



DATE OF MEETING: January 23, 2025

TO: Gabriola Island Local Trust Committee

FROM: Narissa Chadwick, Regional Planner  
Local Planning Services

COPY: Renée Jamurat, Regional Planning Manager  
Stephen Baugh, Island Planner

SUBJECT: Update on OCP Process – Phase 2

## PURPOSE

The purpose of this memo is to provide the LTC with an update on the OCP review process. This includes an update on First Nations engagement, the freshwater footprint, suitable land analysis and the public and LTC engagement as it relates to reviewing draft Goals, Objectives and Policies for the OCP review.

## UPDATES

### First Nations Engagement

The capacity agreement between the Snuneymuxw First Nation (SFN) and the Island Trust was signed on December 17<sup>th</sup>. Through this agreement \$10,000 will be provided to the SFN this fiscal. An additional amount of \$6,000 has been included in the 2025/26 business case. At the time of writing this report Islands Trust staff were planning to be meeting with SFN staff prior to the January 23<sup>rd</sup> LTC meeting. An update will be provided as appropriate.

### Freshwater Footprint

The freshwater footprint work is underway. It is anticipated that the majority of the consultant’s work will be completed by the end of March. Freshwater Footprint, a holistic metric of freshwater sustainability, is a confluence of the water cycle, community influence, and environmental variables that collectively affect the availability, distribution, and quality of freshwater resources. It includes exploring island-specific water use practices, societal contributions to water conservation, traditional practices, and attributes of a changing climate to delineate the diverse sources contributing to the various pathways through which water is used and transits through watersheds and aquifers. Community engagement related to the freshwater footprint will complement the research and analysis provided by the consultant. This work will help inform OCP policies and land use bylaw regulations related to the density and intensity of land use.

### Suitable Land Analysis

The Suitable Land Analysis (SLA) Tool is designed to evaluate and prioritize areas across the Islands Trust region for sustainable development while emphasizing environmental conservation and community resilience. The tool integrates data on ecological sensitivity, freshwater sustainability, transportation, infrastructure, and slope stability to support informed land-use decisions. The methodology used involves collecting and processing datasets related to sensitive ecosystems, groundwater vulnerability, and other environmental factors, which are then analysed using computer modelling tools. This tool employs a weighted scoring system to identify high-risk areas that require conservation efforts, ensuring that land-use planning aligns with the region's environmental and sustainability goals.

A consultant has been retained to complete the work on the suitable land analysis that began in 2024. This work is to be completed by March 31<sup>st</sup> and will involve revising the current methodology and then applying the

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methodology to Gabriola, Denman, Hornby and Mayne Islands. The work will be available for review by each LTC by January 31<sup>st</sup>. Staff are recommending that a Special LTC Meeting be held in February to review the suitable land analysis for Gabriola Island. The 1 hour workshop would involve the following:

- Introduction to the suitable land analysis
- Discussion of the importance of each layer
- Collection of feedback from the LTC
- Identification of next steps

In order for staff to schedule the special meeting approval of the following resolution:

***That the Gabriola LTC request staff to schedule a special meeting in February 2025 to review the suitable land analysis.***

### **Engagement on OCP Policy**

The current engagement process involves a topic focussed survey, focus groups and LTC meetings. The timeline below provides a list of OCP Sections, related focus group timing and identifies when these topics will be brought forward to the LTC for discussion.

<b>Section of OCP</b>	<b>Related Focus Group</b>	<b>LTC review discuss</b>
1.1 What is an OCP	No focus group: Drafts being written by staff. Consultant will be providing housing needs assessment by March.	Given that the bulk of this information is related to background and process, staff plan to present the bulk of this material with the full draft of the OCP. Staff will provide the LTC with the draft Vision and Principles for review independent from the rest of the content at a date TBD.
1.2 Community Consultation		
1.3 Plan Structure		
2.1 Community Context		
2.2 Housing Needs		
3.1 Vision		
3.2 Principles		
4.1 Cultural Heritage	<b>January 16</b> SFN meeting #1	Staff plan to bring forward a list of SFN interests to the LTC after April 2025 at a meeting TBD.
4.2 Climate Resilience	No focus group	Staff will be looking at engaging the Climate 12-12-12 group in the review of this section before bringing it to the LTC.
4.3 Healthy and Biodiverse Ecosystems	Environment <b>March 27<sup>th</sup></b>	<b>April 17</b> (Regular LTC meeting)
4.4 Resource Stewardship	Environment <b>March 27<sup>th</sup></b>	<b>April 17</b> (Regular LTC meeting)
4.5 Sustainable, Inclusive and Resilient Communities	Housing <b>Feb. 6<sup>th</sup></b> Economy <b>March 6<sup>th</sup></b> Connectivity <b>Feb. 27<sup>th</sup></b>	<b>Feb. 27</b> (Special LTC meeting on housing) <b>March 28</b> (Special LTC meeting on Economy and Connectivity)
5. 1 Development Permit Areas	Environment <b>March 27<sup>th</sup></b>	<b>April 17</b> (Regular LTC meeting)
5.2 Temporary Use Permits	Economy <b>March 6<sup>th</sup></b>	<b>March 28</b> (Regular LTC meeting)
5.3 Advocacy Policies	TBD as process evolves	TBD

Attachment 1 contains the draft table of contents for the OCP. Further opportunity for public engagement can be integrated into the project as it evolves. If all goes as projected in the project charter it is anticipated a full draft of the OCP will be presented to the LTC by the summer of 2025. This may not include revised DPA

boundaries if additional research is required but may include revisions to DPA guidelines where possible. Further updates to the DPA boundaries can be made as needed, as the project moves into the next phase.

