



Memorandum

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Date: March 8, 2016 File Number GM-6500-20
Gambier Official Community Plan Review

To: Gambier Island Local Trust Committee

From: Aleksandra Brzozowski
Island Planner
Northern Office

Re: Gambier Island Official Community Plan Review – update

Staff seeks LTC direction on two items related to the Gambier Island Official Community Plan (OCP) Review.

1. Coastal Douglas-fir Conservation Strategy participation

On November 19, 2015, the LTC passed the following resolution:

It was MOVED and SECONDED, that the Gambier Island Local Trust Committee write to the Coastal Douglas Fir Conservation Strategy Partnership volunteering the Gambier Island Official Community Plan review process to be part of the Coastal Douglas Fir Conservation Strategy test case.

The Coastal Douglas-fir Conservation Partnership (CDFCP) has responded and is requesting that the LTC provide a financial contribution of up to \$2,000 in support of its application to the Real Estate Foundation of BC to assist with creation of mapping information, to work with the LTC to provide input to its OCP, and to develop a Gambier Island case study for circulation to other local governments. Please note, the LTC has proposed a \$5,000 budget for the Gambier OCP Review for the 2016/17 fiscal year (pending Trust Council approval). Staff is following up on the feasibility of providing an in-kind contribution to the project in the form of Islands Trust staff time.

The response letter from the Coastal Douglas-fir Conservation Partnership and the Implementation Plan for the CDFCP Conservation Strategy are attached for information.

2. OCP Project Scheduling

Staff seeks direction from the LTC regarding Community Information Meetings or Special Meetings that may be held in 2016, including the upcoming meeting on May 19 on Gambier Island. Staff acknowledges this request may be revised following the Gambier Island LTC and Squamish Nation Community to Community Forum to be held March 31, 2016.

The Gambier OCP Review Project Charter is attached for information.

Attachments:

- March 7, 2016 Letter from Darren McConkey, Chair of Coastal Douglas-fir Conservation Partnership
- Implementation Plan for Coastal Douglas-fir Conservation Partnership Conservation Strategy
- Gambier OCP Review Project Charter – Revised November 2015



Coastal Douglas-fir and Associated Ecosystems Conservation Partnership

info@cdfcp.ca www.cdfcp.ca

March 7, 2016

Gambier Island Local Trust Committee
c/o Islands Trust Northern Office
700 North Road
Gabriola Island, BC V0R 1X3

Sent by email to: abrzowski@islandstrust.bc.ca

Dear Gambier Island Local Trust Committee,

Re: CDFCP and the Gambier Island Official Community Plan Process

Thank you for your invitation to work with the Gambier Island Local Trust Committee (GMLTC) and the Gambier Community to be a test case for incorporating the objectives of the Coastal Douglas-fir and Associated Ecosystems Conservation Partnership (CDFCP) Conservation Strategy into the GMLTC Official Community Plan (OCP). We appreciate the opportunity to work with you at this important time of planning in your community. We anticipate that this partnership will help us to meet our objective of working with local governments to develop plans, policies, bylaws and incentives that enhance Coastal Douglas-fir and Associated Ecosystems values and we hope that it will also assist you with the planning work required for your area.

At present, the CDFCP is working to secure a second round of funding through the Real Estate Foundation of British Columbia (REFBC) to assist with creation of mapping information and to work with the GMLTC to provide input into its OCP. Following up on a successful project in 2015, we have applied for a \$5,000 grant¹ and plan to dedicate approximately half of these funds towards a joint project with the GMLTC. As part of the REFBC grant, we are required to source matching funds and would like to respectfully request that the GMLTC consider dedicating up to \$2,000 towards the project.

¹ The CDFCP is not a registered Society or Charity, but rather a partnership agency directed by a Steering Committee. The REFBC Grant Proposal was written by our Steering Committee members and submitted by the Islands Trust Fund on our behalf. The Islands Trust Fund, with input and direction from the Steering Committee, will manage the grant funds and issue contracts.

As part of the partnership between the CDFCP and the Gambier Island Local Trust Committee, the CDFCP anticipates the following deliverables:

- Develop a project framework
- Work with the GMLTC to develop mapping for use in its OCP review
- Work with the GMLTC & its constituents to develop goals and language for consideration during the OCP review process
- Develop a case study, based on the Gambier Island example for circulation to other local governments

We anticipate that mapping and project coordination will be done by CDFCP contractors and would invite the GMLTC and its Island Planner to have input into establishing, reviewing and evaluating the contract deliverables. We look forward to working with you to generate useful products for your community and to creating a model for use in other communities. We welcome your feedback as we begin to work with you and your staff.

Sincerely,

Darryn McConkey, R.P.Bio.

