



Thetis Island Local Trust Committee

Regular Meeting Addendum

Date: July 4, 2023
Time: 9:30 am
Location: Electronic Meeting

	Pages
8. LOCAL TRUST COMMITTEE PROJECTS	10:15 AM - 10:35 AM
8.3 <i>Thetis Island Shoreline and Coastal Protection Review Project – Staff Report</i>	2 - 7



MEMORANDUM

File No.: 6500-20
(Thetis island Shoreline and Coastal Protection)

DATE OF MEETING: July 4, 2023

TO: Thetis Island Local Trust Committee

FROM: Marlis McCargar, Island Planner
Northern Team

SUBJECT: For Discussion: Shoreline and Coastal Protection Review Project – Selection of Major Project Scope for Fiscal Year 2024-25

PURPOSE

The purpose of this report is to provide the Thetis Island Local Trust Committee (LTC) with a draft Project Charter for discussion for the Shoreline and Coastal Protection Review Project, and to reaffirm that the LTC is confident in selecting this project as a major project for the upcoming 2024-25 fiscal year

Staff have provided additional factors for the LTC in considering this as a major project and as a result, this report will provide some background and alternatives to aid the discussion. A Project Charter has been provided in Attachment 1, as a draft, to facilitate the discussion; it is not anticipate that it will receive LTC endorsement at that this time. Instead, staff will bring back a revised Project Charter that incorporates LTC feedback to the next LTC meeting on September 5, 2023.

Staff was directed to develop a Business Case for the 2024/25 fiscal year major project and as a result, is seeking the following direction from the LTC in order to better understand the scope of the project:

- Review and provide comments about the goal of the project.
- Identify the shoreline and coastal issues.
- Confirm “in scope” and “out of scope” items.
- Comment and confirm work plan overview.

BACKGROUND

The Thetis Island Local Trust Committee (LTC) identified shoreline and coastal protection as a top priority project in November 2019. At the April 13, 2021 regular business meeting, the LTC expressed interest in collecting information and local knowledge to gain an understanding of topics of interest or concern in relation to shoreline and coastal protection. At that time, the LTC initiated First Nations engagement. In March 2022 with funding from C2C grant, the LTC participated in shoreline boat tours with Penelakut Tribe and Lyackson First Nation to explore cultural areas of importance such as: archaeological areas, ecological areas and habitats, ceremonial areas as well as, areas to be protected from human use or impacts.

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Due to budget limitations and staff resources, the project has been on hold since March 2022.

Previous versions of the project charter were presented to the LTC at the [June 1, 2021](#) and [August 3, 2021](#) regular business meetings.

At the June 1, 2021 meeting, the LTC passed the following resolution:

TH-2021-022

that the Thetis Island Local Trust Committee endorse the Thetis Island Shoreline and Coastal Protection Strategy Project charter, dated June 1, 2021 as amended.

CARRIED

At the August 3, 2021 meeting, the LTC passed the following resolution:

TH-2021-029

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee amend the Thetis Island Shoreline and Coastal Protection Discussion Paper Project Charter, dated September 28, 2021 as follows:

- Replace the second bullet in the In Scope section “First Nations engagement to identify areas of concern” with “First Nations engagement to identify areas of interests and concerns”;
- Add “information and knowledge both local and indigenous using an IAP2 framework” following “Early community engagement and sharing” to the third bullet of the In Scope section;
- Add “Trustee led community engagement” to the In Scope section as a fourth bullet.

CARRIED

In April 2023, the LTC was asked to review their potential projects and confirm one major project priority for a request for funding to Trust Council in the 2024/2025 fiscal year. At that time, the project identified was to establish a Shoreline Development Permit Area (DPA) for the purposes of protecting the natural environment, its ecosystems and biological diversity, and protecting development from hazardous conditions.

The LTC passed the following resolution at their meeting on April 18, 2023:

TH-LTC-2023-011

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee request staff to prepare a draft business case for a 2024/2025 fiscal year major project titled “Thetis Island Shoreline and Coastal Protection Review Project”.

