



**TOWN OF VIEW ROYAL  
OFFICIAL COMMUNITY PLAN REVIEW  
ADVISORY COMMITTEE MEETING**

**MONDAY, JANUARY 13, 2025 @ 7:00 PM  
COUNCIL CHAMBERS**

**AGENDA**

- 1. CALL TO ORDER**
- 2. WELCOME TO MEMBERS**
  - a) Committee and Staff Introductions**
- 3. APPROVAL OF AGENDA**  
*(motion to approve)*
- 4. MINUTES, RECEIPT & ADOPTION OF**
- 5. CHAIR'S REPORT**
- 6. PETITIONS & DELEGATIONS**
- 7. BUSINESS ARISING FROM PREVIOUS MINUTES**
- 8. REPORTS**
  - 8.1 STAFF REPORTS**
- 9. CORRESPONDENCE**
- 10. NEW BUSINESS**
  - a) Overview of OCP Advisory Committee Terms of Reference ..... Pg. 2-16**  
**Staff Presentation – OCP Advisory Committee Terms of Reference**
  - b) Official Community Plan Review - Phase 1 Project Overview ..... Pg. 17-26**  
**Staff Presentation - Phase 1 Project Overview**
  - c) Draft Community Vision and Guiding Principles Survey ..... Pg. 27-30**
- 11. TERMINATION**

**TOWN OF VIEW ROYAL**  
**OFFICIAL COMMUNITY PLAN REVIEW ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**1. INTRODUCTION**

Advisory committees are established pursuant to the *Community Charter* to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The Town of View Royal Official Community Plan (OCP) Review Advisory Committee shall be a Select Committee of Council. Meetings are open to the public.

**2. PURPOSE**

The purpose of the "Official Community Plan Review Advisory Committee" (the "Committee") is to provide the Town with meaningful input and recommendations on a range of community issues related to the creation of an updated Town of View Royal Official Community Plan.

Specifically, the Committee is intended to:

- (a) Review and provide general guidance on matters referred to it by the Town, e.g. background information, draft materials, draft vision statement, and draft plan sections;
- (b) Participate in the specified consultation activities to provide guidance for the OCP review process;
- (c) Advise the Town on policy review and development in the new OCP document;
- (d) Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- (e) Act in a strictly advisory role. The Town will consider the input and recommendations of the Committee, but it is not bound by such recommendations; and
- (f) Report to and communicate to Council through its minutes and update reports prepared by Staff.

**3. LIMITATIONS ON DUTIES AND POWERS**

The Committee has no delegated authority from Council and is not empowered to manage any aspect or role of the Town's responsibilities or direct the activities of Town Staff without a decision of Council. Members shall not speak on behalf of the Committee or represent themselves as anything other than individual citizens.

**4. MEMBERSHIP, COMPOSITION AND QUALIFICATIONS**

Voting Members

The Committee shall be composed of:

- (a) the Mayor;
- (b) one member of Council;
- (c) one youth representative (between the age of 15 and 18); and
- (d) eight (8) members at large.

The members at large shall be members of the public with a significant connection to View Royal, appointed by Council on the basis of applications received by the Town.

The Committee shall be comprised of individuals who represent the following topic areas:

- Environmental Stewardship
- Climate and Energy
- Housing
- Development Industry
- Business Community
- Economic Development
- Parks and Recreation
- Transportation
- Health and Social Services
- Arts and Culture
- Youth and/or young adult representation

Voting membership shall be diverse and represent different ages, ethnic diversities, genders and abilities. Members shall be selected from the applications based on their knowledge and understanding of the Town as a whole, rather than being appointed on the basis of sectoral or group/organization representation.

#### Non-Voting Members

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- (a) Chief Administrative Officer (CAO);
- (b) Director of Development Services;
- (c) Senior Planner;
- (d) Consultants engaged by the Town; and
- (e) Others at the invitation of the Town.

#### Applications

Applications to serve on the Committee will be invited by the Town and forwarded to Council for their review and selection.

#### Term and Termination

- (a) The term shall be approximately 18 to 24 months.
- (b) Members of the Committee shall serve at the discretion of Council.
- (c) Council may terminate the appointment of any member of the Committee at any time.
- (d) The Committee will terminate on the time and date that Council adopts the bylaw enacting the new Official Community Plan, unless specifically extended by resolution of Council for a defined period following that point.

#### Resignation and Absenteeism

A member may resign from the Committee upon written notice to the Chair. Any member, other than the Mayor or the member of Council, who is absent from two consecutive meetings without cause or without notice to the Chair, shall be deemed to have resigned from the Committee.

