

GAMBIER ISLAND

OCP/LUB Targeted Review Project

Draft Community Engagement Plan



ISLANDS TRUST

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1.0 Background

Gambier Island Official Community Plan (OCP) & Land Use Bylaws (LUB) Targeted Review – Public Engagement Framework is modeled after the International Association for Public Participation (IAP2), which incorporates best practices for public engagement. This key elements of IAP2 are designed to comply with statutory requirements set forth in the Local Government Act, and the Islands Trust Policy Statement to provide an open, consultative, and meaningful public participation process.

Bayshore Planning Services was hired in July and has been retained to provide limited support to help build the engagement plan and plan implementation. The consultation timeline will occur between July – November 2022.

2.0 Project Description

The Local Trust Committee identified updating the Gambier Island OCP and LUB targeted review as a Top Priority in February 2015. The project has undergone the first phase and will continue to implement the next two phases over the next two years.

The targeted review for the Gambier Island Official Community Plan policies and Land Use regulations will focus on the following:

- (i) Archaeological and Cultural Heritage Protection
- (ii) Shoreline protection and ensuring access to public docks
- (iii) Forest ecosystem protection
- (iv) OCP/LUB Process

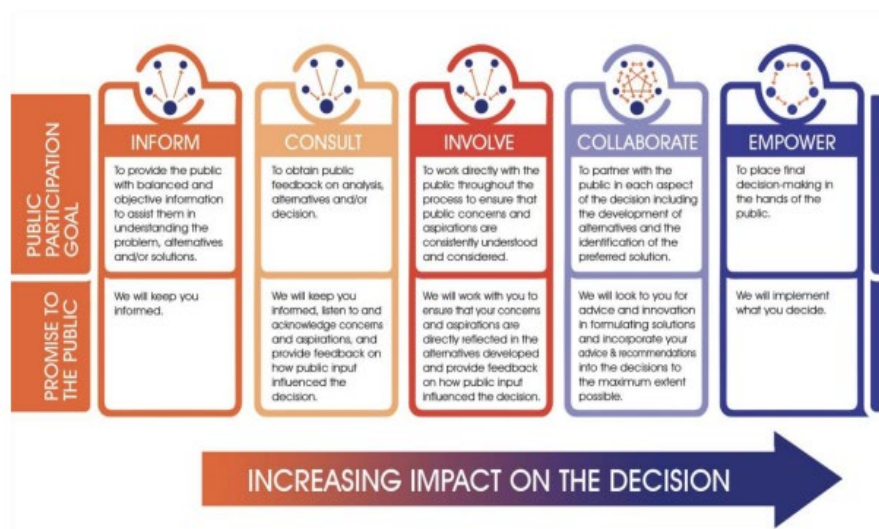
3.0 Values and Principles for Engagement:

- Values and principles are fundamental norms or rules that guide the perspective of an organized group of people, as well as their actions.
- The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection and stewardship of the amenities, environment, and resources of the Trust Area.
- When making decisions and exercising judgment, Trust Council will place priority on preserving and a protecting the integrity of the environment and amenities in the Trust Area.
- Trust Council will seek information from a broad range of sources in its decision-making processes, recognizing the importance of local and traditional knowledge in this regard.

- Trust Council believes that to achieve the Islands Trust objective, the rate and scale of growth and development in the Trust Area must be carefully managed and may require limitation.
- Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

4.0 Purpose of Engagement:

The primary reason for public engagement is to **inform** the Gambier Island Local Trust Committee (LTC) decisions in the planning process. To make an informed decision, the LTC is committed to consulting with the community, to **building** relationships in the community, to **involving** the key interested and affected parties, and to **collaborate** with First Nations. Note: Early and meaningful engagement with Skwxwú7mesh (Squamish) Nation, ɫ əliiW ətaʔ (Tsleilwaututh) Nation, xʷməθkʷəy̓əm (Musqueam) Indian Band is separate from the public engagement process.



4.1 Level of Consultation with the Public

Islands Trust staff incorporate the knowledge and frameworks of the International Association for Public Participation’s (IAP2) organization. The current public engagement levels for this project under IAP2 will combine the following:

- Inform
- Consult
- Involve

4.2 Gambier Island’s Working Group

The Working Group (WG) is a volunteer group encompassing part-time and full-time residents of Gambier Island. The Working Group will have a hands-on role in creating and supporting the implementation of engagement activities in the community under the direction of Islands Trust staff and the Local Trust Committee. These meeting are currently not open to the public and will be completed

over Zoom. There are four active members and three additional seats for representatives from Skwxwú7mesh (Squamish) Nation, ɫ əlilw̓ ətaʔt (Tseil-waututh) Nation, xʷməθkʷəy̓əm (Musqueam) Indian Band (or their alternates). New members are encouraged to join the Gambier Island Working Group. Islands Trust planning staff will work to schedule the meetings, prepare agendas, meeting summaries to update the LTC and technical support, as necessary.

