



# Gambier Island Local Trust Committee

## Regular Meeting Addendum

Date: July 14, 2022  
Time: 10:00 am  
Location: Keats Camp - Chart Room  
Keats Camp, Keats Island, BC

---

	<b>Pages</b>
<b>10. LOCAL TRUST COMMITTEE PROJECTS</b>	<b>11:00 AM - 11:50 AM</b>
<b>10.2. Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project Update - Memorandum</b>	
10.2.1. <u>Draft Community Engagement Plan</u>	2 - 11

# GAMBIER ISLAND

## OCP/LUB Targeted Review Project

### Draft Community Engagement Plan



## ISLANDS TRUST

JULY 12 2022

**OCP/LUB TARGETED REVIEW PROJECT**  
**DRAFT COMMUNITY ENGAGEMENT PLAN**



BAYSHORE PLANNING SERVICES INC.  
C 250-710-0238  
[info@bayshoreplanning.com](mailto:info@bayshoreplanning.com) | [bayshoreplanning](http://bayshoreplanning.com)

# OCP/LUB Targeted Review Project

## Draft Community Engagement Plan

---

### 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 - October 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:**

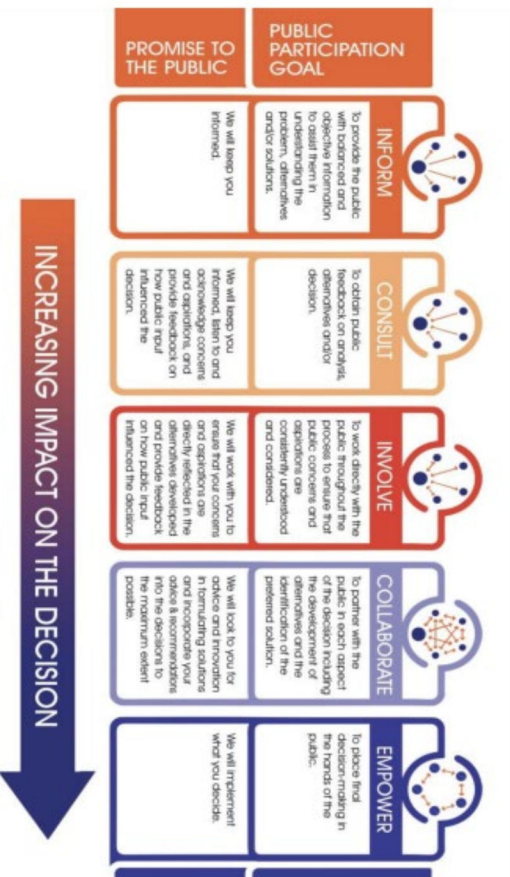
### 3.0 Values and Principles for Engagement:

- 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. In order 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, s\_iliw ataʔt (Tsilwaututh) Nation, xʷmənkʷəyem (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 be a combination of the following, but will be dependent on resources:

- Inform
- Consult
- Involve

# Spectrum of Public Participation

LEVEL OF PUBLIC PARTICIPATION	PUBLIC PARTICIPATION GOAL	PROMISE TO THE PUBLIC	EXAMPLE TOOLS AND TECHNIQUES
INFORM	<ul style="list-style-type: none"> <li>To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and / or solutions.</li> </ul>	<ul style="list-style-type: none"> <li>We will keep you informed</li> </ul>	<ul style="list-style-type: none"> <li>Webpage</li> <li>Newspaper ads</li> <li>Signs</li> </ul>
CONSULT	<ul style="list-style-type: none"> <li>To obtain public feedback on analysis, alternatives and/or decisions.</li> </ul>	<ul style="list-style-type: none"> <li>We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.</li> </ul>	<ul style="list-style-type: none"> <li>Surveys</li> <li>Focus groups</li> </ul>
INVOLVE	<ul style="list-style-type: none"> <li>To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</li> </ul>	<ul style="list-style-type: none"> <li>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Deliberate polling</li> </ul>

## 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 meetings 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, ᓄ ᐱᐱᐱ ᐱᐱᐱ (Tseil-waututh) Nation, xʷməθkʷəy̓əm (Musqueam) Indian Band (or their alternates). 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 Conduct Community Engagement Sessions

We are providing three short Zoom technical calls to provide information on Shoreline, Regulatory Framework and Forestry. We are proposing to develop a Community Workbook to be used on-line (individually) or as a framework for in-person meetings.

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 to gather input and ensure that everyone has an opportunity to contribute online. These events can be recorded to capture all comments for later inclusion in the report.

#### **4.4 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
- Email out a news release
- Paid ads
- Letter to the editor/editorial
- Update a project webpage
- Connect with residential areas and meet when they meet (e.g., Sea Ranch AGM)
- Use Sunshine Coast Regional District's "Let's talk for surveys" program

#### **4.5 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

## **4.6 Meeting Spaces**

We shall work with stakeholders to identify the best locations for meetings as there is no one location that serves the whole island.

