THE CORPORATION OF THE CITY OF VERNON
REPORT TO COUNCIL

SUBMITTED BY: Danielle DeVries
Manager, Transportation

COUNCIL MEETING: REG ☐ COW ☒ I/C ☐
COUNCIL MEETING DATE: December 9, 2024
REPORT DATE: November 26, 2024
FILE: 6480-02 / 8300-07

SUBJECT: **OFFICIAL COMMUNITY PLAN AND TRANSPORTATION PLAN JOINT REVIEW – PROJECT MANAGEMENT UPDATE**

PURPOSE:

To update Council on the Official Community Plan (OCP) and Transportation Plan (TP) Joint Review process at the halfway mark and seek endorsement to amend the Engagement Strategy.

RECOMMENDATION:

THAT Council receive for information the report titled, "Official Community Plan and Transportation Plan Joint Review – Project Management Update", dated November 26, 2024, and respectfully submitted by the Manager, Transportation;

AND FURTHER, that Council endorse amending the Engagement Strategy to expand the scope of Phase 3 consultation in spring 2025.

ALTERNATIVES & IMPLICATIONS:

1. THAT Council receive for information the report titled, "Official Community Plan and Transportation Plan Joint Review – Project Management Update", dated November 26, 2024, and respectfully submitted by the Manager, Transportation;

   AND FURTHER, that Council does not endorse amending the Engagement Strategy to expand the scope of Phase 3 consultation in spring 2025.

   Note: This would result in no changes to the Engagement Strategy for Phase 3. Administration would host an online survey to get feedback on the draft plans, but there would be no open houses or expanded advertising.

ANALYSIS:

A. Committee Recommendations:

N/A

B. Rationale:

Project Management update – activities to date

1. At the January 8, 2024 Regular Council Meeting, Council received the OCP/TP project overview, including the new Provincial framework, five workstreams, and timeline. Figure 1 below illustrates the current location in the project timeline with a gold star.

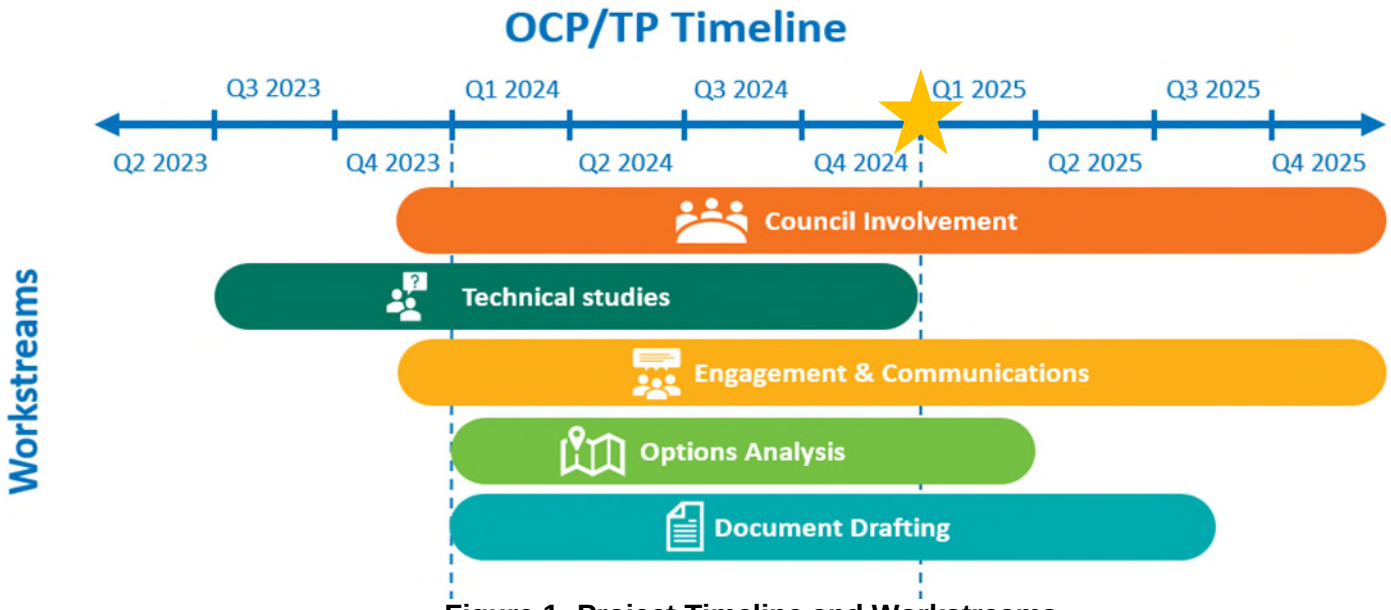


Figure 1: Project Timeline and Workstreams

2. At the March 25, 2024 Committee of the Whole, Council endorsed the OCP/TP Engagement Strategy and approved the project budget. At the April 8, 2024 Regular Council Meeting, Council received additional information about the community organizations to be consulted and the detailed breakdown of the project scope. Figure 2 below illustrates the current location in the engagement timeline with a gold star.