4.3 Community Engagement Tools and Techniques

Bayshore Planning Services will work with Working Group, Islands Trust staff and Local Trustee to determine the most appropriate tools and techniques. We have reviewed some techniques in the development of our Engagement Plan.

- Virtual/in-person open houses (e.g., Community workbook, story boards, group discussions, presentations, and/or other interactive activities)
- Virtual/telephonic conversations with Islands Trust planners, volunteer working group members, and/or consultant
- Postering the dock and community gathering areas.
- Post on private facebook groups such as, Gambier Islanders and Fircom area neighbours
- Online survey
- Email to Gambier Islands 600 plus email subscribers on the Gambier Island Local Trust Area list
- Update a project webpage
- Connect with residential areas and meet when they meet (e.g., Sea Ranch AGM)

4.4 Target Audience and Interested and Affected Parties List

Community

- Gambier Fire Equipment Group
- Sunset Estates Community Group
- Gambier Island Conservancy
- Sunset Estates Long Bay
- West Bay Landing community group
- Scotch Club
- Gambier Community Centre Society (GCCS)
- Sea Ranch Board
- Centre Bay Board
- Fircom Community Group
- Camps Artaban
- Camp Fircom
- Camp Latona
- Royal Vancouver Yacht Club
- Burrard Yacht Club
- Gambier Estates
- Douglas Bay Rate Payers
- Brigade Bay Rate Payers

Government

- Sunshine Coast Regional District
- Islands Trust Council
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4.5 Community Engagement Plan

We are proposing two community engagement sessions one (1) in person meeting and one (1) virtual Zoom meeting. The timing will be September 1st for the in-person and mid September for the virtual Zoom meeting.

These sessions will provide technical information with regards the key topic areas:

- (i) Archaeological and Cultural Heritage Protection
- (ii) Shoreline protection and ensuring access to public docks
- (iii) Forest ecosystem protection
- (iii) OCP/LUB Review Process

We are proposing to use a Community Workbook to gather input on these topic areas during the in-person and virtual meeting. The Community Workbook is designed as an interactive educational tool to generate discussion around the key topic areas.

During the COVID pandemic, professional planners became very adept at virtual engagement. With the use of virtual platforms, we can facilitate large groups of people and provide opportunities to use online questions, use break out rooms, white boards and facilitate meaningful dialogue. The virtual option also allows the facilitators the ability to use our “Community workbook” exercises.

4.6 Online survey

An online survey will be made available through Islands Trust website. The survey is a key element of the engagement plan and email notifications will be sent to the email subscribers with a link to the online survey.

A mailout will be prepared with a poster notifying community members of the OCP/LUB review process. Along with the web address to access the survey that will be added to the Island Trust's Gambier Island Project Page.

4.7 Community Workbook

The Community Workbook is designed to be used as an interactive activity during the In-person and Virtual Zoom meeting in mid September. It will be presented to the Gambier Island Working Group at its first meeting. The focus of the Workbook will be to present the key topic areas that have been identified for the OCP/LUB Targeted Review Project. This outreach tool will help guide the discussion and provide a summary of the Discussion papers? The format of the Workbook will provide an opportunity of us to gather written and verbal feedback to the questions included in the workbook.

5.0 Methodology

The methodology to engage the community will include various communication tactics. The online survey that will be used to drill down and to focus on the strategic priorities identified in the Islands Trust Policy Statement. The methods used in the creation of the survey are as follows: background review of existing reports, and discussion papers, and demographic information using 2016 census data.

- Community consultation will be conducted with residents living full and part time on Gambier, not-for-profit organizations, developers, and community groups.
- Given the remoteness of Gambier and uncertainties that still exist around COVID-19 relating to in-person meetings, we are proposing one in person workshop supplemented with an interactive virtual zoom meeting.
- Based on the past work of the OCP review we propose to summarize priorities going forward to complete the process. The OCP project will be reintroduced through the Gambier Island Working Group and two meetings are proposed to be schedules in August and October.
- The proposed education and outreach tools are designed to be mindful of limited resources and the goal is to focus on key issues and complete the project in a timely manner. Technical information will include the Islands Trust’s discussion papers on Forest Lands and Shoreline.
- The engagement tools will involve updating the Islands Trust Gambier Island Project website with the On-line Survey, a poster advertising the OCP/LUB process as well as social media networks to notify the community and used to generate interest.
- Through the Islands Trust extensive email lists regular updates will be prepared. Access to these email lists will be our primary vehicle to reach out to individuals and community groups.
- To give the community time to review the Gambier Island OCP/LUB Islands Trust Website we are proposing to launch the survey after the 1st Working Group Meeting in the latter part of August, prior to the September 1st, in person Community Workshop.
- A 2nd Working Group meeting is planned for October after the survey results have been summarized.