**NEXT STEPS**

- Staff will continue to draft goals, objectives and policies as they related to key sections of the OCP
- Draft goals, objectives and policy language will be sent to focus groups ahead of time
- Focus groups will discuss goals, objectives and policies
- Community survey data will be collected, analyses and a summary provided to the LTC
- A revised draft of the goals, objectives and policies for each section of the OCP will be created following each focus group and the conclusion of the community survey
- The revised draft OCP will be provided to the LTC for review, discussion and decision on whether further review is needed or if goals, objectives and polices can be moved forward into the draft bylaw
- Additional engagement will be facilitated by staff as determined by the LTC
- A full draft of the OCP will be compiled for review by the LTC and the Snuneymuxw First Nation
- The revised OCP will be read for the first time
- The revised OCP will be sent out for referral
- Public engagement on draft OCP through the summer
- Community information, public hearing and further readings of the bylaw
- Bylaw will be sent to the Islands Trust Executive for endorsement
- Bylaw will be sent to the Ministry of Housing and Municipal Affairs for endorsement
- Bylaw adoption

Submitted By:	Narissa Chadwick, RPP MCIP, Island Planner	January 8, 2025
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	January 10, 2025

**ATTACHMENTS**

1. Draft OCP Table of Contents
2. Project Charter

## **Attachment 1 - Draft Table of Contents**

This is a draft table of contents for the Gabriola OCP review. While it will provide a framework for engagement and bylaw writing it may change over time depending on how the work evolves.

### **PART 1 – GOVERNANCE AND PLANNING CONTEXT**

- 1.1 What is an OCP
- 1.2 Community Consultation
- 1.3 Plan Structure

### **PART 2- COMMUNITY CONTEXT**

- 2.1 Community Context
- 2.2 Housing Needs

### **PART 3 – COMMUNITY VISION AND GUIDING PRINCIPLES**

- 3.1 Vision
- 3.2 Principles

### **PART 4 – LAND USE OBJECTIVES AND POLICIES**

- 4.1 Cultural Heritage
- 4.2 Climate Resilience
- 4.3 Healthy and Biodiverse Ecosystems
- 4.4 Resource Stewardship
- 4.5 Sustainable, Inclusive and Resilient Communities

### **PART 5 - IMPLEMENTATION**

- 5. 1 Development Permit Areas
- 5.2 Temporary Use Permits
- 5.3 Advocacy Policies

**Gabriola Island Official Community Plan(OCP) and Land Use Bylaw (LUB) Review Project (Phase 2)- Charter**

Gabriola Island Local Trust Committee (LTC)

Date: November 7, 2024 (Version 2)

**Purpose:** To explore, through targeted engagement specific questions related to key topics relevant to the OCP and LUB review and begin to draft OCP policies and identify related LUB changes needed to support these policies .

**Background:** An OCP describes the long-term vision for a community, through policy statement that guide decisions on planning and land use. An LUB contains regulations to implement the OCP policies. The Gabriola OCP have not been updated since 1997 and the LUB since 1999. The 2024/25 Gabriola Island OCP and LUB Comprehensive Review will address a number of issues of importance to the Gabriola Community. In Phase 1 (2023/24 helped to identify vision and values of the community. From these, a number of principles, upon which to base OCP revised policies, has emerged. \$77,000 has been allocated to this project from the 2024/25 Trust Council Budget. \$50,000 of this has been allocated to do a water availability assessment which will inform decisions related to the location of additional density and the protection of land.

**Objectives**

Through targeted and focussed engagement on specific topic areas, begin to draft OCP policies and identify related LUB changed based on the values and principles emerging from Phase 1.

**In Scope**

- First Nations Engagement.
- Public education and engagement activities.
- Target and focussed engagement with relevant parties
- Identifying related LUB changes needed to support revised OCP policies

**Out of Scope**

- LUB updates
- New DPA mapping

**Workplan Overview**

Deliverable/Milestone	Date
Project initiation	July 2024
First Nations consultation	ongoing
Compiling baseline/technical information for OCP/ LUB review	May – November 2024
Suitable Land And Build Out Analysis	November 2024
<del>Community Engagement on Values and Principles</del>	<del>July – Nov. 2024</del>
Topic Focussed Engagement	Jan 2025- April 2025
DPA Review	Sep. 2024 – December 2024
Bylaw Drafting	Jan. 2025 – June 2025
Water balance assessment	May 2025
First Reading	June/July 2025
Public Review of draft bylaws/referrals	July/August/September
Phase 3 of Project(LUB Review) Initiated	September 2025

**Project Team**

Regional Planning Manager	Renée Jamurat
Regional Planning Team Member	Narissa Chadwick
Planning Team Assistant	Chloë Straw
GIS Tech	TBD
Advisory Planning Commission	As Appointed
Gabriola Planner	Stephen Baugh

**Budget**

Budget Sources:		
23/24	Public Engagement	\$5,000
	FN Engagement	\$10,000
	Communications	\$4,000
	DPA data/ mapping	\$4,000
	Legal review	\$4,000
	Water Assessment	\$55,000
TOTAL		\$77,000