

RDN REPORT	
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RHD	
BOARD	

STAFF REPORT

TO: Geoff Garbutt
GM of Strategic and Community Development

DATE: July 3, 2015

FROM: Paul Thompson
Manager of Long Range Planning

MEETING: COW July 14, 2015

SUBJECT: Amendment to Regional Growth Strategy Bylaw No. 1615

FILE: 6780 30 MA

RECOMMENDATIONS

1. That a review of the Regional Growth Strategy be initiated that considers the criteria for a minor amendment.
2. That the consultation plan provided as Attachment 4 to the staff report be adopted.

PURPOSE

To initiate the process for amending the Regional Growth Strategy bylaw to provide clarification on what types of amendments may be considered through the minor amendment process.

BACKGROUND

The Town of Qualicum Beach submitted a request to the Regional District of Nanaimo to amend the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615. The request was for the Growth Containment Boundary (GCB) to be moved so that it would be contiguous with the Town's municipal boundary. The Town also requested that the RGS amendment be processed as a Minor Amendment in accordance with RGS Policy 1.5.1(1): *Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process* (see Attachment 1). The Town had stated that it completed a full OCP review process.

The criteria for minor amendments are outlined in Section 1.5.1 of the RGS and are divided into two parts. The first part outlines the criteria under which a proposed amendment to the RGS may be considered minor. The second part outlines some of the types of amendments that are not considered minor (see Attachment 1).

In response to public input, the Board indicated that they had two concerns with interpreting the Criteria for Minor Amendments. The first concern of the Board was that it was not clear whether the first and second parts of Section 1.5.1 were meant to be considered together. That is, does a proposed RGS amendment have to meet the criteria outlined in Part 1 and not be on the list of types of amendments not considered minor in Part 2. The way in which the RGS was formatted left some uncertainty about amendments that included those situations that were listed in Part 2 of Section 1.5.1.

The main focus of the concern appeared to be over land in the Agricultural Land Reserve. One of the types of amendments not considered minor is “those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands.”

The second concern had to do with the meaning of “a full Electoral Area or Municipal Official Community Plan Review Process”. This was a concern because of uncertainty over what is meant by a full OCP review process.

The uncertainty resulted in the following resolution being adopted:

“that staff initiate an amendment to Regional Growth Strategy Section 1.5.1 Criteria for Minor Amendments to clarify what types of amendments may be considered through the minor amendment process.”

The *Local Government Act* requires that an amendment to amend the process for a minor amendment go through the regular RGS amendment process. Under Section 854 (1) of the *Local Government Act*, the preparation (and amendment) of a Regional Growth Strategy must be initiated by resolution of the board. Following a resolution to initiate a process to consider an amendment, the RDN Board must give written notice to affected local governments and to the Minister (Section 854 (2)). In addition to this notice, opportunities will be provided for ‘affected local governments’ along with other stakeholders to provide feedback prior to receiving formal referrals as required by the *Local Government Act*.

As outlined in the ‘regular’ RGS amendment process (Attachment 2), consideration of the amendment will require referrals to each member municipality and adjacent regional district. Referrals will also be provided to provincial and federal agencies and First Nations. Section 857 of the *Local Government Act* requires that before an RGS amendment can be adopted by the Board, it must be accepted by each member Municipal Council and adjacent Regional District Board during an established referral period.

The RDN Board is required to consider whether the Consultation Plan should include a public hearing to provide an opportunity for individuals and organizations to make their views known before proposed amendments to the RGS are submitted for acceptance by ‘affected local governments’ (Section 857 of the *Local Government Act*). It should be noted that the regular process established by the RDN for amending the RGS (see Attachment 2) includes holding a public hearing prior to referring the amending bylaw to ‘affected local governments’ for their acceptance.

ALTERNATIVES

1. Initiate the RGS amendment process to amend the criteria for minor amendments and approve the consultation plan.
2. Do not initiate the RGS amendment process to amend the criteria for minor amendments nor approve the consultation plan and provide alternate direction.

FINANCIAL IMPLICATIONS

There are no direct financial implications. Funds and resources to undertake this RGS amendment have been included in the 2015 budget for the Regional Growth Management function.