#### Vacancies

The filling of any vacancy on the Committee shall be at the discretion of Council. In filling a vacancy Council may select a new member or may invite new applications for consideration.

## Remuneration

All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Town with the prior approval of the CAO.

## Conduct

All members shall abide by the following conduct:

- (a) Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council;
- (b) A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants;
- (c) Members must declare any conflict of interests, including property interests, and must excuse themselves from recommendations or deliberations related to said interests; and
- (d) Members are not authorized to call public meetings, commit funds, enter into contracts or represent the Town.

## **5. MEETINGS**

### Schedule

- (a) Meetings of the Committee will be held at the call of the Chair.
- (b) Meetings will occur on an as-needed basis in support of project milestones.

### Chair

The Mayor shall serve as the Chair, or the member of Council in the absence of the Mayor.

### Recording Clerk

The Recording Clerk shall prepare agendas, record and distribute minutes, and organize resource material.

### Notices and Agendas

- (a) Meeting notices shall be posted in conformance with the Town's Procedure Bylaw.
- (b) Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting.

### Quorum

- (a) The quorum for the Committee is 5 voting members.
- (b) Should there be no quorum present within 20 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present, and the meeting shall be adjourned until the next scheduled meeting.

### Public Attendance

All meetings shall be open for the public to attend.

### Electronic Participation at Meetings

- (a) A member of the Committee who is unable to attend a meeting may participate in the meeting by means of electronic or other communications facilities.
- (b) Members of the Committee who are participating in a meeting under this section are deemed to be present at the meeting.

### Decision Making

The Committee will make its decisions on a majority basis. Members may request that a dissenting vote be recorded.

### Minutes

- (a) Minutes of all meetings shall be kept and made available to the public on the Town's website and in the municipal office during normal business hours.
- (b) Minutes will reflect the discussion of the Committee in general terms and may include a Record of Decision prepared by Committee Members during the meeting. The Record of Decision will detail the manner in which the Committee's decisions were reached, significant points of discussion and, if applicable, any dissenting opinions.



# **OCP Advisory Committee Terms of Reference**



## OCP Advisory Committee

- Advisory committees are established pursuant to the *Community Charter* to assist Council by providing public input on municipal matters.
- These committees are advisory in nature and function within the parameters set out in their Terms of Reference.
- The OCP Review Advisory Committee is a Select Committee of Council.



## **Roles and Responsibilities**

- review and provide general guidance on matters referred to it by the Town (e.g. background information, draft materials, vision statement and plan sections)
- participate in the specified consultation activities to provide guidance on the OCP review process
- advise the Town on policy review and development in the new OCP document





## **Roles and Responsibilities**

- assist in informing the community about the OCP review process and encourage participation by diverse members of the community
- act in a strictly advisory role
- report to and communicate to Council through its minutes and update reports prepared by Staff



## **Limitations on Duties and Powers**

- The Committee has no delegated authority from Council.
- The Committee is not empowered to manage any aspect or role of the Town's responsibilities or direct the activities of Town Staff without a decision from Council.
- Members shall not speak on behalf of the Committee or represent themselves as anything other than individual citizens.



## Voting Members

The Committee is composed of:

- (a) the Mayor (Chair of the Committee);
- (b) one member of Council;
- (c) **one youth representative (between the age of 15 and 18);** and
- (d) eight (8) members at large.



## **Committee Term and Absenteeism**

- The term shall be approximately 18 to 24 months.
- The Committee will terminate after Council adopts the bylaw enacting the new OCP.
- Members absent from two consecutive meeting without cause or notice may be deemed to have resigned.



## Remuneration

- The committee is a volunteer position.
- All expenses reasonably incurred in the carrying out the Committee business may be reimbursed by the Town with prior approval of the CAO/Director of Development Services.



## Code of Conduct

- Members shall not on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council.
- A respectful and cooperative decorum
- Members must declare any conflict of interests, including property interests, and must excuse themselves from recommendations or deliberations related to said interests.
- Members are not authorized to call public meetings, commit funds, enter into contracts or represent the Town.



## **Meetings**

- There will be approximately 5 to 6 meetings in 2025.
- Meetings will be scheduled on Monday evenings.
- Agendas will be sent to you by the Thursday before the meeting.
- A staff person will take the meeting minutes and will be available on the Town's website.



## **Meetings**

- Quorum for the Committee is five voting members.
- All meeting shall be open for the public to attend and will be webcasted.
- Members may attend meetings in-person or virtually.
- The Committee will make its decisions on a majority basis.





