



DATE OF MEETING: February 4, 2021

TO: Gambier Island Local Trust Committee

FROM: Marnie Eggen, Island Planner  
Northern Team

COPY: Heather Kauer, Regional Planning Manager

SUBJECT: Gambier Island Official Community Plan Review

## RECOMMENDATION

1. That the Gambier Island Local Trust Committee request staff to amend the Gambier Official Community Plan Review Project Charter, to reflect [insert project type] and that includes [insert desired categories/topics] in scope.

## REPORT SUMMARY

The purpose of this report is to identify preliminary objectives and scoping options for the Gambier Island Official Community Plan Review Project as the project recommences and to request direction from the Gambier Island Local Trust Committee (LTC) on a preferred approach.

## BACKGROUND

The Gambier Island Official Community Plan Review was identified as a Top Priority Project in 2015. The following is a summary of the OCP review activities to date:

- Preliminary consultation with First Nations took place in 2016 and early 2017;
- A community survey on targeted OCP review topics was conducted in 2016;
- The LTC collaborated with the Coastal Douglas Fir Conservation Partnership to produce mapping of priority conservation areas in 2017;
- Representatives of the Skwxwú7mesh Úxwumixw (Squamish Nation) met with Gambier Island community members to discuss key OCP topics and respective interests at a Special LTC meeting held February 2017;
- The Advisory Planning Commission (APC) commented in 2017 on two referrals regarding the OCP project; and
- Staff conducted an internal technical review of the existing OCP, which identified opportunities for additions, revisions, and restructuring in June 2018.

Following the technical review, the LTC passed the following related resolutions at their December 13, 2018 business meeting:

**GM-2018-082**  
It was **MOVED** and **SECONDED**

that the Gambier Island Local Trust Committee amend the Revised Project Charter endorsed June 2018 for the Gambier OCP Comprehensive Review to include the Coastal Douglas-fir and Associated Ecosystems Toolkit.

**CARRIED**

**GM-2018-083**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee amend the project Gambier LUB Review by adding review of shipping container regulations.

**CARRIED**

**GM-2018-084**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee move the items from the Gambier LUB Review under Projects and embed them into the Gambier OCP Comprehensive Review under Top Priorities.

**CARRIED**

**GM-2018-085**

**It was MOVED and SECONDED**

that the Gambier Island Local Trust Committee move from Projects: Development Approval Information Bylaw, Gambier Site-specific Water Zones, and Recreational Camp and Private Institutional Regulation Review, to Top Priorities number 2, Gambier OCP Comprehensive Review.

**CARRIED**

Since then and up until now, the OCP Review Project was placed on hold due to limited staffing resources.

### **Summary of Current Objectives, Scope, Timeline and Budget of the OCP Review Project**

According to the latest Project Charter, dated December 2018, the current objectives and scope of the OCP Review are the following:

#### ***Objectives***

- To review and update goals, objectives, and policies to guide development on Gambier.
- To engage and collaborate with First Nations.
- Ensure the OCP addresses the *Islands Trust Policy Statement* and *Local Government Act* requirements.

#### ***Topics in Scope***

- Technical amendments to streamline the OCP goals, objectives and policies.
- Review options to enhance shoreline protection and marine designations.
- Implement coastal Douglas-fir and associated ecosystems toolkit.
- Review of forest conservation related policies.
- Review options to protect archaeological and cultural sites.
- Review of policies regarding: economic development; livability and services for island residents; private institutional policies; parks and trails.
- Updating Schedule B to ensure designations reflect intended uses.

Staff note that at the December 13, 2018 business meeting, that resolutions requested that the following be added to the OCP Review:

- Items from the Gambier LUB Review under the Projects List.
- Development Approval Information (DAI) Bylaw, Gambier Site-specific Water Zones, and Recreational Camp and Private Institutional Regulation Review.

**Timeline**

Before the project was put on hold, the Project Charter indicated that the project was in the early stages of Phase One of the two phased workplan approach with the following anticipated actions and timelines.