STRATEGIC PLAN IMPLICATIONS

The proposed changes to the RGS address aspects of two of the action areas identified in the Board Strategic Plan: the Regional Federation and Strategic and Community Development. The Strategic Plan recognizes that the RDN is a regional federation and that each of the partners needs to work together to resolve issues. The proposed amendments have been developed with input from the RDN and municipalities and further consultation with the member municipalities will take place as part of the RGS amendment process. The RGS amendment process also provides an opportunity to increase the understanding of growth management issues in the community.

INTERGOVERNMENTAL RELATIONS/LAND USE IMPLICATIONS

There are two aspects to intergovernmental relations implications. The first aspect is consultation required as part of the amendment process. The second is the implications of changing the criteria for what qualifies as a minor amendment. As the implications of changing the minor amendment criteria are greatest for the member municipalities and the electoral areas of the RDN, consultation with the four member municipalities and the electoral area Directors is very important.

Minor Amendment Criteria

While the formatting of Section 1.5.1 may suggest that the requirements of both subsections 1 and 2 need to be satisfied, that was not the original intent. The criterion on the full OCP review was added to the list of criteria for a minor amendment to the Draft RGS at the request of RDN directors. The reason for this change was based on the view that if a municipality or the RDN conducted a full OCP review that resulted in a need to change the RGS then the process to change the RGS should not be as onerous.

At the time, the view was that Part 2 of Section 1.5.1 did not have to be deleted as it would not be possible to undertake a full OCP review that did not include the land in the ALR as all municipalities and all electoral areas have land in the ALR.

With respect to the concern about the meaning of a full OCP review process, the original intent was that a full OCP review meant that it had been done in a manner similar that of a regularly scheduled OCP review. The type of amendment request submitted by the Town of Qualicum Beach was not anticipated when the RGS was being drafted.

Generally, two types of RGS amendments related to changes to land use were contemplated. The first was where a landowner applied to the local government to amend an OCP to allow a development on a particular piece of land. When this type of OCP amendment required an RGS amendment the regular RGS amendment process would be followed as the original OCP amendment was triggered by a land owner.

The second type of RGS amendment envisaged was one resulting from an OCP review initiated by a local government whereby after completing the review the desired changes to the OCP required some kind of change to the RGS. The view at the time the RGS was drafted was that this type of amendment should be minor because the local government had already undertaken the necessary studies and the new OCP reflected the views of that particular community.

The simplest way to address the first concern is to remove the ambiguity between the two parts of Section 1.5.1 by making it clear that only certain kinds of amendments can be considered through the minor amendment process. There is then no need to state what kinds of amendments cannot be considered as a minor amendment. Removing Part 2 of Section 1.5.1 will accomplish this objective. The criteria would then just list the types of amendments considered to be minor. However, this change

alone does not address the second concern related to what qualifies as a full OCP review. It would still be left up to the municipalities and the RDN to determine what qualifies as a full OCP review process.

Using the RGS to direct how full OCP reviews must be conducted has very serious implications for the municipalities and electoral areas as neither the RDN nor the municipalities have ever tried to get involved in establishing a terms of reference for another local government's OCP review. To date, the RGS has not been prescriptive when it comes to how the municipalities would undertake the process of land use planning within their boundaries.

After consulting with the Planning Directors and CAOs of the RDN and municipalities, an alternative option was developed that would address all of concern one and go a long ways to addressing concern two. This option will help to clarify that the list of amendments not considered minor do not apply if a full OCP review process has been done and that each of the types of amendments has been contemplated as part of the OCP review process. The proposed change to Part 2 addresses both concerns as it clarifies that Parts 1 and 2 of Section 1.5.1 can be read separately and it provides a minimum set of items that must be considered for a full OCP review process. The wording for the proposed change can be seen in Attachment 3.

The proposed change under this option makes it clear that as long as the five types of amendments have been contemplated as part of a full OCP review process, then an OCP review would qualify as a minor amendment. This does impose more requirements on a municipality and the RDN for what types of issues must be considered during a full OCP review process. However, it does not go so far as to include requirements for the process that must be followed.