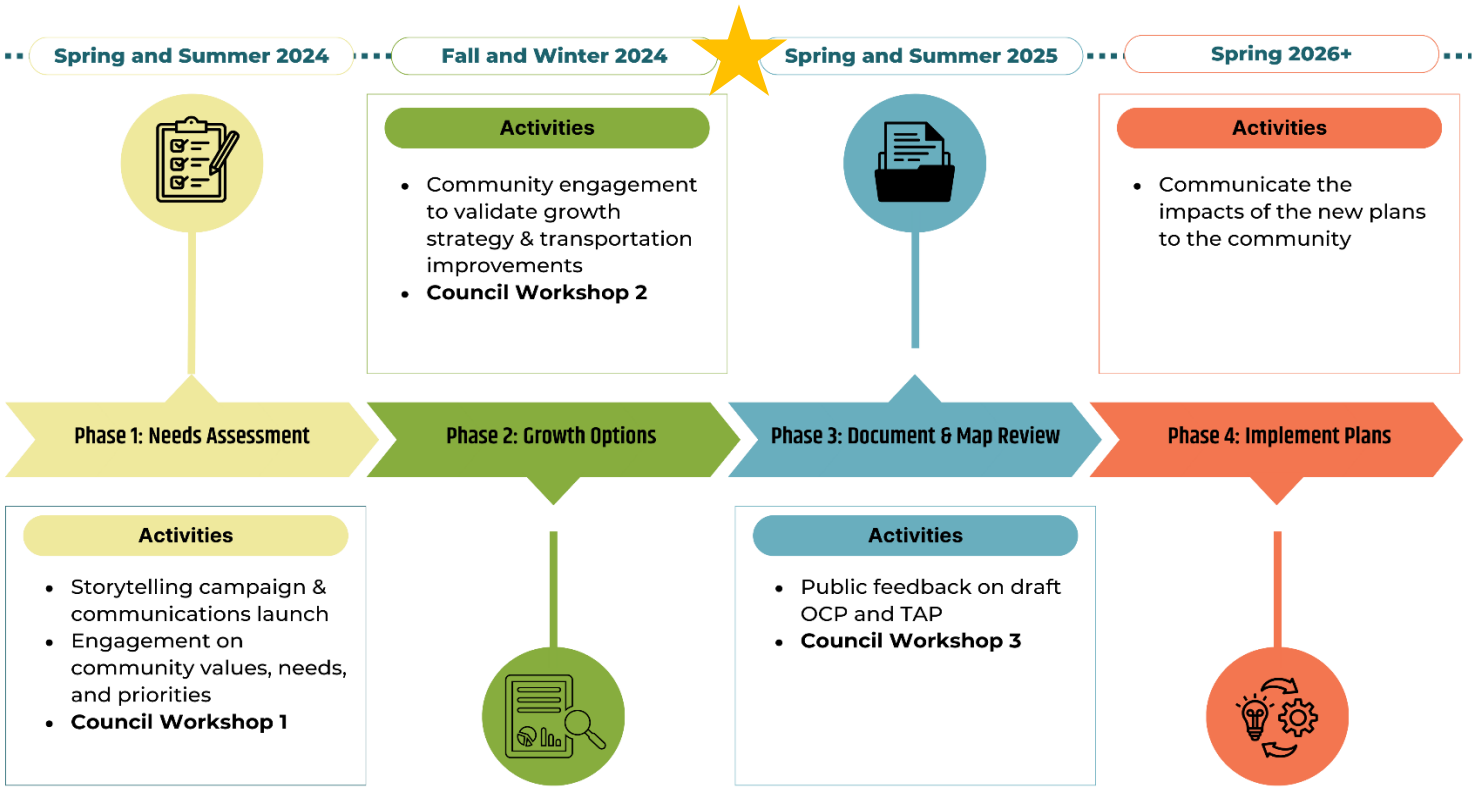


Figure 2: Engagement Timeline and Phases

3. The project is now halfway through, as the new OCP must be adopted by the end of 2025 according to the new Provincial legislation. The project is running on time, as Phase 2 of the Engagement is now wrapped up for the year, and most of the technical studies have been received or are wrapping up. The remaining work on the technical studies is related to the options analysis workstream.

