

Report

Date August 20, 2025

File: 6480-30 25.02

Subject Official Community Plan Amendments – OCP00033 (3499 Henry Road)

PURPOSE

To present a summary of the implications associated with creating and implementing a new land use designation in the Official Community Plan (OCP) to facilitate a zoning amendment and subsequent bare land strata subdivision of 3499 Henry Road.

BACKGROUND

Staff presented an early consideration OCP application to Council on June 18, 2025¹. The applicant is the developer of Morgan Maples, a manufactured home park currently under development on rural lands abutting the Trans-Canada Highway in Chemainus. The developer wishes to convert title of the park from a single title under corporate ownership to individually titled lots by way of bare land strata subdivision. The developer's rationale for this request is that the financing implications associated with the purchase of a manufactured home and monthly pad rental are less accessible than first thought, and that conventional financing options associated with the purchase of land + home would make this project more financially viable. As outlined in the June 18 staff report, subdivision of up to 100 compact residential lots requires both an amendment to the property's land use designation under the [Official Community Plan Bylaw No. 3900](#) and its zoning under [Zoning Bylaw No. 2950](#).

Staff did not recommend support of the application on the basis that this development did not meet any of the key objectives associated with responsible growth to justify such a radical departure from the existing growth policy in the OCP. The property is located outside of the Urban Containment Boundary (UCB), adjacent to rural residential and agricultural properties, contains environmentally sensitive features and entirely lacks co-located commercial, recreational, transportation, and employment supports. Council chose to delay a final decision on the application, directing staff instead to return with a report providing further analysis on the implications of creating and implementing a new land use designation (LUD) that would support increased density in rural lands, along with commentary on the implications of 'Bill 44'.² This report will assist Council in making a decision on whether to advance the OCP amendment application for Morgan Maples any further. For clarity, staff's recommendation to deny this application remains unchanged.

DISCUSSION

A New Land Use Designation

None of the existing land use designations in the OCP are suitable to apply to 3499 Henry Road in a way that would facilitate the compact residential subdivision the developer is seeking.

¹ [Municipality of North Cowichan Council Agenda Package](#) (REPORTS, Item 11.2)

² 2023 Amendments to the *Local Government Act* that conveyed increased density rights on land for the purpose of expediting housing.

The Rural Residential designation (Attachment 1) applies to properties outside of the UCB, but its key objectives to discourage subdivision under 2 hectares and preserve significant trees and vegetation cover do not align with the Morgan Maples proposal. Amending the designation itself to allow the higher-density subdivision proposed would set a dangerous precedent for all other similarly designated parcels, opening the door for widespread residential expansion that would undermine existing protections of the rural land base, create servicing issues and put adjacent agricultural land and nearby environmentally sensitive areas at risk.

The Residential Neighbourhood designation (Attachment 2) appears to have key objectives and actions that would be applicable to the type of compact residential density proposed by Morgan Maples. Still, its description as applying to residential neighbourhoods *inside* the UCB surrounding schools, parks and community halls and supported by nearby commercial centres, would not. This designation is intended to encourage densification by way of 'gentle infill' where existing single-family neighbourhoods and supportive amenities exist. Densification within this designation is intended to be supported by features one sees in vibrant and resilient neighbourhoods; integrated public and private streetscapes, high levels of walkability and existing municipal infrastructure. Due to the absence of these features, this LUD would be equally inappropriate to apply to Morgan Maples.

Council has asked staff to expand upon the possibility of creating and implementing a new LUD that supports the density levels proposed by Morgan Maples. This LUD would have to achieve middle ground between the intent of the Residential Neighbourhood LUD and the Rural Residential LUD. It would have to contain language prescribing what forms of subdivision may be supportable, potentially going so far as to prescribe maximum density limits, often expressed by units per hectare. This LUD would enable pockets of denser development outside of the UCB that lack services and amenities – neither truly urban nor distinctly rural in character. The difficulty with a new LUD such as this is that its foundations and objectives would neither be supported by responsible growth management principles nor harmonious with a conservationist approach generally applied to rural and environmentally sensitive lands. Staff caution that an LUD of this kind would likely be confusing in its identity and could serve to codify an otherwise inappropriate approach to growth management.