Chair, CDFCP

(250) 751-3104

info@cdfcp.ca

General Grant Application - Implementation Plan

Objectives	Activities	Timeframe	Deliverables
Project Management Objectives			
Manage Project in an efficient coordinated manner	Develop terms of contracts for project coordination and mapping work (CDFCP Steering Committee sub-committee)	May 16-June 15, 2016	Contract Drafts for circulation to contractors (including workplans)
	Issue contracts (CDFCP Steering Committee)	June 15-30, 2016	Signed contracts with mapping and coordination work
	Monitor contractor progress monthly and adapt timelines as required (CDFCP Steering Committee sub-committee)	July 1, 2016 – March 31, 2017	Status report to the CDFCP Steering Committee at their meetings (usually monthly)
	Wrap up, review and revise contractor products as they become available (CDFCP Steering Committee sub-committee & CDFCP Steering Committee)	February – April 15, 2017	Final project reports and maps
	Report out on project to funders (CDFCP Steering Committee sub-committee)	April 15-May 15, 2017	Final reports to funders
Project Objectives (selected from CDFCP Conservation Strategy)			
Assist local governments, conservation groups & First Nations to identify priority areas for securement and stewardship in their jurisdiction	Develop an outreach contact list for local governments in the CDFCP region (Project Coordinator)	July 1 – July 15, 2016	Contact list, including contact names, phone numbers and emails.
	Draft a letter for circulation with CDFCP Conservation Strategy to local governments (Project Coordinator)	July 15 – 31, 2016	Draft Letter for Review by CDFCP Steering Committee
	Finalize letter to local governments (Project Coordinator & CDFCP Steering Committee)	August, 2016	Final Letter for circulation to local governments

	Send out letter to local governments (Project Coordinator)	September 2016	Confirmation of delivery to contacts on contact list
	Follow up phone calls to local governments to determine if they would like a presentation from a CDFCP Steering Committee Member or volunteer (Project Coordinator)	October 2016	List of local governments and who would like a presentation
	Delivery of up to 10 presentations to local governments (CDFCP Steering Committee or appropriate volunteers)	November, 2016 – February, 2017	List of local governments that received presentations with notes regarding responses
	Evaluation of follow up required with local governments (Project Coordinator)	March 2017	Summary of required follow up
Work with local governments to develop plans, policies, bylaws & incentives that enhance CDF values	Develop sample framework for working with local government (Project Coordinator and CDFCP Steering Committee Sub-committee)	August 2016	Sample framework for working with local governments
	Apply framework to Gambier Island Local Trust Committee (GILTC) Official Community Plan (OCP) Review (Project Coordinator in collaboration with Islands Trust staff)	September 2016	Project Framework for CDFCP involvement in GILTC OCP review
	Seek approval of Gambier Island OCP framework from GILTC (Islands Trust staff)	September 22, 2016	Resolution approving Project Framework
	Work with GILTC and Gambier Island Planner to draft language and mapping for Gambier OCP (Project Coordinator, Mapping Contractor & Islands Trust staff)	October – December 2016	Draft OCP language and map products for review by the GILTC
	Solicit feedback from the GILTC regarding draft OCP language and map products (Islands Trust staff)	January 2017	GILTC feedback for OCP language and map products

	Redraft OCP language and map products as needed (Project Coordinator, Mapping Contractor & Islands Trust staff)	February 2017	Revised OCP language and map products for review by the GILTC
	Submit final draft OCP language and map products to the GILTC (Project Coordinator, Mapping Contractor & Islands Trust staff)	March 2017	Final draft OCP language and map products for review by the GILTC
	Draft a case study with 'lessons learned' and final project budget (Project Coordinator)	March 2017	Draft case study for Steering Committee Review
	Finalize case study and Partner Communications (Project Coordinator & CDFCP Steering Committee)	April 2017	Final Case study posted on CDFCP website and communicated to partner agencies
Provide tools for prioritization of areas for securement & stewardship within the CDF Zone	Secure data on protected areas including what was assembled during 2015 and solicitation of local government and land trust data (Mapping Contractor)	July – September 2016	Enhanced Protected Area data layer for use in internal data analysis and online conservation planning tool for partners working in CDFCP area.
	Analyse Mapping Scenarios developed during the development of the CDFCP Strategic Plan using protected area and land use data filters (Mapping Contractor)	October 2016 – Feb 2017	Map and data analysis indicating land uses on non-protected high priority conservation lands
	Review mapping and analysis and establish next steps for data use and development	March – April 2016	Next steps for data use and development for CDFCP Steering Committee
Work with professional associations to enhance CDF stewardship	Meet with Association of BC Forestry Professionals Staff and College of Applied Biology staff to determine scope and format of guidance documents for their members	October 2016	Plan for development of guidance documents for each professional association

	Develop guidance documents	November 2016 – February 2017	Draft guidance documents for Association of BC Forestry Professionals Staff and College of Applied Biology review
	Finalize guidance documents and communication to Association of BC Forestry Professionals Staff and College of Applied Biology members	March – April 2017	Final guidance documents for Association of BC Forestry Professionals Staff and College of Applied Biology posted to association and CDFCP websites and communicated to Forestry and Biology professionals and CDFCP partners

Gambier OCP Review - Engagement Phase Project Charter

Gambier Island Local Trust Committee

Date: April 20, 2015

November 19, 2015

Purpose To review the OCP to address topics deemed out-of-date or problematic to better reflect the Gambier community and achieve the object of the Islands Trust.