CARRIED

Business Cases for Major Projects

Major projects are any LTC projects that are anticipated to require a budget over \$5,000 in any given fiscal year. These projects would be supported and completed by a planner from the Regional Planning Team (RPT) and are required to have a business case approved by Trust Council. As detailed above, the LTC has chosen the Shoreline and Coastal Protection Review Project as their Major Project.

A business case is required to be prepared outlining the necessary financial and staff resources to undertake the review. Staff will develop the Business Case in summer 2023, in order to have it reviewed by Regional Planning Committee (RPC) and by the Financial Planning Committee (FPC) in October and November 2023 meetings. The

Financial Planning Committee’s recommendations on the business case would then be considered at the December 2023 Trust Council for inclusion in the budget for the following fiscal year.

Project Charter:

In order to develop the Business Case and given the last time the LTC reviewed the Project Charter was in 2021, staff need confirmation of the project purpose and scope.

Staff are presenting a draft project charter that would initiate the first phase of the Coastal Shoreline Protection Project that would build on the First Nations engagement that took place in 2022 and the preparation of a Discussion Paper. The outcome of this phase will help to frame the direction and scope of the project’s next steps.

Additional Considerations

Trust Council [Policy 6.2.1 – Priority Setting/Review Guidelines](#) outlines priority setting for LTC projects and ensure the projects that are undertaken fall with the organizational strategic plans, long term goals and current issues/opportunities. Policy 6.2.1 also provides a basis for budgeting and resource allocation decisions. It is not guaranteed that every LTC will get a major project as staff resources and budget considerations are factored into the decision making process. The RPC is anticipated to provide guidance for major projects and priority in this regard, for budget considerations.

It is anticipated that the Regional Planning Team is fully committed to ongoing major projects for the 2024/25 fiscal year. The Business Case for the Shoreline and Coastal Protection Review Project will be subject to approval by the RPC and the FPC before it will be presented and ultimately, approved by Trust Council.

The LTC may wish to give staff direction to forward this project idea to the RPC to examine as a future larger Island Trust-wide project on coast shoreline protection, and if initiated the LTC would receive updates on work through the RPC.

ALTERNATIVES

1. Do not pursue a major project for the upcoming fiscal 2024-25 year

The LTC may choose not to pursue a major project for the upcoming fiscal 2024-25 year and instead focus on minor projects, applications and business matters arising from the LTC agenda meetings. However, the project would remain on the ‘Future Projects List’. Recommended wording for the resolutions is as follows:

That the Thetis Island Local Trust Committee request that staff do not prepare a draft business case for a 2024/2025 fiscal year major project titled “Thetis Island Shoreline and Coastal Protection Review Project” for the following reasons [insert reasons].

That the Thetis Island Local Trust Committee request that staff move the major project titled “Thetis Island Shoreline and Coastal Protection Review Project” to the ‘Future Projects List’ for later consideration.

2. Coastal Shoreline Protection Project as a minor project

The LTC may choose to pursue the Coastal Shoreline Protection Project as a minor project with a reduced budget spread over more than one fiscal year. If the LTC chooses to reframe their major project as a minor project there are a number of considerations including: extended timeline, First Nations engagement,

limited public engagement and reduced scope of work completed in each fiscal year. In addition, subject to the strategic priorities and available resources in a given year may also impact the ability for a minor project to successfully be completed with an incremental or phased approach. The LTC would need to review their Work Plan and confirm what priority is given to each minor project, as there are currently two other minor projects on the list. Recommended wording for the resolution is as follows:

That the Thetis Island Local Trust Committee request that staff set the “Thetis Island Shoreline and Coastal Protection Review Project” as [insert priority number].

3. Forward the project idea to the Regional Planning Committee (RPC)

The LTC may choose to forward this project idea to the RPC to examine as a future Island Trust-wide project on coastal shoreline protection. Recommended wording for the resolution is as follows:

That the Thetis Local Trust Committee request the Regional Planning Committee to include the Thetis Local Trust Area in a Regional Review of Shoreline Planning and Zoning for the Trust Area.