4. The project is also within the overall budget approved by Council and tracking to be completed within the available funding. There have been some minor reallocations of funds between workstreams to account for some changes in scope.

5. Attachment 1 provides an update of the status of each of the five project workstreams, including the breakdown of technical studies, timeline, and budget. Changes to budget are included in the "modified budget" column, and changes to scope are included in the "current status" column. All notable changes are highlighted as red text.

Project Management update – next steps

6. In the new year, the primary OCP/TP activity will be drafting the plans and associated mapping and project lists. There will be no updates to Council or the public in Q1, other than bringing forward the remaining technical studies for information. This will allow Administration to focus on the large task of drafting the plans in a short, three-month timeline. There may be delays on other requests of the Transportation, Long Range Planning, and Current Planning teams during this time, due to multiple staff's involvement in drafting and reviewing the plans.

7. Then, Engagement Phase 3 will launch in late April 2025 with the next Council workshop, another round of public feedback, referrals to partner agencies, and legal review. Following Phase 3, the plans will be revised based on the feedback and sent for graphic design. The formal approval process will begin in August to ensure there is sufficient time for formal Regional District of North Okanagan and Ministry of Transportation and Transit referrals and approvals. There will be a public hearing prior to bylaw adoption.

Engagement Strategy Changes

8. Given the large amount of community involvement in Engagement Phases 1 and 2, and the large turnout at the November 7, 2024 open house, Administration recommends expanding the scope of Phase 3 Engagement.

9. The endorsed Engagement Strategy includes a Council workshop, online public survey, partner agency referrals, and limited advertising for Phase 3. In addition, Administration recommends two shorter open houses, one on a weekday and one on a weekend, and increased advertising to ensure the community is aware of the opportunity to provide input.

10. It is anticipated that the bulk of the survey would be focused on any suggested modifications or additions to the draft policy documents. In addition, there would be a mapping activity in a separate tool on Engage Vernon to offer feedback on the draft land use designations map. The open houses would focus materials on the mapping for the community to provide input in their neighbourhoods, while the survey and draft plans would be available on the tablets and as printed copies for input on the policies.

11. By amending the Engagement Strategy, it is anticipated that an additional $35,000 would be required to retain the engagement consultant and conduct the advertising. This amount has already been included in the "modified budget" column of Attachment 1, and is feasible within the approved total budget.

C. Attachments:

Attachment 1 – Update on OCP/TP project scope, budget, and timeline

D. Council's Strategic Plan Alignment:

- ☐ Governance & Organizational Excellence
- ☐ Recreation, Parks & Natural Areas
- ☒ Environmental Leadership
- ☒ Livability
- ☒ Vibrancy
- ☐ Not Applicable

E. Relevant Policy/Bylaws/Resolutions:

1. 2023-2026 Council Strategic Plan projects and initiatives
   Livability – Update Official Community Plan (2024-2025)
   Environmental Leadership – Develop new Transportation Master Plan (2024-2025)

BUDGET/RESOURCE IMPLICATIONS:

As outlined in Attachment 1, a few of the project workstreams and packages have changed from the original budget estimates. All modifications fit within the approved total project budget of $1,420,000.

FINANCIAL IMPLICATIONS:

☐ None ☒ Budget Previously Approved ☐ New Budget Request
(Finance Review Required)

Prepared by:

X _____
Signer 1
Danielle DeVries
Manager, Transportation

X _____
Signer 2
Terry Barton
Director, Planning and Community Services

Approved for submission to Council:

_____
Peter Weeber, CAO

Date: _____

REVIEWED WITH

- ☐ Corporate Services
  - ☐ Bylaw Compliance
  - ☐ Real Estate
- ☐ RCMP
- ☐ Fire & Rescue Services
- ☐ Human Resources
- ☐ Financial Services
- ☐ COMMITTEE:
- ☐ OTHER:
- ☐ Operations
  - ☐ Public Works/Airport
  - ☐ Facilities
  - ☐ Utilities
- ☐ Recreation Services
- ☐ Parks
- ☐ Current Planning
- ☒ Long Range Planning & Sustainability
- ☐ Building & Licensing
- ☐ Engineering Development Services
- ☐ Infrastructure Management
- ☒ Transportation
- ☐ Economic Development & Tourism

Update on OCP/TP project scope, budget, and timeline

Notable changes to scope and budget from the project overview Council previously received are in red text.