Background The LTC identified this project as a Top Priority in February 2015.

Objectives

- To adopt policies that advance the stewardship of sensitive ecosystems on Gambier Island
- To address community needs that are within the scope of land use planning
- To engage and collaborate with First Nations
- To revise land use and advocacy policies with the aim to reflect current realities

In Scope

- Land uses and policies for the Wilderness Conservation lands
- Park and trail prioritization
- Updating OCP schedules with current mapping data
- Protection of archaeological and cultural sites
- Shoreline protection
- Policies to promote economic development
- Policies to promote revitalization of New Brighton
- Review of advocacy policies
- Review of DPAs

Out of Scope

- Review of Density/Build-Out
- Review of Land Use Designations outside of WC
- Operational concerns under the authority of other agencies

Workplan Overview

Deliverable/Milestone	Date
Early consultation with local governments, agencies, and First Nations	May—October 2015
Information gathering and mapping regarding environmental topics (Shoreline info, OCP Schedules to update, Sensitive Ecosystems)	May—October 2015
Prepare preliminary survey for consultation	October—November 2015
Community To Community Forum with First Nations to share histories and interests and to explore possible Arch Overview	Winter 2015
Stakeholder engagement regarding shoreline protection, sensitive ecosystem mapping (include Riparian Areas Regulation?)	Winter 2015
Stakeholder engagement regarding Park and Trail prioritization, and Wilderness Conservation lands	Winter 2015
Stakeholder engagement regarding economic development and advocacy	Spring 2016
Report to LTC regarding results of stakeholder engagement and outline of draft amendments	Summer 2016

Project Team

Aleksandra Brzozowski	Project Manager
Ann Kjerulf	Project Sponsor
Penny Hawley	Admin Support
Barb Dashwood	GIS technician

Budget

Budget Source: \$ 7,000 (2015/2016 Fiscal)

Fiscal	Item	Cost
2015-2016	Communications & Meetings	\$ 2,000
2015-2016	Contribution to Arch Overview	\$ 5,000

RPM Approval:

Date: June 3, 2015

LTC Endorsement:

Resolution: GM-2015-033 (June 18, 2015);

Total

\$ 7,000

Gambier OCP Review Bylaw Amendment Phase Project Charter

Gambier Island Local Trust Committee

Date: May 26, 2015

November 15, 2015

Purpose To review the OCP to address topics deemed out-of-date or problematic to better reflect the Gambier community and achieve the object of the Islands Trust.

Background The LTC identified this project as a Top Priority in February 2015.

Objectives

- To adopt policies that advance the stewardship of sensitive ecosystems on Gambier Island
- To address community needs that are within the scope of land use planning
- To engage and collaborate with First Nations
- To revise land use and advocacy policies with the aim to reflect current realities

In Scope

- Land uses and policies for the Wilderness Conservation lands
- Park and trail prioritization
- Updating OCP schedules with current mapping data
- Protection of archaeological and cultural sites
- Shoreline protection
- Policies to promote economic development
- Policies to promote revitalization of New Brighton
- Review of advocacy policies
- Review of Development Permit Areas

Out of Scope

- Review of Density/Build-Out
- Review of Land Use Designations outside of WC
- Operational concerns under the authority of other agencies

Workplan Overview

Deliverable/Milestone	Date
Consultation with First Nations on outline of draft amendments	Summer 2016
Consultation with FLNRO following completion of new protocol agreements between Islands Trust and FLNRO	Summer 2016
Report to LTC on approaches to bylaw amendments (omnibus v. several)	Summer 2016
Referral to Gambier APC on first draft of bylaw	Fall 2016
First Reading	Fall 2016
Stakeholder consultation regarding draft bylaws	Winter 2016/2017
Engagement with SCRD, agencies and First Nations re draft bylaws	Winter 2016/2017
Second Reading	Spring 2017
Public Hearing and Third Reading	Summer 2017

Project Team

Aleksandra Brzozowski	Project Manager
Ann Kjerulf	Project Sponsor
Penny Hawley	Admin Support
Barb Dashwood	GIS technician

Budget (Budget Source: anticipated 2016/2017 budget)

Fiscal	Item	Cost
2016-2017	Communication Materials	\$ 500
2016-2017	APC meetings	\$1,000
2016-2017	Meetings and Public Hearing	\$1,500
	Total	\$3,000

RPM Approval:
Date: June 3, 2015

LTC Endorsement: GM-2015-033 (June 18, 2015);