Phase 1 (June 2018 – March 2019)	Phase 2 (April 2019 – March 2020)
<p><b>Anticipated actions:</b></p> <ul style="list-style-type: none"> <li>• OCP technical review (completed)</li> <li>• Ongoing First Nation engagement</li> <li>• Analysis of environmental &amp; archaeological protection topics</li> <li>• Development Approval Information bylaw drafting</li> <li>• Development of consultation/communication plan</li> <li>• 2 Community Information Meetings &amp; 2nd Community Survey</li> </ul>	<p><b>Anticipated actions:</b></p> <ul style="list-style-type: none"> <li>• Consultation on “livability” topics, private institutional policies, interagency topics such as parks.</li> <li>• Policy drafting and Schedule B updates</li> <li>• Bylaw drafting and legislative review process (readings, public hearing, EC and Ministry approval)</li> </ul>

**Budget**

The Project Charter indicates a \$4500.00 budget for Phase 1 and the budget for Phase 2 is yet to be determined. Currently, the Expense Report (included in this agenda package) indicates a budget of \$4000.00 for the Gambier OCP project for this fiscal year.

**ANALYSIS**

**Issues and Opportunities**

As this project recommences and in preparation for updating the Project Charter, staff are revisiting the project objectives and scope to confirm the LTC’s desired direction going forward. Staff reviewed all of the work done to date, budget allocations, and time remaining in the term, and has developed the following table with three general scoping options for advancing the project along with timelines, budget and staff comments.

**Table 1: Project Options**

<b>Type of Project</b>	<b>Option 1: Continue with Comprehensive Review (currently proposed)</b>	<b>Option 2: Category Review</b>	<b>Option 3: Topic Focus</b>	<b>Staff Comments</b>
<b>Objectives</b>	<p>As listed in Project Charter (Dec. 2018)</p> <ul style="list-style-type: none"> <li>Review &amp; update goals, objectives, policies to guide development.</li> <li>Engage and collaborate with First Nations.</li> <li>Address Islands Trust Policy Statement and <i>Local Government Act</i> requirements.</li> </ul>	<p>As determined based on desired category.</p>	<p>As determined based on desired topic.</p>	<p>Objectives should include:</p> <ul style="list-style-type: none"> <li>First Nation engagement &amp; collaboration/strengthening relations;</li> <li>Utilizing the Coastal Douglas-fir Conservation toolkit and Regional Conservation Plan (if within scope);</li> <li>Consistency with the Islands Trust Object, Policy Statement, and Strategic Plan;</li> <li>Addressing applicable <i>Local Government Act</i> requirements.</li> </ul>
<b>Scope</b>	<p>As listed in Project Charter (Dec. 2018):</p> <ul style="list-style-type: none"> <li>Forest conservation /Protection of Coastal Douglas-fir Zones and Associated Ecosystems.</li> <li>Protection of Archaeological &amp; cultural sites.</li> <li>Shoreline protection &amp; marine designations.</li> <li>Economic development.</li> <li>Parks and trails.</li> <li>Livability &amp; services for island residents.</li> <li>Private institutional policies.</li> </ul>	<p>1-2 categories. E.g.:</p> <ul style="list-style-type: none"> <li>Any 1-2 of the categories listed in the Project Charter or others.</li> </ul>	<p>1 topic. E.g.:</p> <ul style="list-style-type: none"> <li>Public docks</li> <li>Forest conservation on public lands</li> </ul>	<p>The scope should include:</p> <ul style="list-style-type: none"> <li>Technical review;</li> <li>First Nations acknowledgement and history.</li> </ul> <p>Integration with Regional Planning Team efforts towards standardizing OCP documents and OCP review process when possible, e.g. standardized OCP structure and style.</p>
<b>Approximate Timeline</b>	<ul style="list-style-type: none"> <li>4 – 6 years</li> <li>(2 – 3 years completed; 2-3 more years of work to complete)</li> <li>Would span into next political term.</li> </ul>	<ul style="list-style-type: none"> <li>2 – 4 years</li> <li>Would span into next political term.</li> </ul>	<ul style="list-style-type: none"> <li>1 – 2 years</li> <li>With a smaller scope, could aim for Public Hearing by March 2022.</li> </ul>	<ul style="list-style-type: none"> <li>Timeline dependent on scope and desired extent of consultation.</li> <li>Outcome of Islands Trust Policy Statement Review 2050 not available until 2022.</li> </ul>
<b>Budget</b>	\$5000.00+ (\$\$\$\$)	(\$\$\$)	(\$\$)	

**Rationale for Recommendation**

Staff have provided an analysis of project scoping options for LTC consideration in preparation for updating the Project Charter. Staff request direction on the type of project and scope of the project before proceeding with Project Charter amendments. The staff recommendation is found on Page 1 of the report.