Workstream / Package	Original Budget	Modified Budget	Actuals (Nov 27)	Planned Timeline	Current Status
Technical Studies					
Housing needs report	$ 75,000	$ 75,000	$53,061	Feb 2024 – Dec 2024	**Completed**; coming forward for Council to receive Dec 9
Land inventory & related gap analyses 1. Land inventory 2. Parks Study 3. Employment & Economic Development Study 4. Social Services Study	$200,000	↓$90,000	$41,208	Mar 2024 – Dec 2024	1. **Partially completed and on hold**; will complete a final version with the draft land use designations in early 2025 2. **Scope removed**; Parks policies will be drafted in the OCP at a high level and updated in more detail through a future Parks Plan update 3. **Reviewing final draft**; will be coming forward for Council to receive in January 4. **Starting in January**; This scope is for Interior Health and School District 22 to respond to the growth strategy and population projections with their needs in the community
Update environmental mapping	$150,000	↓$110,000	$26,537	Apr 2024 – Dec 2024	**Reviewing final draft**; will be coming forward for Council to receive in January
Update sewer model *Including coordination with RDNO water model*	$300,000	↓$170,000	—	Jun 2024 – Jun 2025	**Scope reduced and starting in January**; work can build off the existing sanitary and water models instead of building a new one; work will be completed in response to the growth strategy
Update traffic counts & road classifications	$100,000	↓$90,000	$67,487	Apr 2024 – Sep 2024	**Data collection completed and modelling ongoing**; Traffic counts & road classification updates are complete; work is currently underway to complete modelling in key locations based on this data and expected to complete in February 2025
Participate in Kelowna's Regional Travel Diary	—	↑$60,000	$58,400	—	**New scope added and completed**; Kelowna was able to deliver their regional trip diary approx. 8 months earlier than expected, which included data collection in Vernon and

					aligned with the project timeline; data collection is complete and results are expected mid-December
Active Transportation & Transit Gap Analysis	$75,000	↑$85,000	$77,444	Apr 2024 – Sep 2024	**Completed**; coming forward for Council to receive Dec 9
Mobility policy reviews 1. EV Charging Gap Analysis 2. Curbside Management Study 3. Highway Corridors Study 4. School Travel Planning	$135,000	↓$110,000	$69,736	Jan 2024 – Dec 2024	1. **Completed**; Council already received the report and it is available on Engage Vernon 2. **Kicked-off**; this study just started and is expected to be completed as draft policies for the TP in Feb 2025 3. **Kicked-off**; work has kicked-off for this study and is expected to be complete by the end of January 4. **Completed**; data from this study is not in a releasable format, but will be used along with the active transportation and transit gap analysis to inform potential improvements along routes to schools
Other workstreams					
Engagement & Communications	$160,000	↑$240,000	$190,427	Dec 2023 - Jun 2025	**Phase 1 & 2 completed**; scope expanded during Phase 1, which increased expected costs; this specifically included adding the future focus workshop for Council, additional workshops for community organizations, and creating additional marketing materials **Phase 3 to commence in April 2025**; an additional $35,000 (included in the $240,000 shown) and increased scope for Phase 3 will be requested for Council to endorse on Dec 9
Document drafting	$100,000	↑$205,000	$46,770	Jun 2024 – Sep 2025	**Added scope**; due to the tight writing timeline in 2025, scope has been added for consultant support to write form and character guidelines ($75k) and for mapping and renderings ($30k) **Drafting is taking place in Q1 2025**; some TP sections and renderings are already completed by the consultants
Options analysis	$25,000	$25,000	$23,719	Apr 2024 – Jun 2025	**Underway**; The options analysis is underway and work is expected to be completed internally based on the technical studies

Additional staff capacity (Project Coordinator)	$100,000	↑$160,000	$56,393	Jan 2024 – Jun 2025	**Ongoing**; The Project Coordinator was being partially funded by the Long Range Planning Department and is now being fully funded by the project to the end of 2025
Totals	**$1,420,000**	**$1,420,000**	**$711,182**		