



Project Charter

Project Name: South Pender Island Land Use Bylaw Review

Creation Date: June 3, 2014

Last Updated: June 24, 2014

Version: 2

Purpose

This project is intended to provide an opportunity for comprehensive community consultation on potential amendments to the Land Use Bylaw

Background

This project has been initiated by the South Pender Island Local Trust Committee in order to provide for comprehensive community consultation on which elements of the Land Use Bylaw should be considered for amendment. The LTC considered a number of amendments (Bylaw 111) in 2013, leading up to and including a public hearing, before deciding in January 2014 to proceed no further in the formal bylaw process and to provide further opportunity for community consultation. In April 2014 the LTC appointed three persons to Chair focus groups, each tasked with reviewing different sections of the LUB and reporting back to the LTC and the community. Following the chairs' reports, the LTC will make further decisions on how to proceed which may result in revisions to the project timeline.

Project Objectives

- To provide an opportunity for comprehensive and holistic community input on the Land Use Bylaw
- To consider amendments to the LUB based on the widest possible community consultation

Project Scope

In Scope	Out of Scope
<ul style="list-style-type: none"> ▪ Community consultation in the form of focus group meetings, community information meetings, APC comments, written submissions and informal comment ▪ Consideration of amendments to regulations in the Land Use Bylaw ▪ Legislative process to amend the LUB 	<ul style="list-style-type: none"> ▪ LUB Amendments that would require amendments to OCP Goals or Objectives, or significant changes to OCP policies

Project Deliverables

- Community consultation in the form of reports from the three focus group chairs
- APC comment on focus group recommendations
- One or more community information meetings for community comment on focus group input
- Staff report(s) on feasibility of implementing focus group recommendations
- Draft amending bylaw(s)
- One or more community information meetings to consult on potential amendments
- Legislative process to amend LUB

Stakeholders

Stakeholder	Represented by	Interests, expectations, concerns
<i>Owners and residents generally</i>	<i>Individually and /or through Focus Groups</i>	<ul style="list-style-type: none"> • Potential impact of regulatory changes on property, development, environment, quality of life, neighbourhood character and amenities
<i>Development community</i>	<i>Contractors, designers, surveyors, architects, etc</i>	<ul style="list-style-type: none"> • Potential impact of regulatory changes on practices
<i>Agencies and NGOs</i>	<i>Building Inspection, Parks and Recreation Commission, Conservancy, etc.</i>	<ul style="list-style-type: none"> • Various – potential impacts of changes on areas of interest or jurisdiction
<i>Businesses</i>	<i>Poet's Cove, home-based businesses</i>	<ul style="list-style-type: none"> • Potential impact of regulatory changes on business
<i>Advisory Planning Commission</i>	<i>APC</i>	<ul style="list-style-type: none"> • To provide advice to the LTC on potential amendments to the Land Use Bylaw

First Nations: As with all LTC projects, First Nations with asserted aboriginal rights in the subject area will be contacted early to inform them of the project and ask them to identify any aboriginal rights that may be impacted by the proposed change.

Project Team Resources

Name	Role	Responsibility
<i>SPILTC</i>	<i>Project Sponsor</i>	Provides direction through maintaining the project as a work program priority, giving direction and approvals as required
<i>Robert Kojima, Regional Planning Manager</i>	<i>Project Champion</i>	Provides adequate project resources, strategic direction and oversight, and ensures project remains aligned with overall goals and objectives
<i>Robert Kojima, Regional Planning Manager</i>	<i>Project Manager</i>	Day-to-day management of the project, and undertakes or directs all project work
<i>TBD</i>	<i>Planner</i>	Planning support in the form of research, bylaw drafting, meeting attendance and support for legislative processes as required
<i>Barb Dashwood</i>	<i>GIS/Mapping Support</i>	Mapping as required
<i>Sharon Lloyd-deRosario and Lori Foster</i>	<i>Administrative support</i>	General administrative support, including advertising, booking meetings, preparing notices, updating website, etc

Project Budget

Item	Details	Fiscal Yr 2014-15	Fiscal Yr 2015-16
Communications	Mail out	\$500	
Meetings and Workshops	Focus Groups - \$500 APC - \$500 CIM - \$500	\$1500	
Public Hearing	Notice, Hall, Minute-taker, mail-out		\$2000
Contingency		\$1000	\$1000
Totals		\$3000	\$3000

Project Timeline

Deliverable / Milestone	Target Completion Date
Focus Group Preliminary Reports delivered	June 16, 2014
LTC receipt of Preliminary Reports, Consideration of Project Charter, preliminary feedback to Focus Group Chairs	June 24, 2014
Preliminary Review of Focus Group Reports	September 16, 2014
Review of Final Focus Group Reports	November 2, 2015
Focus Group Reports Referred to APC for comment	November 2, 2014
Local Government Elections	November 15, 2014
Review of Focus Group reports, APC recommendations and staff comments by new LTC.	February 2015
Community Information Meeting to present Focus Group Reports	March 2015
LTC direction to prepare draft bylaw(s)	April 2015
Review of draft bylaw(s) by LTC	June 2015
Draft bylaw(s) referred to agencies for comment	July 2015
Community Information meeting, on-line comments, mail-out	July - August 2015
First Reading	September 2015
Public Hearing	October 2015
Second, Third Readings, EC Approval	November 2015
Adoption	December 2015

Endorsements

	Name	Endorsement Date
Project Sponsor	Local Trust Committee	
Project Champion/Manager	Robert Kojima	