**ALTERNATIVES**

The LTC may consider the following alternative to the staff recommendation:

**1. Request updates to the Project Charter with no change to the objectives or scope.**

The LTC may request no changes to the objectives or scope of the Project Charter, dated December 13, 2018, but request changes to the workplan. Recommended wording for the resolution is as follows:

*That the Gambier Island Local Trust Committee request staff to amend the Gambier Official Community Plan Project Charter, dated December 13, 2018 with no changes to the objectives and scope, but by developing a proposed workplan and budget to achieve the previously identified objectives and scope.*

**2. Request further information.**

The LTC may request further information before making a decision. Staff advise that the implications of this alternative are that it may delay the preparation of the Project Charter. Recommended wording for the resolution is as follows:

*That the Gambier Island Local Trust Committee request that staff provide [insert requested information].*

**NEXT STEPS**

Should the LTC concur with the staff recommendation, or alternative, staff will prepare amendments to the Project Charter for LTC consideration at the next LTC meeting.

Submitted By:	Marnie Eggen, RPP, MCIP Island Planner	1/25/2021
Concurrence:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	January 26, 2021

**ATTACHMENT**

1. Project Charter, dated December 13, 2018

# Gambier OCP Review Project Charter

Gambier Island Local Trust Committee

Date: June 28, 2018  
Revised December 13, 2018

**Purpose** To conduct a comprehensive review of the Gambier Island Official Community Plan in a two-phase project.

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

## Objectives

- To review and update goals, objectives, and policies to guide development on Gambier
- To engage and collaborate with First Nations
- Ensure the OCP addresses the Islands Trust Policy Statement and Local Government Act requirements

## In Scope

- Technical amendments to streamline the OCP goals, objectives and policies.
- Review options to enhance shoreline protection and marine designations.
- Implement coastal Douglas-fir and associated ecosystems toolkit.
- Review of forest conservation related policies.
- Review options to protect archaeological and cultural sites.
- Review of policies regarding: economic development; livability and services for island residents; private institutional policies; parks and trails
- Updating Schedule B to ensure designations reflect intended uses.

## Out of Scope

- Review of Density/Build-Out
- Affordable Housing Strategy

## Workplan Overview

Deliverable/Milestone	Date
First Nations engagement	
LTC consideration of OCP technical review	
Phase One (development of consultation/communication plan; analysis of environmental & archaeological protection topics; DAI bylaw drafting; policy drafting)	
Phase one: Development of consultation/ communication plan	
Phase one: Community information meeting	
Phase one: Community survey	
Phase one: Draft Development Approval Information bylaw	
Phase one: Community information meeting	
Phase Two (consultation and analysis regarding “livability” topics, private institutional policies, and interagency topics such as parks; policy drafting and Schedule B updates)	
Bylaw drafting and Legislative Review Process (readings, public hearing, EC and MMAH approval)	

Project Team		Budget		
Island Planner	Project Manager	Budget Source: Gambier OCP Project		
Planner 2	Project Sponsor	Fiscal	Item	Cost
Regional Planning Manager	Project Sponsor	2018-19	Two CIMs @ \$1000 each	\$2000
Planning Clerk	Admin Support	2018-19	Community Survey	\$1000
GIS Analyst	Mapping Support	2018-19	First Nations engagement	\$1500
Communications Coordinator	Communications Support	2019-20	Phase 2 and Leg Review (CIM & Public Hearing)	TBD
			<b>Total</b>	<b>\$4500</b>

**RPM Approval:** Ann Kjerulf

**Date:** Dec. 13, 2018

**LTC Endorsement Date:** GM-2018-082 (December 13, 2018)