The following is a list of potential locations:

### *Gambier Locations:*

- Sea Ranch Pavilion
- Gambier Island Community Centre
- Fire Hall (outdoor meeting space)
- Camp Fircom Dining Hall (not in summer)

### *North Vancouver Locations:*

- John Braithwaite Community Centre
- Delbrook Recreation Centre
- Parkgate Community Centre
- Karen Magnusen Rec Centre
- Lonsdale Rec Centre

### *West Vancouver Locations:*

- Gleneagles Community Centre
- Sewells Marina
- West Vancouver Community Centre
- West Vancouver Memorial Library

## **5.0 Methodology**

The Islands Trust Gambier Island methodology will review the results of the previous survey and will introduce a new survey to drill down to focus on the strategic priorities identified in the Islands Trust Strategic Plan.

The methods used in the creation of this report are as follows:

- Background review of existing reports and studies, and demographic analysis for each island using 2016 census data.
- Stakeholder consultations with people involved 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 engagement activities, we are proposing supplementing the work plan with creative digital engagement options including 3 virtual meetings/workshops.
- Existing technical reports and discussion papers will be introduced to review key issues to build on the findings of the previous survey.
- Based on the past work of the OCP review we propose a 'light' outreach to the public to reintroduce the OCP project and help them become familiar with the digital tools and to

present the use of a “Community Workbook” that is designed as an interactive outreach tool.

- 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.
- The initial period will involve updating the Islands Trust website with the discussion papers, social media to generate interest, emails to target individuals and community groups, local media outreach and newsletter updates. We suggest targeting the end of July for our first public survey which gives the public time to become familiar with the digital tools and the context for the OCP Review.

### 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 community survey will be used to supplement stakeholder meetings and gain a broader 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 hosted on the Islands Trust Website and at online and in person workshop(s), used during online meetings and at the in-person meeting.
- Draft agenda with key questions for 3 virtual and 1 person meeting, and the review of the background information on the topics. The Consultant Team will prepare for each workshop, key questions to be addressed by the community, either: Zoom or at 1 - In person workshop. Prepare printed materials to be used in the workshop, key questions to be addressed and background sheets for each topic.
- It is proposed that each of the workshops, either in person or virtual, be scheduled between 2.5 – 3.0 hours Our team will provide technical support, facilitate a break away room if required, and ensure the session is recorded.

### 6.0 Community Engagement Plan

- Group notification through email will be created for digital engagement with the Working Group.
- The Community Engagement Plan will posted on the Islands Trust website and will include engagement tactics to respond to the remoteness of the Gambier Island and COVID-19 restrictions.
- A virtual and in person workshop is planned for September 1st, 2022, for gathering input from the community through Bayshore Planning Services facilitating one in-person community event.
- Three Zoom talks will be offered on Shoreline, Forestry, and the OCP/LUB Framework
- Optional Zoom information meeting on local First Nations initiatives and status of the Local Biosphere objectives.



## 6.1 Online survey

- 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 subscribers the Area Trustee email list and key stakeholder groups.

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:

<b>PUBLIC ENGAGEMENT PLAN</b>		
<b>Timeline</b>	<b>Engagement Tactic</b>	<b>Communication Tactic</b>
<b>July/August</b>	<ul style="list-style-type: none"> <li>-Kick off OCP/LUB Review Process and introduce team.</li> <li>-Schedule a Zoom meeting with Gambier Island Working Group over the Summer.</li> <li>-Present information on Islands Trust Discussion papers</li> <li>-Introduce Community Workbook.</li> <li>-Schedule Online/In person Workshop</li> </ul>	Online
<b>July 25<sup>th</sup>-29<sup>th</sup></b>	<ul style="list-style-type: none"> <li>-Prepare Email outreach to launch the OCP/LUB Review Process</li> <li>- Prepare Community Workbook to provide educational material and opportunity for comment/ideas.</li> <li>- Gather information &amp; clarify OCP/LUB regulations.</li> <li>-Launch online Survey and make paper copies available.</li> </ul>	Online
<b>Mid August</b>	<ul style="list-style-type: none"> <li>Evaluate process and results to date from online survey Schedule.</li> <li>Meeting with Gambier Island working Group.</li> </ul>	Online
<b>September 1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>Meet with all stakeholder groups and host community event at the Gambier Island Community Hall for interactive activities.</li> </ul>	In person & online
<b>October</b>	<ul style="list-style-type: none"> <li>Close survey and prepare results for virtual meeting with the community.</li> </ul>	Online
<b>November 17<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Presentation to Islands Trust Committee on Policy recommendations for update to the OCP/LUB.</li> </ul>	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 them 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 internal and external stakeholders 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, postcards, local media outreach and newsletter updates.

We suggest targeting the end of July for our the online survey which gives the public time to become familiar with the digital tools and the context for the OCP review.

During this deliverable, we will confirm principles, assets and challenges, and establish a vision statement, goals, and identify critical themes to consider.

## **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. This report will be provided to Islands Trust on or before Nov. 25, 2022.

After the Consultants' report is prepared, we are proposing a virtual meeting with the Gambier Island Working Group and 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 Stakeholders 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 17<sup>th</sup> 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.

---

**Sharon Horsburgh**, Land Use Planner, MA RPP MCIP

BAYSHORE PLANNING SERVICES INC.

C 250-710-0238

[sharon@bayshoreplanning.com](mailto:sharon@bayshoreplanning.com) | [bayshoreplanning](http://bayshoreplanning.com)