PUBLIC RELATIONS IMPLICATIONS

The Consultation Plan in Attachment 4 outlines the way in which those who are interested and affected will be provided opportunities to comment on the proposed amendment. The Plan is intended to meet the RDN Board's responsibilities under Sections 855(2) and 879 of the *Local Government Act* and, also be consistent with Board consultation policies¹ and procedures bylaws. Section 855 (2) of the *Local Government Act* specifically states that:

"...as soon as possible after the initiation of [a process to amend] a Regional Growth Strategy, the board must adopt a Consultation Plan that, in the opinion of the Board, provides opportunities for early and ongoing consultation with, at a minimum,

- (a) its citizens,*
- (b) affected local governments²,*
- (c) First Nations,*
- (d) school district boards, greater boards and improvement district boards, and*

¹ Regional District of Nanaimo, June 2, 2008 Public Consultation/Communication Framework Policy No. A1.23

² For the RDN an "affected local government" means the council of each municipality all or part of which is covered by the Regional Growth Strategy and the board of each regional district that is adjoining an area to which the Regional Growth Strategy is to apply. See the *Local Government Act* Sections 854 & 857.

(e) *the Provincial and Federal governments and their agencies.”*

Should the bylaw amendment receive First and Second readings, a public hearing is recommended prior to considering the bylaw for third reading. This is important given the scale and significance of the proposed amendment.

SUMMARY/CONCLUSIONS

A request by the Town of Qualicum Beach for the RDN to consider an amendment to the Regional Growth Strategy through the Minor Amendment process raised concerns about the types of amendments that qualified for consideration as a minor amendment. The first concern of the Board was that it was not clear whether the first and second parts of Section 1.5.1 were meant to be considered together. That is, does a proposed RGS amendment have to meet the criteria outlined in Part 1 and not be on the list of types of amendments not considered minor in Part 2. The way in which the RGS was formatted left some uncertainty about amendments that included those situations that were listed in Part 2 of Section 1.5.1. The second concern had to do with the meaning of “a full Electoral Area or Municipal Official Community Plan Review Process”. This was a concern because of uncertainty over what is meant by a full OCP review process.

Staff were directed to initiate an amendment to the RGS that would address these concerns through amendments to the minor amendment criteria. After consulting with municipal planning and administrative staff at the member municipalities, proposed changes to the minor amendment criteria were developed. The changes proposed address both concerns by clarifying that Parts 1 and 2 of Section 1.5.1 can be read separately and it provides a minimum set of items that must be considered for a full OCP review process.

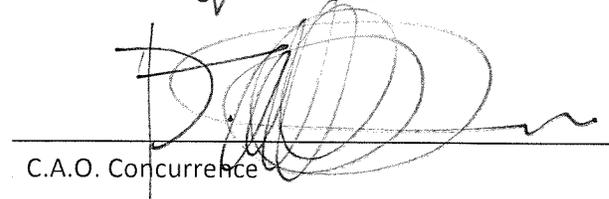
The staff recommendation is to proceed with the process to amend the Regional Growth Strategy. Input on the proposed amendment will be sought from a variety of stakeholders; in particular, the municipalities and electoral areas.