# Official Community Plan Review Advisory Committee



## What is an Official Community Plan (OCP)?

- It shapes how we live, work, and play in View Royal.
- It's the long-term plan containing policies, objectives, guidelines and actions that determine how our community will grow and change over the next couple of decades, related to:
  - managing growth and land use;
  - meeting housing needs;
  - protecting the natural environment;
  - guiding transportation and mobility priorities;
  - developing the economy;
  - addressing climate change; and
  - building infrastructure.
- It helps guide decision-making in the Town.



## Why are we updating our OCP?

- Council approved the OCP non-core project (N-025) in the 2024 – 2028 Financial Plan.
- The Province requires the OCP be updated by 31, 2025, to be consistent with Housing Legislation Bill 44: Housing Statutes (Residential Development) Amendment Act and Bill 47: Housing Statutes (Transit-Oriented Areas) Amendment Act
- A lot has changed in the Town and Victoria region since the bylaw was adopted in 2011, the Town is committed to responding to emerging needs of our community. The OCP is a ‘living document’



## OCP Project Scope

- Establish a renewed vision and guiding principles for the Town
- Plan for and manage all aspects of land use and sustainable growth
- Modern objectives, policies and guidelines
- Visually-appealing, user-friendly and easy to read document
- Substantial and meaningful public engagement



## Proposed key focus areas

1. Community Profile, Vision and Guiding Principles
2. Land Use Designations and Special Planning Areas
3. Housing
4. Transportation and Mobility
5. Climate Action, Adaption and Resiliency
6. Environmental Preservation and Enhancement
7. Growth Management Considerations
8. Safety and Wellness
9. Arts, Culture and Heritage
10. Reconciliation
11. Development Permit Areas and Design Guidelines
12. Regional Context Statement, Implementation Strategy and Monitoring



# Proposed Phased Approach and Timeline

- Phase 1**
  - Review and update the community profile, vision and guiding principles
  - Review and update land use designations, special planning areas and housing policies
  - Ensure that the OCP reflects the 20-year anticipated housing need calculated in the interim Housing Need Report
  - **Timeline: January to November 2025 (legislative deadline of December 31, 2025)**
- Phase 2**
  - Policy review and update of the following 2011 OCP sections: transportation and mobility; natural environment, energy and climate change, community infrastructure and services; parks and recreation; community facilities and social well-being; and economic development.
  - Finalize Regional Growth Statement
  - Complete implementation strategy and monitoring program
  - **Timeline: October 2025 to September 2026**
- Phase 3**
  - Review and update of existing development permit areas and associated guidelines
  - **Timeline: September 2026 to TBD**

\* Each phase will have substantial community and stakeholder engagement



# Engagement Overview

Staff have prepared a Workplan, Communications and Engagement Strategy that details our proposed methods of engagement, key dates, and deliverables

The OCP Advisory Committee will have a chance to review materials and provide input on materials (surveys), policy (draft policy), and recommend suggestions and ideas for engagement

*Project Name - View Royal 2050: Our Future View*



# Engagement Overview – Phase 1

January 2025	<ul style="list-style-type: none"><li>• Discuss Purpose of OCP and Role of OCP Advisory Committee</li><li>• Project Launch + Vision Survey Launch</li></ul>
February	<ul style="list-style-type: none"><li>• Close Vision Survey</li><li>• Launch Land Use, Housing, and Special Planning Areas Survey</li></ul>
March	<ul style="list-style-type: none"><li>• Engagement Week#1</li><li>• Review Vision Survey and Engagement Week Responses and Prepare “What We Heard Report” #1</li><li>• Discuss major themes and findings</li><li>• Review and discuss updates on OCP process</li></ul>
April	<ul style="list-style-type: none"><li>• Provide summary of “What We Heard Report” findings</li><li>• Provide an update on Council review of “50% Draft” and upcoming engagement</li></ul>
May	<ul style="list-style-type: none"><li>• Provide Update on Process and Materials for preparation of “50% Draft”</li><li>• Review Engagement Materials &amp; Outreach</li></ul>
June	<ul style="list-style-type: none"><li>• Provide summary of Major Themes and Findings for Engagement Week #2</li><li>• Review Land Use Survey and Engagement Week Responses and Prepare “What We Heard Report” #2</li><li>• Review Preferred Land Use Concept and Housing Policy</li></ul>