Existing OCP Growth Management Policies

The OCP establishes longer-term responsible growth management principles that are intended to both guide staff in their work and provide confidence to the public that decisions made will align with these principles. The *Local Government Act* dictates that zoning decisions must be in alignment with the OCP, thereby ascribing significant influence over land use regulation to the OCP itself. The 2022 OCP articulates the community's central view on growth management – that higher density development is most desirable and efficient when it is located in more urban cores, closer to established services and amenities and connected to existing infrastructure.

While the OCP represents a community-specific vision informed by extensive public consultation, the growth management principles embedded in it are not unique to North Cowichan and have been embraced by most local governments, derived from decades of solid planning practice. That said, issues and applications related to the position of the UCB and growth proposals beyond it continue to elicit a range of public responses and split voting outcomes within Council. The Morgan Maples application is no exception.

The OCP is structured to introduce its broader growth management strategy first, followed by key objectives and complementary LUDs. Therefore, it can be said that a new LUD cannot be integrated into the OCP without the broader growth management policies being updated to enable it. As examples, much of Section 3.0 of the OCP on 'Thoughtful Growth Management' would have to be reconsidered, as would various portions of S.3.1 'Assignment of Growth'. The Objectives and Defining Success excerpts of S.3.2 'Areas Outside the UCB' that reference protecting lands from further increased residential development and discouraging subdivision and stratification would also likely be impacted (Attachment 3). Any other references in the OCP that are undermined or deemed obsolete as a result of growth strategy changes would require revisiting.

Should these fundamental areas of policy be changed, their applicability would not be restricted just to the Morgan Maples application. Introduction of such language into the OCP would impact how staff approach every other application seeking similar density increases outside of the UCB. This is where a new land use designation that enables higher density in rural areas becomes a damaging concept, representing an erosion of the very integrity of the community's growth management strategy. Creating such a designation would potentially enable a slew of similarly inappropriate development applications emboldened by an ambiguous policy environment. The implications of 'setting precedence' is explored further in this report.

Bill 44

Amendments to the *Local Government Act* in 2023 under Bill 44 required a local government's zoning bylaw to permit up to four dwelling units on a parcel 280 m² or larger, where that parcel exists within a UCB and is connected to municipal water and sanitary services. A private sewerage system services the Morgan Maples property. If the parcel were brought within the UCB, the 4-unit permission under Bill 44 would not apply.

That said, Bill 44 also requires a local government to permit a minimum of two dwelling units on every single-family residentially zoned parcel outside of a UCB or serviced privately. Therefore, any new land use designation and zone considered for this property would have to enable those minimum densities.

The developer proposes maintaining the current development layout and seeks approval for up to 100 bare land strata lots, each with one modular. Council should consider that under a conventional residential zone and transition to individually titled lots, the density and housing typology controls under a manufactured home park model (currently regulated under a Development Permit and Mobile Home Park Permit) would no longer apply.

Restrictive covenants cannot be used to circumvent the minimum density levels the province has dictated via Bill 44, nor can overly stringent zoning regulations of aspects such as building height, setbacks or lot coverage be utilized to unreasonably restrict minimum Bill 44 densities from being achieved. This means that regardless of the developer's initial intentions, any subsequent owner could choose to build two dwelling units via conventional construction, and North Cowichan would not be able to restrict it. It is therefore impossible for a developer to assure Council that Bill 44 densities will not be seen, and there are very few tools North Cowichan could deploy to prevent this from happening when future circumstances change.

Infrastructure & Servicing

Given what we know now of current community-wide servicing constraints³, enabling a rurally located development, such as Morgan Maples, to achieve higher density rights under Bill 44 presents concerns that are outlined in the following subsections. More broadly, the creation of a new LUD in the OCP that facilitates further densification of rural lands could require community-wide infrastructure modelling to be redone to capture new assumptions.

Water Servicing

This development has been encumbered with 105 mobile home units, representing an ERU (Equivalent Residential Unit) load of approximately 66 ERU. The residual capacity in the Chemainus reservoirs, including encumbrances as of the date of this report, is around 26 ERUs (including the load from this development as currently configured). If this development were to develop to Bill 44 levels of density, it would allow for the typical provision of up to a single-family home with a secondary suite, bringing the total unit count to 190 ERUs. This number of ERUs would exceed the available reservoir capacity by 164 ERUs.