Report Writer



General Manager Concurrence



C.A.O. Concurrence

Attachment 1

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

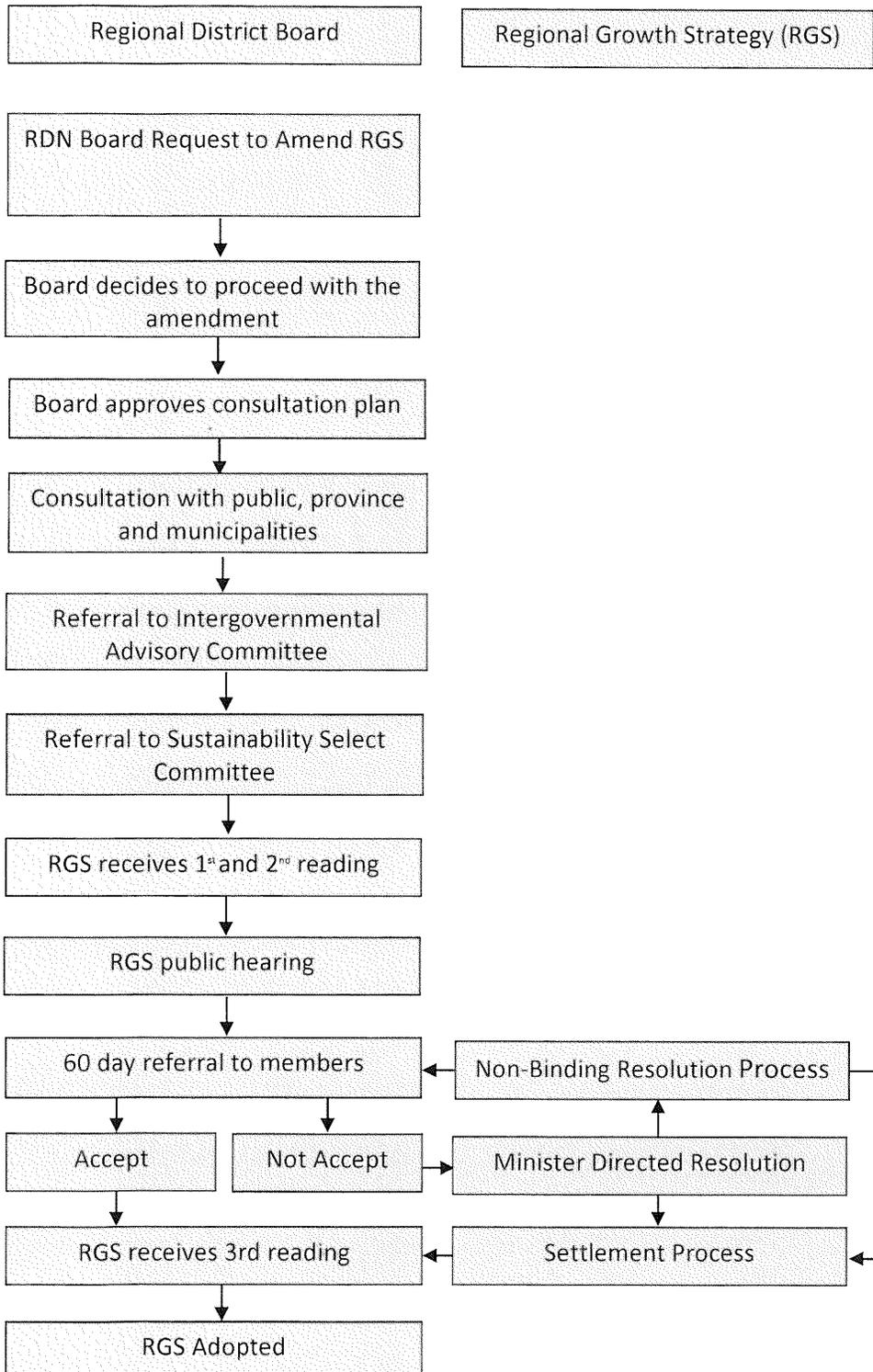
1.5.2 Process for Approving Minor Amendments

1. On receipt of a request from a member municipality or the Electoral Area Planning Committee to amend the RGS, RDN staff will prepare a preliminary report for review by the Sustainability Select Committee. Committee comments and recommendations will be forwarded to the Regional Board.
2. A land use or development proposal or text amendment will be assessed in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, 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:

- Determine the appropriate form of consultation required in conjunction with the proposed minor amendment;
 - Give 45 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The notice shall include a summary of the proposed amendment and any staff reports, other relevant supporting documentation and the date, time and place of the board meeting at which the amending bylaw is to be considered for first reading; and
 - Consider the written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.
3. The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting.
 4. Consider third reading and determine whether or not to adopt the amending bylaw.
 5. Minor amendment bylaws shall be adopted in accordance with the procedures that apply to the adoption of a RGS under Section 791 of the *Local Government Act*.