# Engagement Overview – Phase 1

July	<ul style="list-style-type: none"><li>• Discuss final phase of OCP, Final Draft Deliverable, Adoption Process, and Next Steps</li></ul>
August	
September	<ul style="list-style-type: none"><li>• Review OCP Adoption Process</li><li>• Review Final Feedback and Responses of “Engagement Week #3”</li><li>• Complete Final Draft</li><li>• 1<sup>st</sup> and 2<sup>nd</sup> Reading</li></ul>
October	<ul style="list-style-type: none"><li>• Public Hearing &amp; 3<sup>rd</sup> Reading</li><li>• External Consultation (CRD, MOTI, MOE, MOEd, ALC)</li></ul>
November	<ul style="list-style-type: none"><li>• 4<sup>th</sup> Reading (Adoption) of OCP Phase 1</li></ul>
December	<ul style="list-style-type: none"><li>• Referral to Minister for Review</li></ul>



## Engagement Overview – Proposed Methods

- Project Webpage – Social Pinpoint & Social Media Content (Facebook, Meta, Instagram)
  - Engage View Royal
  - View Royal 2050: Our Future View
- Community Leaders
  - Community Leaders Discussion Kits
- Engagement Activities
  - Surveys, Workshops, Public Meetings, Pop-ups, Forum and Discussion Page, Walking Tour

## View Royal 2050: Our Future View – Creating Our Vision and Guiding Principles

*Disclaimer: The Town of View Royal is collecting information to inform the review and update of its Official Community Plan. Participation in this survey is not mandatory. As part of this process, the Town of View Royal is collecting limited personal information for data analysis with respect to engagement. The data collected will help identify missing gaps in potential participants in our community that are missing or underrepresented.*

*This survey should take approximately 10 - 15 minutes to complete. The survey will be open until **<date and time to be determined>**. At the end of the Survey you will have the option to provide additional information, including your name, phone number, and email address, which will be used solely for a **chance to win one of three \$15 gift certificates** to a local business in View Royal, to be announced after the survey closes. Participation in this Draw is optional. Your survey responses are anonymous and are in no way connected to your email should you wish to enter. You may complete the View Royal 2050: Our Future View survey without entry into the prize draw. The Town is completing a review and update of its Official Community Plan (OCP) between 2024 and 2026. As part of this update, the Town would like to update the OCPs existing Vision, which is a statement, a collection of goals, and values for the Community and where it sees View Royal in the future. Updating the Vision is important as it provides direction for how we envision our future.*

**1. What do you love most about living, working, or playing in View Royal? Select the five that are most important to you!**

- Parks, trails, and greenspaces
- Cultural diversity
- Sense of community
- Neighbourhoods
- Local shops, restaurants and services
- Entertainment and nightlife options
- Community festivals and events
- Schools
- Job opportunities
- Transportation and mobility choices
- Community recreation services
- Heritage and history
- Walkability

**2. What are the most important things to have within walking distance (10 min) from your home? Rank the items below with your needs.**

	Essential for Everyday	Important to Have	Somewhat Important	Nice to Have	Can get by without it	Not Important to Have	I do not need this.
Restaurant or Cafe							
Grocery Store							

Public libraries or other cultural institutions							
Employment opportunities							
Childcare							
Elder care							
Community and recreation services (e.g. community centre or pool)							
Schools (i.e. elementary and/or high schools)							
Healthcare facilities							
Community gardens							
Entertainment or cultural hubs							
A bus stop							
Bicycle lanes							
Parking							
Places of worship							
Social services and programs							
Playgrounds							
Outdoor sports and recreation facilities (e.g. playing fields, tennis courts)							
Dog parks							
Natural areas (e.g. trails, forests, beaches)							

**3. What are the most important aspects of ensuring that View Royal is a great place to live, work, and play in the next 20 years? Select the five that are most important to you!**

- Taking action on climate change
- Preserving and protecting View Royal’s natural environment
- Diverse opportunities for employment
- Support for arts, culture, and creative expression
- Night-life and entertainment
- A good emergency plan for natural disasters (fire, flood, heat, earthquake etc.).
- Diverse and affordable housing options
- Safe and secure neighbourhoods
- Safe and sustainable transportation choices
- Cultural diversity
- Access to senior and special needs support and care
- Access to health care services
- Preserving cultural heritage, historic buildings, and landmarks
- Architecture and urban design
- Diversity, Equity, Inclusion, and Fairness
- Accessibility and Age-Friendly Design
- Reconciliation with Esquimalt and Songhees Nations
- Being able to participate in democratic and decision-making processes that affect my community
- Other (What else makes View Royal a great place to live, work, and play?)

