal					
Solid waste management and recycling					
Condition of roads					

Economic Development (2 questions)

- What do you consider the single most important investment to help develop the local economy? (Note: Are there other? Should some be deleted?)
    - o Improve Head Bay Road between Tahsis and Gold River
    - o Promote Tahsis' as a deep-sea harbour for marine-based activities, including aqua-culture
    - o Continue to promote development of tourist-related services, including eco-tourism
    - o Promote development of home-based businesses
    - o Support partnerships with major employers in locating to Tahsis

- Are there other economic opportunities in Tahsis that should be targeted? (open-ended question).

Environmental Values (2 questions)

- How important is it to protect the following?

	Not important	Somewhat important	Important	No opinion
Streams / Rivers				
Surface and groundwater quality				
Stormwater runoff management				
Forests				
Wildlife habitat management				
Marine resources (i.e., the Inlet)				
Fish habitat				

- Please identify one special place in Tahsis that the Village should work to protect/preserve for future generations? (open-ended question)

Recreation and Culture Services (1 question)

- How important are the following services and amenities in supporting quality of life in Tahsis? (Note: These are services that Tahsis provides. Are there other services and amenities that should added?)

	Not important	Somewhat important	Important	No opinion
Trails, walkways				
Marine facilities				
Recreation centre				
Library				
Tahsis Museum				
Tourist Information Centre				

Housing – Types and Special Needs (2 questions)

- In your opinion, what additional type of housing is most needed in Tahsis?
  - Single-detached homes
  - Duplex (two dwelling units in one building)
  - Townhomes/rowhomes (multiple dwelling units in one building with front door access from a street)
  - Apartment
  - Accessory residential (i.e., secondary suites, granny flats)
  - No additional housing types are needed
  - No opinion
- In your opinion, what type of special needs housing is most needed?
  - Senior-focused housing (i.e., support services, assisted-care)
  - General supportive housing (provides life-skills services)
  - Short-term rental housing
  - Long-term rental housing
  - Other (please specify): _____
  - There are no special housing needs in Tahsis
  - No opinion

Land Uses - Amount and Type (1 question)

- What should be the highest priority for future growth and development?
  - Residential, to accommodate seasonal and full-time residents
  - Commercial / Retail
  - Industrial
  - Recreation, including marine facilities, park space
  - Other (please specify): _____
  - No growth

Community Survey – DRAFT (April 11, 2019)

4

Public Services and Infrastructure (1 question)

- Considering the finite resources of the Village, how would you, at a high-level, prioritize the following emerging issues facing Tahsis? *Please rank from 1, highest priority, to 7, lowest priority.*

  (Question Purpose: Obtain feedback on OCP implementation strategy and prioritization. Are there other issues that should be identified?)

  - Obtain public open space and addition public access to waterways, including the Inlet, Tahsis River, Leiner River.
  - Beautification of public spaces
  - Retrofit public facilities to better accommodate aging in place
  - Improve the energy efficiency of public buildings to meet greenhouse gas reduction targets.
  - Implement measures to mitigate potential impacts of flooding of private and public property.
  - Provide additional recreation centre programs to accommodate aging in place.
  - Provide additional marine facilities (wharves, docks) to accommodate the growing number of seasonal visitors.
  - Other (please specify): _____

Community Values (12 questions)

(Note: These questions are an opportunity to focus on a specific issue or concern. Are there others? Are the ones listed not needed?)

Please mark your level of agreement or disagreement with the following statements.

- Development should be located only within areas where there are existing infrastructure services (sewer, water, sanitary services).
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - No opinion
- A significant portion of Tahsis' existing development and serviced areas is located within natural hazard areas. Mitigating the impacts of flooding and other environmental hazards on existing development is important.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - No opinion
- Providing opportunities for small-scale food production such as community gardens is important.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - No opinion

- Reducing Tahsis' greenhouse gas emissions, by making public facilities more energy efficient is important.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o No opinion
- Promoting sustainable energy, such as solar, wind or other renewable energy sources is important.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o No opinion
- Using our natural resources sustainably, including marine resources for fishing, and forest resources for forestry is important.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o No opinion
- Expanding and linking the hiking trail system to other significant natural, recreational and historic features is important.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o No opinion
- Expanding public access to the waterfront along the Inlet, including walkways, and seating areas is important.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o No opinion
- The quality and character, including heritage character, of the commercial buildings in the Village core is important.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o No opinion
- Providing and attending community events is important.
  - o Strongly Agree
  - o Agree

- o   Disagree
- o   Strongly Disagree
- o   No opinion

- Do you have any other comments, questions or concerns? (open-ended)