Attachment 2
RGS Amendment Process

Legislated Amendment Process for the Regional Growth Strategy – Initiated by RDN



Attachment 3

Proposed Amendment to RGS Minor Amendment Criteria

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.
2. Although not considered as an exhaustive list, the following types of amendments are not considered minor unless they have been contemplated as part of a full Official Community Plan review process:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that include land in the Agricultural Land Reserve or will negatively impact agricultural lands;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 4
Consultation Plan

Consultation Plan

RGS Amendment

Minor Amendment Process

July 3, 2015

Adopted By RDN Board

July 28, 2015

Prepared by
Long Range Planning,
Strategic & Community
Development



REGIONAL
DISTRICT
OF NANAIMO

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ACRONYMS

ALR – Agricultural Land Reserve

COW – Committee of the Whole

GCB – Growth Containment Boundary

IAC – Intergovernmental Advisory Committee

LGA – Local Government Act

OCP – Official Community Plan

RDN – Regional District of Nanaimo

RGS – Regional Growth Strategy

1 PURPOSE

The purpose of this Consultation Plan is to establish a process that the Regional District of Nanaimo (RDN) will use to gather public input on a proposed amendment to the RGS. This Plan outlines the way in which those who are interested and affected will be provided opportunities to comment on the proposed amendment.

This Plan is intended to meet the RDN Board's responsibilities under Sections 855(2) and 879 of the *Local Government Act*, and also be consistent with Board consultation policies¹ and procedures bylaws.

2 SCOPE

The scope of this Consultation Plan is limited to the proposed amendment to the RGS Minor Amendment Criteria.

3 PROCESS

The chart in Appendix A shows how public consultation fits in with the overall process to amend the RGS. The *Local Government Act* requires that an amendment to amend the process for a minor amendment go through the regular RGS amendment process.

¹ Regional District of Nanaimo, June 2, 2008 Public Consultation/Communication Framework Policy No. A1.23

4 LEGISLATIVE REQUIREMENTS FOR CONSULTATION

Regional Growth Strategy Amendments

This Consultation Plan is intended to meet Sections 855(1) and (2) of the *Local Government Act* that requires the RDN to provide consultation opportunities relating to proposed changes to a Regional Growth Strategy. Section 855 (2) of the *Act* specifically states that:

"...as soon as possible after the initiation of [a process to amend] a Regional Growth Strategy, the board must adopt a Consultation Plan that, in the opinion of the Board, provides opportunities for early and ongoing consultation with, at a minimum,

- (a) its citizens,*
- (b) affected local governments²,*
- (c) First Nations,*
- (d) school district boards, greater boards and improvement district boards, and*
- (e) the Provincial and Federal governments and their agencies."*

Under Section 854 (1) of the *Local Government Act*, the preparation [and amendment] of a Regional Growth Strategy must be initiated by resolution of the board. Following a resolution to initiate a process to consider an amendment, the RDN Board must give written notice to affected local governments and to the Minister (Section 854 (2)). In addition to this notice, opportunities will be provided for 'affected local governments' along with other stakeholders to provide feedback prior to receiving formal referrals as required by the *Local Government Act* (see Appendix A).

The RDN Board is required to consider whether the Consultation Plan should include a public hearing to provide an opportunity for individuals and organizations to make their views known before proposed amendments to the RGS are submitted for acceptance by 'affected local governments' (Section 857 of the *LGA*). It should be noted that the regular process established by the RDN for amending the RGS (see Appendix A) includes holding a public hearing prior to referring the amending bylaw/s to 'affected local governments' for their acceptance.

Should the bylaw amendments receive First and Second readings, a public hearing is recommended prior to considering the bylaw for third reading. This is important given the scale and significance of the proposed amendment.

² For the RDN an "affected local government" means the council of each municipality all or part of which is covered by the Regional Growth Strategy and the board of each regional district that is adjoining an area to which the Regional Growth Strategy is to apply. See the *Local Government Act* Sections 854 & 857.

5 CONSIDERATIONS

In addition to the legislative requirements for consultation for Regional Growth Strategies, there are several key issues and pre-existing decisions that influence the approach outlined in this Consultation Plan. This includes a need to:

1. Consider the high level of local interest from members of the community regarding what qualifies to be considered as a minor amendment.
2. Build understanding of the role of RDN staff in facilitating a fair and open review process that encourages broad participation and input.
3. Encourage and look for opportunities through the consultation process to build a collaborative environment and reach consensus about issues amongst community members with divergent views.
4. Evaluate and determine the need to provide the community and other interested stakeholders with different levels of detail and access to background information in order to allow for opportunities to provide 'informed' input.
5. Use the Inter-Governmental Advisory Committee (IAC) to provide opportunities for discussion and feedback on the proposed changes from staff representing 'affected local governments' and Provincial agencies.
6. Ensure a range of opportunities for community input is provided.

