



DATE OF MEETING: October 26, 2023
TO: Gabriola Island Local Trust Committee
FROM: Narissa Chadwick, Island Planner
Local Planning Services
COPY: Renee Jamurat, Regional Planning Manager – Northern Office
SUBJECT: OCP Review – Community Engagement Plan

RECOMMENDATION

1. That the Gabriola Island Local Trust Committee endorse the Community Engagement Plan for the Official Community Plan and Land Use Bylaw Review Project.
2. That the Gabriola Island Local Trust Committee request staff schedule a special meeting before the end of 2023 to discuss issues related to the Official Community Plan and Land Use Bylaw Review Project engagement process and next steps.

REPORT SUMMARY

The purpose of this report is to present to the Gabriola Island Local Trust Committee (LTC) a Community Engagement Plan for the Official Community Plan and Land use Bylaw Review Project for review and endorsement.

BACKGROUND

At their July 25, 2023 meeting the Gabriola LTC endorsed the Project Charter for the OCP and LUB Review Project (Phase 1) as well as the business case for the OCP and LUB Review Project (Phase 2) by resolution. At the time options for engagement were presented. The LTC approved a number of related actions through the following resolutions:

GB-2023-047

It was MOVED and SECONDED

that the Gabriola Island Local Trust Committee endorse Engagement Option 2: Structured Community Engagement Process and to include open call for submissions.

Update: The draft Community Engagement Plan contained in Appendix 1 considers the actions that were identified in “Option 2: Structured Community Engagement Process”. It includes an open call for submissions connected to available funds for community groups to host engagement events. Funds are available for community led engagement. Staff launched the funding application process in late September and have extended the deadline for applications November 10th.

GB-2023-048

It was *MOVED* and *SECONDED*

that the Gabriola Island Local Trust Committee request staff to provide options for engaging First Nations in the Official Community Plan and Land Use Bylaw Review Project (Phase 1 and Phase 2).

Update: Staff are working to develop options for engaging First Nations in the Official Community Plan and Land Use Bylaw Review Project. There are two key steps required:

1. Staff to staff engagement to identify the issues of interest to the Snuneymuxw and appropriate engagement options. This process has begun.
2. Trustee to Chief and Council relationship building. Trustee Elliott has been exploring options to support this process.

GB-2023-049

It was *MOVED* and *SECONDED*

that the Gabriola Island Local Trust Committee refer the July 20th staff report to the Advisory Planning Commission for feedback by September 1, 2023 on the engagement options, identification of groups, and the broader community, including under-represented members, with feedback for engagement options (Phase 1).

GB-2023-051

It was *MOVED* and *SECONDED*

that the Gabriola Island Local Trust Committee request staff schedule an orientation meeting for the Advisory Planning Commission to review the terms of reference for their participation in the Gabriola Island Official Community Plan and Land Use Bylaw Review and collect feedback on the engagement strategy and communications (Phase 1).

Update: The Advisory Planning Commission met twice in August and their minutes were included in the September LTC meeting agenda. Staff have responded to APC feedback by creating a project webpage, developing a survey, developing a process for an application to fund groups interested in hosting an engagement event, and beginning to develop a communications strategy that will include education as well as information on project process.

GB-2023-050

It was *MOVED* and *SECONDED*

that the Gabriola Island Local Trust Committee refer the materials related to the Housing Options and Impact Review Process for review and feedback to the Housing Advisory Planning Commission by January 2024, and for staff to post the project materials to the website.

GB-2023-052

It was *MOVED* and *SECONDED*

that the Gabriola Island Local Trust Committee request staff schedule an orientation meeting for the Housing Advisory Planning Commission to review the terms of reference for their participation in the Gabriola Island Official Community Plan and Land Use Bylaw Review (Phase 1).

Update: Staff are in the process or working with the chair of the HAPC to identify a date for their first meeting.

GB-2023-053

It was MOVED and SECONDED

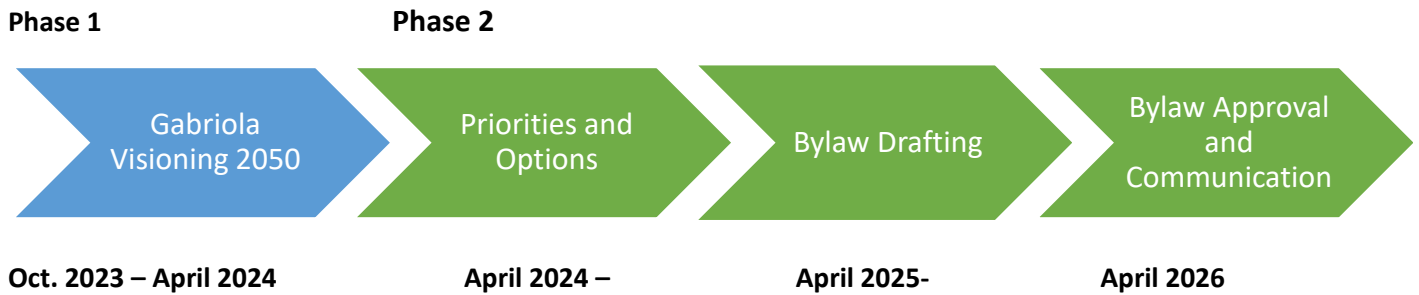
that the Gabriola Island Local Trust Committee request staff schedule a soft launch of the project in September 2023, and develop the related messaging and communications materials.