5.1 Deliverables will include:

- Preparation of an **Online Survey** will be available through the Islands Trust website. This will be open to the community and will be used to gather broad community perspectives and anecdotal information on key areas for review.
- Data analysis and reporting based on information gathered. The survey will be used to supplement community meetings to gain broad community perspective. The survey will be distributed online, and paper copies of the survey will be available at strategic locations on Gambier Island.
- A **Community workbook** will be used at the in-person workshop, and during the online meeting. Our team will provide technical support to facilitate the zoom meeting and conduct break away room if required, and ensure the session is recorded.
- A poster will be prepared for a mailing to all residents on Gambier Island.
- It is proposed that **the two workshops**, one in person and one virtual Zoom meeting will be scheduled between 1.5 – 2.0 hours.
- **Two Zoom meetings will be scheduled with the Gambier Island working group.** Technical materials will also be circulated between meetings requesting input from the group.

6.0 Timeline of Engagement Plan

The table below provides a summary of the Public Engagement Plan and outlines timelines and communications tactics proposed for the Gambier OCP & LUB targeted review process:

PUBLIC ENGAGEMENT PLAN		
Timeline	Engagement Tactic	Communication Tactic
July/August	-Kick off OCP/LUB Review Process and introduce team. -Schedule a Zoom meeting with Gambier Island Working Group over the Summer. -Present information on Islands Trust Discussion papers -Introduce Community Workbook. -Schedule Online/In person Workshop	Online
July 25th-29th	-Prepare introductory email to Working Group with e engagement plan to launch the OCP/LUB Review Process - Create a poster for distribution to Gambier Island residents.	Online
Mid August	-Launch online Survey and make paper copies available. Evaluate process and results to date from online survey Schedule. Schedule meeting with Gambier Island working Group.	Online
September 1st-30th	-Host first engagement event in person after the LTC meeting between 4pm - 6pm. Format will include interactive activities to gather perspectives on OCP/LUB review. - Host second meeting via Zoom. This will be a virtual meeting and will also be interactive using the community workbook. The online survey will be promoted at both meetings.	In person & online
October	Close survey and prepare results for second meeting with the Gambier Island Working Group.	Online
November 25th	Presentation to Islands Trust Committee on Policy recommendations for update to the OCP/LUB.	Online/In person

7.0 Policy Gap Analysis

The Policy Gap Analysis will be conducted through a background review of all relevant policies and strategies and included into the Community Workbook. The findings will be analysed and general recommendations for initiatives to be prepared for consideration through the OCP planning process. This will help guide proposed policy changes to the OCP document, necessary internal resources, and refinement to the work plan. We will include questions on the gap analysis/ issues identification during the vision and goals public engagement.

8.0 Communication Objectives

Subject to Islands Trust approval, mid July we propose to begin outreach to the public to reintroduce the OCP project and help the community become familiar with the digital tools that we propose to use, such as Islands Trust Website, online survey. This timeline will also allow extra time for people with competing priorities to review materials when they are able. This deliverable will include the first broad

public engagement period, with an online survey via Islands Trust Website, as well as further engagement with key community groups, and decision-makers.

This Summer/Fall has been identified as the timeframe to consult and will involve updating the website with discussion papers, social media to generate interest, posters, local media outreach and online community based social media channels.

We suggest targeting Mid August to launch the online survey which gives the public time to become familiar with the digital tools and the context for the OCP review.

9.0 Summarize Community Input

A summary of the Community Workshop input will be summarized and documented as to the support or non-support of the four topics and implementation strategies.

9.1 Report on Workshops and Recommendations for Bylaws

Using the input from the workshops, staff and the Consultants will prepare the final report. This will include the summary of the Workshops and the recommendations for amendments to the OCP and Land Use Bylaws to achieve the recommendations. The final report is to be provided to Islands Trust on or before Nov. 25, 2022.

After the Consultants' have a draft report, we are proposing a virtual meeting with Islands Trust staff to present the recommendations and discuss the report.

10.0 Prepare Draft Update for Gambier Island OCP & Land Use Bylaws

We will create a framework for the OCP and draft policies for each theme in the OCP. We will engage with the Working Group and Community members on specific pieces of draft OCP and LUB to garner their feedback. Building on the survey and workshop feedback, we will draft policies for each theme of the OCP. We will then offer a comment period for further feedback on draft policy and prepare the draft OCP for referrals to other governmental bodies. Approximate date for completion is targeted for November 25th, 2022, Local Trust Committee meeting.

Based on feedback on the draft OCP, we will revise policies as needed. This phase includes a presentation to the Island Trust representatives on the draft OCP review that includes intergovernmental referrals.

The Community Engagement Plan provides a description of the tasks proposed that will complete the community engagement and update of the Official Community Plan and the Land Use Bylaw.