6 APPROACH

As such, it is essential and in keeping with the Guiding Principles of the RDN Public Consultation/Communication Framework that *"Anyone likely to be affected by a decision ...have opportunities for input into that decision"*. This Consultation Plan provides opportunities for those with an interest in the RGS Minor Amendment process to share their views with RDN representatives.

As this amendment involves a change to the RGS with region-wide implications, consultation opportunities must be provided to all residents of the region. Furthermore, the RDN is also required to consult with affected local governments, First Nations, school district boards, improvement district boards, and Provincial and Federal governments and their agencies.

This section describes the different methods that will be used to provide information and opportunities to engage community members.

A. Public Access to Information

For community members to be able to provide “informed input” on whether or not they support the proposed changes to the RGS, they first need to receive information on why this amendment is being proposed at this time. Without this information it will be difficult for community members both locally and regionally to understand the short and long term benefits/challenges of approving changes to the RGS.

The ‘Frequently Asked Questions’ (FAQs) will be developed to provide answers to questions that are anticipated and information that is key to helping community members understand and evaluate the proposed amendment.

The RDN will ensure that information is available, opportunities are provided to ask questions and receive feedback.

1. Background Information – Hard Copy

Information on the proposed amendments will be available for review at the main RDN office and the offices of the member municipalities.

2. Background Information – Website

A section on the RDN website (<http://www.rdn.bc.ca/cms.asp?wpID=3020>) will be created to provide information on the proposed amendment. Documents related to the proposed amendment will be accessible on the web page, along with staff reports and RDN Board motions. This web page will be a vehicle for providing ongoing information on the amendment including where the amendment process is at, meeting notices and any new information.

3. Media Releases

Media releases will be used as appropriate to provide information about the proposed amendment and opportunities for community consultation.

4. RDN Website Notices/Twitter/Facebook

The RDN website notices page (<http://www.rdn.bc.ca/cms.asp?wpID=852>) will be used as another vehicle to update the community on activities related to the RGS amendment process. Use of Facebook and Twitter will also be used as appropriate.

5. RDN Newsletters

Where possible, RDN Perspectives (<http://www.rdn.bc.ca/cms.asp?wpID=452>) will be used to provide information and updates on the amendment. Electoral Area Directors will also be provided the option of providing this information in their own newsletters (<http://www.rdn.bc.ca/cms.asp?wpID=319>).

6. Advertising

Local newspapers will be used to advertise public meetings and public hearings related to this amendment.

7. RDN Staff Availability

RDN staff will be available to answer enquiries and meet with interested people or groups to discuss the proposed amendment.

B. Public Engagement & Feedback Opportunities

1. Public Meeting

One public meeting will be held on the amendment. This meeting will provide opportunities for residents and other stakeholders to find out more information on the amendment and provide feedback.

2. Presentations to Community Groups

Community groups/organizations will be given the opportunity to host a presentation by RDN staff.

3. Public Hearing

Public hearings are formal meetings that provide opportunities for those who consider themselves impacted to have their views heard and recorded. Unlike a public meeting, a public hearing does not provide opportunities for back and forth dialogue between RDN elected officials, staff and those attending/presenting their views.

Should the RDN Board give First and Second Readings to the bylaws to amend the RGS then the next step in the public consultation process will be to hold a public hearing on the amending bylaw.

The *Local Government Act* allows the RDN Board to choose whether or not it holds a public hearing for RGS amendments. Given the potential implications for this amendment it is recommended that the RDN include a public hearing on the RGS amendment in the consultation process.

4. Ongoing Ways for the RDN to Receive Comments and Feedback

In addition to the opportunity to provide feedback at the public meeting and public hearing, those wishing to provide feedback on this amendment can at any time provide written comments to the RDN by e-mail, mail, or in-person. Community members and other stakeholders may also appear as delegations or submit comments on the amendment to the RDN Board or committees of the Board.