Update: The soft launch of the project occurred at the Gabriola Fall Fair on September 17th. The week prior the [project webpage](#) was set up and postcards and posters with the webpage code were distributed throughout the community. Photos related to the event can be found on the project webpage.

ANALYSIS

As indicated in Appendix 1, the Gabriola Island OCP and LUB Bylaw Review Project Community Engagement Plan identifies actions for both Phase 1 and Phase 2 of the project. A number of Phase 1 actions are underway. The Community Engagement Plan will inform more detailed staff workplan including a communications plan that will focus on biweekly communications messages on related topics.

The approximate timing of Phase 1 and Phase 2 is indicated below. Updates to the OCP and LUB Bylaw Review Project Community Engagement Plan can be made as the project progresses.



Rationale for Recommendation

- Effective community engagement is critical to the success of this project.
- A clear plan for engagement will help keep the project on track.
- Scheduling a special meeting to discuss engagement process and next steps related to the OCP and LUB review will provide a focussed opportunity to consider issues, opportunities without having to rush through as can sometimes be the case when discussed within LTC meetings with lengthy agendas.

ALTERNATIVES

- 1. The LTC could make revisions to the draft Engagement Plan.**

If this is the case the LTC will need to be specific about the changes they would like to make.

- 2. The LTC could request alternative approaches to what has been recommended by staff.**

If this is the case the LTC will need to be specific about the alternatives they would like.

NEXT STEPS

If the Staff recommendations are supported, Staff will:

- Follow through with the actions identified in the Engagement Plan.
- Schedule a special meeting to review items related to the OCP review.

Submitted By:	Narissa Chadwick, RPP MCIP, Island Planner	October 17, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	October 18, 2023

ATTACHMENTS

1. Community Engagement Plan

Gabriola Island Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project – Community Engagement Plan 2023-2024

Background:

The Gabriola OCP and LUB Review Project is proposed to address three overarching goals:

1. Strengthen relations with First Nations;
2. Update the OCP and LUB ; and,
3. Align with advances to the Islands Trust Strategic Plan Objective “to preserve and protect marine ecosystems” and “preserve, protect and advocate for forest and terrestrial ecosystems”.

The project is divided into two community engagement phases. Phase One focusses on prioritizing the community values and vision that will inform amendments to Gabriola Island’s OCP through engaging Frist Nations, the Gabriola community, community organizations and other relevant group. Phase Two will focus on the drafting and review of OCP amendments. While there will be a third phase, this phase is more about communications than engagement. It will focus on communicating the results of Phase Two and educating the community about the relationship of the revised OCP with the LUB amenedment work.

Community Engagement Process:

This document focusses on community engagement. The first two phases of community engagement are identified below.



Project Engagement Timeline (Phase 1 and 2 Estimation):

Action	Fall 2023	Winter 23/24	Spring 24/25	Summer 24/25	Fall 24/25	Winter 24/25
FN Engagement						
Initial letter	letter sent, staff to follow up					
Initial engagement						
Continued engagement						
HAPC Engagement						
Phase 1	Review of previous work and provide recommendations					
Phase 2			Options identification and bylaw amendment review			
APC Engagement						
Phase 1	Initial Engagement					
Phase 2			Engagement as determined			
Community Engagement						
Launch						
Visions and Values Discussions		In small groups and through open houses				
Survey Process						
CIMs				Community Information meetings as needed		

Phase 1 – Gabriola Visioning

This phase of the project is comprised of 3 parts:

- Public Engagement - Gabriola Visioning
- First Nations Engagement
- Technical Review of OCP

The table below focusses on the public engagement aspects of Phase 1.

Note that a separate engagement plan is being developed for First Nations engagement. This is a process that will involve staff to staff and LTC to Chief and Council engagement. Staff will be responsible for the initial technical review.