Sanitary Servicing

Historically, North Cowichan has not supported the development of density on land that cannot connect to existing municipal sanitary systems. Allowing for the use of small package treatment plants to provide for sewage treatment could result in the future sprawl of the sanitary system by allowing development to happen more readily outside of the UCB, versus directing it inside the UCB, concentrating growth where sanitary services already exist, thereby reducing long-term per capita asset renewal costs. Staff recognize that Council has already approved a manufactured home development on the subject property, necessitating that the proponent provide sewage treatment; however, potentially increasing allowable density may create a potential future obligation for North Cowichan that will be larger than at present, with the development as currently configured. The concern that arises is when such treatment systems fail or need renewal. One of two things *can* happen that may be of concern to North Cowichan, each of which are discussed below.

North Cowichan may be asked to take over the operation of the treatment system and may even have to replace it. It is not uncommon for such sewage treatment plants to have very stringent effluent criteria due to the nature of their discharge (typically to ground or to small creeks and streams). Based on relatively stringent effluent requirements, the lifecycle costs of such a treatment system would be 2 to 3 times per capita the cost of North Cowichan's larger sanitary systems. By allowing density in areas outside the UCB, future Councils may be placed in a position where they may have to assume a more substantial liability, that being the construction of a new sewage treatment plant, and the long-term financial obligations associated with that.

Alternatively, North Cowichan may be asked to connect the development to the existing sanitary sewer collection system. This would require building a new sanitary pump station, boring a force main under the Trans-Canada Highway, and constructing a sanitary pipe approximately 2.8 km long to connect to the Chemainus Sewage Treatment Plant eventually. The said infrastructure would be in the order of two times the required per capita asset renewal savings rate compared to other infrastructure in Chemainus. Staff have advised Council of how much additional money the Municipality needs to be collecting

³ [Municipality of North Cowichan Council Agenda Package](#) (REPORTS, Item 8.1)

annually to set up a sustainable asset renewal reserve. Possibly having to take on the said assets in the future will result in a required per capita asset renewal savings that will be higher than would otherwise be the case had North Cowichan not permitted this development to occur. North Cowichan is already struggling with the notion of increasing parcel taxes to cover current asset renewal obligations. Allowing densification outside the UCB exacerbates this problem because such developments may require North Cowichan to assume further under-funded asset liabilities, given that the assets that may be required to connect this development to the Chemainus sanitary system have a higher per capita asset renewal rate than the currently required asset renewal rate for assets within the existing sanitary sewer service area.

Transportation

Overall, the existing transportation network at this location is suitable for a lower-density, rural land use that is currently in place. The potential increase in density without connections to a multi-modal transportation system, access to nearby amenities or supporting land use such as shops, schools, employment, and other services will be inconsistent with the vision and recommendations of the OCP and the 2024 Master Transportation Plan (MTP). If Council were to consider a new LUD in the OCP that permitted increased density in rural areas, it is possible that many of the assumptions in the MTP would require remodelling to determine if some rural road networks would no longer be at appropriate standards.

Effects of increased density within this particular development will also manifest through higher traffic levels along Henry Road and result in the concerns listed below, for which a detailed traffic impact analysis would need to be completed:

- The increased traffic could affect the surrounding transportation network, including Henry Road, which is currently a narrow, rural, local road. Increased traffic volumes may require upgrading of the road and associated drainage system.
- Given that the location of this site requires residents to be largely vehicle dependent, parking demands will be higher, and parked cars could spill over beyond the site and onto Henry Road.
- With traffic volumes increasing closer to the threshold of a rural, local road, the probability of driveway conflicts could increase and result in other operational concerns such as speeding, noise and increased truck traffic that would otherwise be unexpected on this road.
- The level of service at the currently unsignalized intersection of Henry Road and Smiley Road will likely deteriorate for the stop-controlled legs. To achieve satisfactory operational performance, improvements such as approach realignment and a roundabout may be required. The impact and appropriate mitigation measures will need to be confirmed by a study if the proposed rezoning were to move forward.
- The existing signalized intersection of Henry Road and the Trans-Canada Highway could experience delays as a result of the additional traffic and would require further review.

Fire Protection

It bears repeating that 3499 Henry Road is located outside of the 10 minute response time radius of North Cowichan's Fire Services.