4. **What is missing in our community?** (100 words)
5. **What is the biggest challenge View Royal will face between now and 2050?** (100 words)
6. **What is the biggest opportunity View Royal may take advantage between now and 2050?** (100 words)
7. **Use a single sentence to describe View Royal 20 years from now, what does your future View Royal look like?** (100 words)
8. **If you could change one thing about your neighbourhood or View Royal, what would you change?** (100 words)
9. **Use the map below to place pins on areas that you would like to see preserved, enhanced, or changed, and add a short comment explaining what and why.** This can include parks, trails and open space, opportunities for new housing and commercial development, natural or human-made features, or places of social, cultural, or historical significance. – *Place different coloured pins on the map provided. Use coloured pins (red – change, orange- preserve/protect, green- enhance. Allow 50 word per comment)*

### **Tell Us About Yourself**

These questions help us understand who is participating in the survey and will be used for reporting and analysis to ensure we are hearing from everyone in our community.

#### **10. What is your relationship with the Town of View Royal? (select all that apply):**

- Resident of View Royal
- Business owner in View Royal
- Student at a school in View Royal
- Work in View Royal
- Shop in View Royal
- Access recreation or other activities in View Royal
- Childcare centre is located in View Royal
- None of the above

#### **11. What neighbourhood do you live in? (Provide Map of Neighbourhoods – pg 19 OCP)**

- Atkins
- Burnside
- Craigflower
- Harbour
- Helmcken
- Hospital
- Thetis

- Wilfert
- None of the Above

**12. Please indicate your age group:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 14 years and younger | <input type="checkbox"/> 45 to 49 years | <input type="checkbox"/> 75 to 79 years     |
| <input type="checkbox"/> 15 to 19 years       | <input type="checkbox"/> 50 to 54 years | <input type="checkbox"/> 80 to 84 years     |
| <input type="checkbox"/> 20 to 24 years       | <input type="checkbox"/> 55 to 59 years | <input type="checkbox"/> 85 to 89 years     |
| <input type="checkbox"/> 25 to 34 years       | <input type="checkbox"/> 60 to 64 years | <input type="checkbox"/> 90 to 94 years     |
| <input type="checkbox"/> 35 to 39 years       | <input type="checkbox"/> 65 to 69 years | <input type="checkbox"/> 95 to 99 years     |
| <input type="checkbox"/> 40 to 44 years       | <input type="checkbox"/> 70 to 74 years | <input type="checkbox"/> 100 years and over |

**13. What type of housing do you live in?**

- Single detached house
- Duplex
- Townhouse/Row house
- Apartment/Condo (fewer than 5 storeys)
- Apartment/Condo (more than 5 storeys)
- Secondary suite in a house
- Housing co-op
- Other (please specify): \_\_\_\_\_ (text limit)

**14. If you live in View Royal, does your household own or rent your home?**

- Own
- Rent
- I don't live in View Royal
- Other (text limit)

**15. Please indicate if you self-identify with any of the groups below (select all that apply).**

- I am Indigenous, First Nations, Métis or Inuk (Inuit)
- I identify as a racialized person
- I identify as a multi/bi-racial person
- I identify as 2SLGBTQ+
- I or someone in my household has a disability
- I or someone in my household was born outside of Canada
- I am new to Canada (moved to Canada within the last five years)
- I am new to View Royal (moved to View Royal within the last five years)
- English is not my first language
- I am a caregiver for children (includes parent, grand parent, foster parent, etc.)
- I am a caregiver for an aging parent or family member

- I identify as belonging to an equity-deserving group (equity-deserving communities are groups who face unequal access to opportunities, resources, funding, and support or who experience systemic discrimination and oppression)
- None of the above
- Prefer not to answer

**16. How did you find out about this public engagement process?**

- Town of View Royal website
- Social media
- Town staff/Council
- Local paper
- Town newsletter
- Word of mouth/from a friend, family member, or colleague
- Other (please specify): \_\_\_\_\_ (50 character limit)

**Thank you!**

Thank you for taking the time to complete the View Royal 2050: Our Future View – Creating a Vision and Guiding Principles survey. Upon conclusion of the public consultation, a What We Heard Summary Report will be presented to Town of View Royal Council in early Spring 2025. If you have additional questions, please contact the project team at [ocp@viewroyal.ca](mailto:ocp@viewroyal.ca). To stay connected, please visit the project page **<insert website address>**.

**Prize Draw Entry**

You are invited to submit your name, phone number and email address for a chance to win one of three \$15 gift certificates to a View Royal local business!! Collection of your personal information will be completed under Section 26(D & E) of Freedom of Information and Protection of Privacy Act (FOIPPA). Information collected will be used solely for awarding a prize(s) to participants. Collection of the Prizes must be collected in-person at View Royal Town Hall: 45 View Royal Avenue, Victoria, BC, V9B 1A6.

To complete your entry, please fill in your information below:

- Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_