Method	Details	Timing	Status
Information Sharing	• Launch project webpage	September 2023	complete
	• Soft Launch at Fall Fair	September 2023	complete
	• Biweekly videos on updates	October 2023 – February 2024	Bi-weekly meetings w/coms team scheduled
	• Biweekly social media posts connected to updates	October 2023 – February 2024 Themes: What is a community vision? What is Land-Use? What is an OCP? What is a LUB? Other?	Scheduled to be created.
Community Lead Engagement	• Application Process Launched	September 2023	complete
	• Letters to organizations re: engagement (to include sample questions)	September 2023	complete
	• Feedback Template Designed and Posted	September 2023	complete
	• Applicant Zoom meeting	October 24 th 2023	complete
	• Application Deadline	November 10 th 2023	
	• Decision on Applications	Announced November LTC meeting	
	• Group engagement information zoom meeting	Early November 2023	
	• Deadline for feedback	February 2023	
Online Survey	• Online Survey Designed	October 2023	complete
	• Online Survey Launched	October 2023	Being reviewed
	• Online Survey	October 2023 – February 2024	
	• Synthesis of Online Survey	February	
Community Review of Key Priorities	• Staff to synthesize input and provide draft list of priorities • APC to review list of priorities	February 2024 – March 2024	
Community Meeting #1	• Identify key priorities • Graphic illustration of priorities	April 2024	
Visioning Document	• Staff to produce visioning document	May – June 20224	

Phase 2 – Identifying Priorities; Bylaw Drafting, Review and Approval

This phase of the project is comprised of 3 parts:

- Community Engagement - OCP Process
- First Nation Government Engagement
- Bylaw Priorities/ Drafting/Review and Approvals

The table below focuses on the community engagement aspects of the project for Phase 2.

Note that a separate engagement plan is being developed for First Nations engagement. This is a process that will involve staff to staff and LTC to Chief and Council engagement.

Method	Details	Timing
Information sharing	<ul style="list-style-type: none"> • Gabriola vision/OCP process display at Gabriola IT office • Continuation of biweekly posts focussed on OCP priority areas 	May 2024 onward
Community meeting #2	<ul style="list-style-type: none"> • Presentation of vision/priorities • Presentation of process • Presentation of suitable land analysis • World Café on priority areas 	June 2024
Online Consultation	<ul style="list-style-type: none"> • Depending on community interest in online consultation 	June – October 2024
Early Referrals	<ul style="list-style-type: none"> • Early referrals to agencies 	June – October 2024
Fall Fair Engagement	<ul style="list-style-type: none"> • Seek input on vision/priorities 	September 2024
Working Group Meetings	<ul style="list-style-type: none"> • As required beyond APC/HAPC engagement • Related to review of draft bylaws 	November 2024 – April 2025
Community Meeting #3	<ul style="list-style-type: none"> • Introduction of draft bylaws 	May 2025
Community Meeting #4	<ul style="list-style-type: none"> • Review and Discussion of draft bylaws 	Summer 2025
Public Hearing	<ul style="list-style-type: none"> • Final opportunity for community input 	Fall 2025

Phase 3 – Outreach and Communication Re: OCP Changes and Process for LUB Amendments

There is a third and important phase to this project. This involves: 1. Communicating changes made in the OCP and 2. Identifying how OCP amendments will influence LUB amendments. A detailed communications plan, building on some of the work previously done for this project (e.g. online information sharing) will be designed at the appropriate time. Staff will encourage the LTC to submit a 2025/26 budget request for communications and LUB review.

Budget

The budget amounts for each phase are as follows:

Phase 1 (allocated) - \$18,000

Phase 2 (TBD) - \$27,000 (without water balance), \$77,000 (with water balance)

Phase 3 - TBD

Gabriola Island Official Community Plan (OCP) and Land Use Bylaw (LUB) Review Project – Community Engagement Plan 2023-2024

Background:

The Gabriola OCP and LUB Review Project is proposed to address three overarching goals:

1. Strengthen relations with First Nations;
2. Update the OCP and LUB ; and,
3. Align with advances to the Islands Trust Strategic Plan Objective “to preserve and protect marine ecosystems” and “preserve, protect and advocate for forest and terrestrial ecosystems”.

The project is divided into two community engagement phases. Phase One focusses on prioritizing the community values and vision that will inform amendments to Gabriola Island’s OCP through engaging Frist Nations, the Gabriola community, community organizations and other relevant group. Phase Two will focus on the drafting and review of OCP amendments. While there will be a third phase, this phase is more about communications than engagement. It will focus on communicating the results of Phase Two and educating the community about the relationship of the revised OCP with the LUB amenedment work.

Community Engagement Process:

This document focusses on community engagement. The first two phases of community engagement are identified below.