Public Consultation

Should Council authorize a comprehensive OCP amendment application to be brought forward, S.475 of the *Local Government Act* requires the provision of one or more opportunities deemed appropriate for consultation with persons, organizations and authorities a Council considers will be affected by the amendments. This consultation is in addition to the statutory requirements for a public hearing, with the key takeaway being that the scale and degree of public consultation is expected to be commensurate with the scale and degree of the proposed changes to the OCP. The breadth of changes required to the OCP could substantiate significant community-wide engagement, unless the Council believes it already understands the landscape of public views and the balance of public opinion, and is confident in the direction it wishes to take. Substantial community engagement comes with cost implications, as well as likely putting other in-queue applications on pause while this work is undertaken.

Members of the public are already expressing interest in this proposal before Council, namely in voicing opposition to the idea of substantively amending the relatively new OCP to enable this dense development to proceed. Opinion letters to the [Cowichan Valley Citizen](#) and emails to North Cowichan (Attachment 4) have been received in the weeks following the June 18 Council meeting. Some are reactions specifically to the impacts of this development on the surrounding community, but many also express the desire to uphold the OCP rather than undermine it. Any future discussion of this development is likely to be met with ongoing public concern and opposition.

Setting Precedent

A discretionary decision that benefits a single landowner at the expense of the growth strategy would represent a degree of arbitrariness and create ongoing uncertainty. A new land use designation that enabled the kind of compact residential density being proposed for Morgan Maples (100 lots with the majority of them between 330 m² and 500 m² in size) could then be deployed to enable almost any other proposal outside of the UCB – a scenario where landowners looking to densify in rural areas could easily claim alignment with the OCP in pursuit of their proposals. North Cowichan has a number of in-queue applications proposing increased density beyond the UCB – some also in the Agriculture, Forestry and Conservation LUD – where applicants are undoubtedly following the Morgan Maples' decision very closely.

A LUD change for the Morgan Maples development cannot be considered as a matter of interpretation or merely semantics. This is not simply a decision made to 'change the colour' of the property on an OCP map with all else remaining unchanged or unaffected. It is important to understand that the options before Council do not involve the removal or reduction of any existing development rights or approvals already in place. The applicant is seeking a new land use approval to enable their development to achieve a fundamental change to ownership structure at the expense of existing density controls and levels of municipal risk with respect to servicing.

In general, enabling greater development of rural lands means more mature forests are inevitably cleared, wildlife habitats are displaced, and a greater risk to existing riparian and environmentally sensitive areas inevitably follows. A new LUD that enables these types of development would mean that the policy structure is also no longer capable of preserving the quiet, pastoral character of rural neighbourhoods.

Affordable Housing

The developer for Morgan Maples has asserted that allowing the conversion of the modular home park to individually titled lots for purchase would facilitate the development of an 'affordable' form of home ownership in the community. It is undoubtedly an important consideration as part of this discretionary approval; in its deliberations, Council has shown a willingness to be more flexible on policy interpretation and apply less stringent zoning regulations to development proposals that do meet a standard of affordability. Staff believe that, given the implications of a potential OCP amendment for Morgan Maples on existing policy and future land use approvals, the affordability aspect of this development warrants further discussion.

The draft Affordable Housing Policy (Policy) was presented to Council on August 12, 2025⁴ and will be considered for adoption at the August 20 Council meeting. The draft Policy includes definitions of an "Affordable Housing Development" and an "Affordable Housing Unit". As would be applicable in this case:

"Affordable Housing Development" means:

- a *Housing Development Project* where at least 25% of the resulting dwelling units are *Affordable Housing Units*, and,

"Affordable Housing Unit" means:

- In the case of housing units offered for sale, a dwelling unit for which the maximum purchase price is 20% lower than the *Market Value*.

These definitions serve two purposes: they set thresholds for when a project may be eligible for certain benefits and incentives identified in the Policy (for example, priority application processing) and can help with providing a benchmark for comparing the relative affordability of different development projects.