This communication will be documented as part of the public record on this amendment and will be made available for review. It should be noted that the RDN Board will not be

able to consider any correspondence / feedback received after the end of a scheduled public hearing.

7 ACTIVITIES AND TIMING

The table below shows the proposed timing of different consultation activities and identifies the roles and responsibilities of the RDN. The timing of consultation activities will depend upon the RDN Board approval of the Consultation Plan during July 2015. The level of community interest on this application will determine whether or not there is a need for more consultation opportunities than those outlined in this Plan.

Consultation Activities Up To Board Approval to Proceed		
Activity	Date	Lead
Meeting with staff from member municipalities to discuss amendment.	April 24, 2015	RDN staff
Develop draft Consultation Plan and staff report.	June, 2015	RDN staff
Present Consultation Plan and staff report to Committee of the Whole (COW).	July 14, 2015	RDN staff
Recommendations of COW go to RDN Board.	July 28, 2015	RDN COW
RDN Board supports amendment proceeding through review process (resolution to initiate process to amend the RGS).	July 28, 2015	RDN Board
RDN Board approve Consultation Plan.	July 28, 2015	RDN Board
Required initiation letters sent to 'Affected Local Governments', First Nations and the Minister.	August, 2015	RDN staff
RDN Website updated with information on process.	August, 2015	RDN staff
Provide updates on the process via web page and other media as appropriate and available.	Ongoing	RDN staff

RGS Amendment Consultation Plan

Consultation Activities following RDN Board Approval of Consultation Plan		
Activity	Date/Ongoing	Lead
IAC meeting to discuss application.	September, 2015	RDN staff
Sustainability Select Committee	September, 2015	RDN Staff
Send information to community groups/organizations offering presentations about the amendment.	September, 2015	RDN staff
Provide updates on the process via e-mail alerts and other media (FB, Twitter, Website, RDN Perspectives, Area Updates) as appropriate and available.	Ongoing	RDN staff
Public Information Meeting on proposed RGS amendment.	October, 2015	RDN staff
Compile and analyze results from input received. Prepare staff report on next steps based on consultation results.	October, 2015	
Consultation results and staff report presented to COW.	November, 2015	RDN staff
Recommendations from COW on consultation results and First and Second reading of bylaw to amend the RGS go to RDN Board.	November, 2015	COW
If the RDN Board decides <u>not to proceed</u> with the process at this point (by not giving the bylaw to amend the RGS First and Second reading) then the consultation process stops at this point.	November, 2015	RDN Board
Provide community with updates on consultation results via web page and other media as appropriate and available.	Ongoing	RDN staff

RGS Amendment Consultation Plan

Board Gives Proposed Bylaw First and Second Reading (decides to continue with bylaw amendment process - public hearings and required referrals)		
Activity	Completed/Ongoing	Lead
Public Hearing on proposed bylaw amendments.	January, 2015	RDN staff
Prepare report on results of Public Hearing.	January, 2015	RDN staff
Take proposed bylaws for third reading.	February, 2015	RDN staff
Referral for acceptance to 'affected local governments' - 60 days to respond.	March – April, 2016	RDN staff
As per RDN Board direction, adopt bylaw amendments to RGS.	April, 2016	RDN staff
Update website, prepare insert for RDN Perspectives, Area Updates with information on outcome of Board decision.	May, 2016	RDN staff

8 BUDGET

The staff time, materials and other resources (printing, advertising, hall rentals etc.) needed to implement this Consultation Plan are included in the 2015 Long Range Planning Department budget.

9 STAFF RESOURCES

File Manager

The RDN file manager for this application is the Senior Planner reporting to the Manager of Long Range Planning.

Planning Staff Time

The 2015 Long Range Planning Budget does account for staff time and resources for this amendment.

Corporate Communications

The RDN's Corporate Communications Coordinator has reviewed and provided comment on this Consultation Plan to ensure it is consistent with the RDN's Communication Policies and that it is coordinated with other communication and consultation initiatives scheduled by the RDN for 2015.

APPENDIX A

Legislated Amendment Process for the Regional Growth Strategy – Initiated by RDN