Project Engagement Timeline (Phase 1 and 2 Estimation):

Action	Fall 2023	Winter 23/24	Spring 24/25	Summer 24/25	Fall 24/25	Winter 24/25
FN Engagement						
Initial letter	letter sent, staff to follow up					
Initial engagement						
Continued engagement						
HAPC Engagement						
Phase 1	Review of previous work and provide recommendations					
Phase 2			Options identification and bylaw amendment review			
APC Engagement						
Phase 1	Initial Engagement					
Phase 2			Engagement as determined			
Community Engagement						
Launch						
Visions and Values Discussions		In small groups and through open houses				
Survey Process						
CIMs				Community Information meetings as needed		

Phase 1 – Gabriola Visioning

This phase of the project is comprised of 3 parts:

- Public Engagement - Gabriola Visioning
- First Nations Engagement
- Technical Review of OCP

The table below focusses on the public engagement aspects of Phase 1.

Note that a separate engagement plan is being developed for First Nations engagement. This is a process that will involve staff to staff and LTC to Chief and Council engagement. Staff will be responsible for the initial technical review.

Method	Details	Timing	Status
Information Sharing	• Launch project webpage	September 2023	complete
	• Soft Launch at Fall Fair	September 2023	complete
	• Biweekly videos on updates	October 2023 – February 2024	Bi-weekly meetings w/coms team scheduled
	• Biweekly social media posts connected to updates	October 2023 – February 2024 Themes: What is a community vision? What is Land-Use? What is an OCP? What is a LUB? Other?	Scheduled to be created.
Community Lead Engagement	• Application Process Launched	September 2023	complete
	• Letters to organizations re: engagement (to include sample questions)	September 2023	complete
	• Feedback Template Designed and Posted	September 2023	complete
	• Applicant Zoom meeting	October 24 th 2023	complete
	• Application Deadline	November 10 th 2023	
	• Decision on Applications	Announced November LTC meeting	
	• Group engagement information zoom meeting	Early November 2023	
	• Deadline for feedback	February 2023	
Online Survey	• Online Survey Designed	October 2023	complete
	• Online Survey Launched	October 2023	Being reviewed
	• Online Survey	October 2023 – February 2024	
	• Synthesis of Online Survey	February	
Community Review of Key Priorities	• Staff to synthesize input and provide draft list of priorities • APC to review list of priorities	February 2024 – March 2024	
Community Meeting #1	• Identify key priorities • Graphic illustration of priorities	April 2024	
Visioning Document	• Staff to produce visioning document	May – June 20224	

Phase 2 – Identifying Priorities; Bylaw Drafting, Review and Approval

This phase of the project is comprised of 3 parts:

- Community Engagement - OCP Process
- First Nation Government Engagement
- Bylaw Priorities/ Drafting/Review and Approvals

The table below focuses on the community engagement aspects of the project for Phase 2.

Note that a separate engagement plan is being developed for First Nations engagement. This is a process that will involve staff to staff and LTC to Chief and Council engagement.

Method	Details	Timing
Information sharing	<ul style="list-style-type: none"> • Gabriola vision/OCP process display at Gabriola IT office • Continuation of biweekly posts focussed on OCP priority areas 	May 2024 onward
Community meeting #2	<ul style="list-style-type: none"> • Presentation of vision/priorities • Presentation of process • Presentation of suitable land analysis • World Café on priority areas 	June 2024
Online Consultation	<ul style="list-style-type: none"> • Depending on community interest in online consultation 	June – October 2024
Early Referrals	<ul style="list-style-type: none"> • Early referrals to agencies 	June – October 2024
Fall Fair Engagement	<ul style="list-style-type: none"> • Seek input on vision/priorities 	September 2024
Working Group Meetings	<ul style="list-style-type: none"> • As required beyond APC/HAPC engagement • Related to review of draft bylaws 	November 2024 – April 2025
Community Meeting #3	<ul style="list-style-type: none"> • Introduction of draft bylaws 	May 2025
Community Meeting #4	<ul style="list-style-type: none"> • Review and Discussion of draft bylaws 	Summer 2025
Public Hearing	<ul style="list-style-type: none"> • Final opportunity for community input 	Fall 2025

Phase 3 – Outreach and Communication Re: OCP Changes and Process for LUB Amendments

There is a third and important phase to this project. This involves: 1. Communicating changes made in the OCP and 2. Identifying how OCP amendments will influence LUB amendments. A detailed communications plan, building on some of the work previously done for this project (e.g. online information sharing) will be designed at the appropriate time. Staff will encourage the LTC to submit a 2025/26 budget request for communications and LUB review.

Budget

The budget amounts for each phase are as follows:

Phase 1 (allocated) - \$18,000

Phase 2 (TBD) - \$27,000 (without water balance), \$77,000 (with water balance)

Phase 3 - TBD