Benchmark prices for manufactured homes are challenging to find; however, this definition of "affordable" requires that the unit be priced lower than the market value, which does not appear to be the case for Morgan Maples, where the units currently for sale range from \$349,000 - \$379,000 plus a \$650 monthly pad rental fee.⁵

Under a bare land strata structure, a buyer is purchasing both the home and the land; the developer's letter of rationale provided with their application used an estimated purchase price of \$525,000 under the bare land strata scenario to illustrate a financing comparison. They have also indicated an estimated \$200 monthly strata fee, but have not provided more detailed data that helps confirm whether this is an accurate amount based on an interim budget that meets the requirements of Section 13 of Division 3 of the *Strata Property Act*.⁶

⁴ [Municipality of North Cowichan Council Agenda Package](#) (REPORTS, Item 9.5)

⁵ www.morganmaples.ca

⁶ S.13 of Division 3 of the *Strata Property Act* requires an owner developer to prepare an interim budget for the strata corporation for the first twelve months following conveyance of the first strata lot. The interim budget must include estimated annual operating expenses, contribution to contingency reserve fund and identify each strata lot's share of these expenses.

This development would not meet North Cowichan's definition of "affordable housing" given that the developer is currently offering manufactured home purchase at market value rates and intends to continue to do so under a bare land strata model. The Canada Mortgage and Housing Corporation (CMHC) determines housing to be 'affordable' if it costs less than 30% of a household's before-tax income. The 2021 Canada census data for North Cowichan reflected the average household size being 2.3 people, and the median after-tax income of those households being \$71,000⁷, representing a minimum gross household income of approximately \$100,000. That means a \$525,000 price tag would require \$157,500 minimum in gross household income to meet that 30% maximum limit; thus, the purchase of a manufactured home + lot at Morgan Maples would not be a truly affordable form of homeownership for the average household in North Cowichan.

What the developer is more likely referring to is *relative* affordability, i.e. asserting that units in this development would be more reasonably priced than other open-market options, and potentially more attainable if conventional financing was available. In June of 2025, the benchmark price for a stratified apartment purchase in the Cowichan Valley was \$344,700 and for a townhouse, \$546,300; both of these housing unit types offer conventional financing options and modest monthly strata fees.⁸ It is also important to consider that under a \$650/month pad rental model in a park, the manufactured homeowners are only being taxed on the value of the chattel; the land tax costs are assumed to be included in their monthly pad rental fee and are paid annually by the park owner. Under a bare land strata structure, a landowner would pay increased annual property taxes on top of the monthly strata fee, representative of the tax levy on land value. In summary, the "affordability" argument does not hold up to numerical comparisons.

It is again important to note that the location of developments in close proximity to supportive services and amenities increases their inherent affordability, given the ability of a resident to not have to rely upon vehicle ownership. There are no walkable grocery or other retail stores, recreation facilities, schools or major employment centres within proximity to Morgan Maples. Transit service along the Trans-Canada Highway to major centres experiences long service loop times and is often limited to peak hours. Buyers into Morgan Maples would most likely have to own vehicles for almost every purpose: daily commutes, errands, and recreational pursuits.

SUMMARY

An OCP is a long-range planning document intended to guide the growth and development of a community in a variety of focus areas. Typically, local governments undertake a complete and comprehensive OCP revision every 12-20 years. North Cowichan underwent such an update between 2020 and 2022, and the current OCP is intended to represent the long-term *community* vision, transcending both the shorter-term political cycle and the individual desires of single landowners.

A stable policy environment – resistant to significant departures or cycles of overcorrection and re-correction – would allow staff to focus on development applications for lands already appropriately designated and located within the UCB. Further, discretionary approvals rooted more in responding to individual applicants' financial or personal circumstances would enable inappropriate development

⁷ [Statistics Canada](#)

⁸ [Vancouver Island Real Estate Board July 2025 Monthly Statistics](#)

within rural lands and serve to destabilize existing policy. This perpetuates uncertainty for staff, the public, and potential developers of property within more urban areas.

The discretion to apply exceptions rests with Council, and staff work on every proposal in the spirit of arriving at a position to recommend approval, which often involves negotiating design amendments and recognizing compromises and trade-offs. In the case of Morgan Maples, however, even the status quo R5 zoning has zero alignment with the objectives of smart growth management (e.g. environmental sustainability, economic resiliency, efficient use of infrastructure or the provision of affordable housing), so it is impossible to identify any rationale by which staff can support increasing development rights yet further.

Instead, the only rationale for this application appears to be that the developer's previous business model significantly overestimated the marketability of the product and that moving to a different real estate product *might* (it is by no means clear that it would) provide greater financial feasibility. This in no way provides a sufficient justification for dismantling the growth principles on which the remainder of North Cowichan's development is proceeding. Creating ad-hoc exceptions to public planning policy for the purposes of underwriting speculative private sector investment decisions is neither an appropriate nor responsible form of land use administration.