NEXT STEPS

If the LTC chooses to move forward with the major project, staff will develop a Business Case reflective of the LTC’s input on the draft Project Charter and bring it back for endorsement at the September 5, 2023 LTC meeting.

Submitted By:	Marlis McCargar, Island Planner	June 28, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	June 29, 2023

ATTACHMENTS

1. Draft Project Charter v.2.0 July 2023

Thetis Island Shoreline Protection Project - Charter v2.0 (DRAFT FOR LTC REVIEW)

Thetis Island Local Trust Committee

LTC Endorsement Date: tbd

Purpose: The Thetis Island Local Trust Committee (LTC) seeks to review and update relevant Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations for the purposes of protecting the natural environment, its ecosystems and biological diversity, and protecting development from hazardous conditions; and to work with First Nations to strengthen opportunities for protection of archaeological resources.

Background: *The Thetis Island Local Trust Committee (LTC) identified shoreline and coastal protection as a top priority project in November 2019. At the April 13, 2021 regular business meeting, the LTC expressed interest in collecting information and local knowledge to gain an understanding of topics of interest or concern in relation to shoreline and coastal protection. At that time, the LTC initiated First Nations engagement. In March 2022, the LTC participated in shoreline boat tours with Penelakut Tribe and Lyackson First Nation to explore cultural areas of importance such as: archaeological areas, ecological areas and habitats, ceremonial areas as well as, areas to be protected from human use or impacts.*

<p>Deliverables</p> <ul style="list-style-type: none"> • One OCP Amendment Bylaw • One LUB Amendment Bylaw 	<p>In Scope</p> <ul style="list-style-type: none"> • Discussion paper that includes a review of existing Islands Trust-wide policies, initiatives and plans and Thetis Island policies and regulations related to shoreline and coastal protection, collates existing data on shoreline ecosystem features/functions, and an overview of options available to strengthen shoreline and coastal protection • Language and policies that reflect First Nations perspectives • DPA to protect shorelines 	<p>Out of Scope</p> <ul style="list-style-type: none"> • Full review of unrelated OCP policies and LUB regulations 	<p>IAP2 Engagement Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform <input checked="" type="checkbox"/> Consult <input type="checkbox"/> Involve <input type="checkbox"/> Collaborate
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Workplan Overview	
Deliverable/Milestone	Target Date
Phase 1: Project Initiation	
LTC endorsement of Project Charter	April 2024
Planning research & information gathering (early engagement with First Nations, discussion paper prep, community and APC outreach)	May 2024
Staff prepare Shoreline Protection Discussion Paper	June 2024
Develop Community Engagement Plan	Summer 2024
Phase 2: Consultation and Bylaw Development	
Comprehensive First Nations Consultation	Summer 2024

Staff prepare draft bylaw language, LTC consideration of draft bylaw language	Summer 2024
Advisory Planning Commission referral and public consultation as per Plan	Fall 2024
Phase 3: Legislative Process and Implementation	
LTC consideration of 1 st reading, bylaw referrals to First Nations, Agencies and adjacent LTAs	November 2024
Legal Review	January 2025
END OF FISCAL	March 31, 2025
LTC consideration of referral responses, legal review and 2 nd Reading	Spring 2025
Community Information Meeting & Public Hearing	Summer 2025
LTC Adoption of bylaws	Fall 2025

Project Team	
Island Planner	Project Manager
Senior Intergovernmental Policy Advisor	First Nations Liaison
GIS Technician	Mapping support
TAS Program Coordinator/Communications	TAS coordination/ Communications support (limited availability)
RPM Approval: <i>Name of RPM</i> Date: xxx	LTC Endorsement: Resolution #: TH-2021-029; Date: 2021-09-28 Resolution #: Date:

Budget		
Budget Sources:		
Fiscal	Item	Cost
2024/25	Community Workshop(s)	\$2000
2024/25	First Nations Capacity Funding	\$4000
2024/25	Legal Review	\$4000
2024/25	Community Mail out	\$1000
2024/25	Contingency	\$500
	Total	\$11,500