Council applying current and past OCP land use designations deemed in conflict with the long-standing R5 zoning of the Morgan Maples property should reflect that while there was not a desire to take away the existing development rights of the property, there also was not an appetite to resolve the tension between zoning and land use designation and convey enhanced development potential to this property. The interpretation of the policy and zoning combination for this parcel is for it either to develop under its long-standing existing R5 zoning, or pivot to a less intensive development proposal deemed in alignment with its Agriculture, Forestry and Conservation LUD – one synonymous with solid growth management objectives aimed at conserving North Cowichan's rural, agricultural and environmentally important lands.

There already exists sufficient land within the UCB appropriately designated to support development levels in pursuit of meeting housing needs. Indeed, a recent analysis conducted for the purposes of compliance with the *Local Government Act*⁹, showed that the growth centres (designated "Village Residential" and "Village Core") and the "Neighbourhood" designation articulate a policy vision that could accommodate upwards of 20,000 new units while remaining squarely within the growth hierarchy. This analysis also found that the Zoning Bylaw as-is would allow for a similar number of units, without even taking into account future zoning decisions by Council that allow higher density development within growth centres. In essence, increasing the developable land base in rural areas in a way that stretches already-thin remaining water and sanitary capacity is unnecessary. Consistent land use approvals that uphold the smart growth principles of the OCP would allow staff to focus its efforts on processing proposals for developable land already in alignment with current policy.

⁹ [Municipality of North Cowichan Council Agenda Package](#) (REPORTS, Item 9.4)

OPTIONS

1. **(Recommended Option)** THAT Council denies the early consideration Official Community Plan Amendment application for 3499 Henry Road.
2. THAT Council authorizes an Official Community Plan amendment application for 3499 Henry Road to proceed and directs staff to return to a future meeting of Council with a draft amendment bylaw complete with a new land use designation permitting subdivision and increased density outside of the Urban Containment Boundary.
3. THAT Council provides an alternative direction to staff.

IMPLICATIONS

The developer of Morgan Maples would retain their existing development rights under Development Permit DP000256 and Mobile Home Park Permit MHP00001 should Council deny their OCP amendment application. North Cowichan would continue to issue building permits for the placement of manufactured homes on the property, and the development would operate as a singularly titled modular home park under the management of a corporation. Should that model prove unfeasible for the developer, they can opt to proceed no further with the development. They could sell the six individual modular homes already on the property, which could be relocated elsewhere. The growth management strategy contained in the OCP would remain intact, and staff and the public could continue to operate with certainty on this policy language, providing appropriate guidance on development applications moving forward.

Should Council direct staff to return to a future meeting with a draft amendment bylaw proposing a new LUD and associated OCP changes, staff would also lay out a recommended public consultation framework and seek Council's direction on the same. Significant impact on staff time would result in other in-queue applications being postponed and/or delayed pending anticipated replacement of the current growth management policy. Updated modelling of municipal servicing capacity to capture build-out of rural lands would likely be required. Public feedback to Council in opposition to the proposal is expected to continue until this contentious issue plays out at future meetings and within the community.

Amending the OCP to reflect a more aggressive pro-growth approach to rural lands could risk raising the expectations of property owners regarding land developability and the ability of North Cowichan to provide services. In addition, such a decision may signal to owners of land within identified growth centres that their projects no longer possess their current levels of priority or value.

RECOMMENDATION

THAT Council denies the early consideration OCP Amendment application for 3499 Henry Road.

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Attachments:

- (1) Rural Residential land use designation excerpt
- (2) Neighbourhood Residential land use designation excerpt
- (3) Growth Management OCP excerpts
- (4) Public feedback submitted to Planning department

Report Approval Details

Document Title:	OCP00033 (Morgan Maples) - REPORT FINAL.docx
Attachments:	- (1) Rural Residential land use designation excerpt.pdf - (2) Neighbourhood Residential land use designation excerpt.pdf - (3) Growth Management OCP excerpts.pdf - (4) Public feedback submitted to Planning department.pdf
Final Approval Date:	Aug 15, 2025

This report and all of its attachments were approved and signed as outlined below:

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