



DATE OF MEETING: June 20, 2023

TO: Gambier Island Local Trust Committee

FROM: Sonja Zupanec, Island Planner  
Northern Office

SUBJECT: Official Community Plan and Land Use Bylaw Targeted Review Project – Endorsement of Revised Project Charter

## RECOMMENDATION

- 1. That the Gambier Island Local Trust Committee endorse the revised Project Charter v. 2.0, dated June 16, 2023 for the Official Community Plan and Land Use Bylaw Targeted Review project.**

## REPORT SUMMARY

The purpose of this report is to provide the Gambier Island Local Trust Committee (LTC) with an updated draft Project Charter and status update for the Official Community Plan (OCP) and Land Use Bylaw Targeted Review project.

The project charter is ready for endorsement and staff is seeking the following direction from the LTC:

- Confirm which stage(s) the APC may be involved in the project.
- Comment and confirm on the format and frequency of community engagement and communications during the project, including any additional opportunities it wishes to be reflected in the workplan and budget at this time as it may impact the project completion by end of this fiscal.

## BACKGROUND

The following resolutions were passed by the LTC in January 2023:

***GM-LTC-2023-003 It was **MOVED and SECONDED**, that the Gambier Island Local Trust Committee request staff to create a work plan for Local Trust Committee consideration that will outline the next steps in the Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project. CARRIED***

Attachment 1 outlines the proposed workplan for the 2023/2024 fiscal year. The priority is to confirm Squamish First Nation capacity to participate in a comprehensive review.

***GM-LTC-2023-004 It was **MOVED and SECONDED**,***

*that the Gambier Island Local Trust Committee forward the Gambier Island Official Community Plan and Land Use Bylaw Targeted Review Project Engagement Summary Report, dated January 12, 2023 to Squamish First Nation Staff. CARRIED*

A copy of the engagement summary report was sent to the staff at Squamish First Nation earlier this year with requests to discuss next steps.

**First Nations Engagement:** Staff have reached out to Squamish First Nation staff on several occasions through the Squamish Connect portal to determine staff capacity to consult on the OCP/LUB review project. No confirmation from the Nation has been received at the time of report writing. An updated project budget will be prepared to reflect capacity funding earmarked for the Nation once we have received confirmation of their intent to participate. The new Islands Trust intergovernmental policy advisor is scheduled to begin in July and the Gambier OCP/LUB project has been identified as a high priority project to support communications with the Nation on next steps in 2023/2024.

**Advisory Planning Commission:** The LTC should determine at which stage(s) the APC may be involved in the project. Staff do not anticipate any referrals to the APC for this project in this fiscal year.

**Community Consultation:** The LTC should specify the format and frequency of community engagement and communications during the project. The LTC should specify any additional opportunities it wishes to be reflected in the workplan and budget at this time as it may impact the project completion by end of this fiscal.

**Rationale for Recommendation:** **The project charter is ready for endorsement by the LTC so that staff can continue to seek clarification from Squamish First Nation on their capacity to assist in the review.**

## ALTERNATIVES

1. **Amend the Project Charter:** If the LTC wishes to re-visit the project deliverables and engagement topics or methodology, the project charter will need substantial amendments. A resolution of the LTC would be required to request staff to prepare changes to the project charter for the LTC to consider. Suggested wording for a resolution is: *“That the Gambier Island Local Trust Committee request staff to amend the project charter by (specify new purpose, scope, objectives, in-scope and/or out of scope) for LTC review at the next business meeting.”*

## NEXT STEPS

The Regional Planning Team will work with the Senior Intergovernmental Policy Advisor this summer to confirm Squamish Nation participation in the OCP/LUB review. An update to the LTC can be provided during the regular business meeting on August 29, 2023. Staff will include specific project options to advance the OCP/LUB review if First Nations are unable to participate in comprehensive consultation during this fiscal year.

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|---------------|---|--------------|
| Submitted By: | Sonja Zupanec, RPP, MCIP, Island Planner            | June 5, 2023 |
| Concurred By: | Renée Jamurat, RPP, MCIP, Regional Planning Manager | June 5, 2023 |

## ATTACHMENTS

1. Project Charter v.2.0 June 2023

## Gambier Island OCP and LUB Targeted Review Project Charter v.2.0

Gambier Island Local Trust Committee

Date: **FOR LTC ENDORSEMENT** June 20, 2023

**Purpose:** To conduct a review of the Gambier Island Official Community Plan policies and Land Use regulations pertaining to forest protection, conservation of the Douglas-fir and associated ecosystems, protection of archaeological and cultural sites, shoreline protection and marine designations across the Plan area.

**Background:** The LTC identified this project as a Top Priority in February 2015. The project was put on hold in 2018 and recommenced in 2021. In 2022, Squamish First Nation staff indicated to Islands Trust staff a desire to participate in comprehensive engagement, review and update of targeted OCP policies and LUB regulations. In 2023 the project was transferred to the Islands Trust Regional Planning Team and the top priority action is to confirm First Nations participation and capacity funding for the 2023/2024 fiscal year.

### Objectives

- Amend the Gambier OCP & LUB with regards to:
  - First Nations Perspectives;
  - Archaeological and cultural site protection;
  - Forest Ecosystem Protection;
  - Shoreline Protection;
  - Public docks;
  - Technical amendments.
- Develop the style and structure of the OCP document as an Islands Trust model.

### In Scope

- Amendments to the OCP and LUB that include:
  - Language and policies that reflect First Nations perspectives;
  - Policy and schedule updates regarding land and marine use designations, including new or amended use designations;
  - Development Permit Areas to protect forests and shorelines;
  - Heritage Conservation Areas to protect archaeological and cultural sites;
  - Advocacy policies;
  - Technical amendments;
  - Developing a pilot model OCP bylaw in terms of style and structure.
- Include Cotton Bay lots that were excluded from OCP Bylaw No. 73.

### Out of Scope

- OCP and LUB amendments regarding:
  - Economic development;
  - Services for island residents;
  - Private institutional policies;
  - Parks and trails.

### Deliverables

- One OCP Amendment Bylaw
- One LUB Amendment Bylaw

## Work Plan Overview

| Phase 1: Project Initiation  | Date                 |
|--|----------------------|
| LTC endorses project charter - COMPLETED   | May 27 2021          |
| Planning research & information gathering (early engagement with First Nations, discussion paper prep, community outreach) - COMPLETED | Spring - Summer 2021 |
| Formation of a project Working Group & development of Terms of Reference - COMPLETED   | June - July 2021     |
| Analysis of data/mapping for priority setting & develop criteria to identify target areas (UBC team) - COMPLETED                       | Summer - Fall 2021   |
| Development of discussion paper templates - COMPLETED  | Fall 2021            |
| Development of a community mapping tool - COMPLETED  | Winter 2022          |
| Development of Engagement and Communications Framework - COMPLETED   | Winter 2022          |
| Phase 2: Consultation and Bylaw Development  | Date                 |
| Retain a consultant to provide limited support to help build the engagement plan - COMPLETED   | Spring 2022          |
| Development of discussion papers - COMPLETED   | Spring - Summer 2022 |

|   |             |
|---|-------------|
| LTC consideration of updated project charter/endorsement of Engagement Plan recommendations | June 2023   |
| Comprehensive First Nations Consultation  | 2023/2024   |
| Develop draft bylaws, Advisory Planning Commission referral and public consultation         | 2024        |
| <b>Phase 3: Legislative Process and Implementation</b>                                      | <b>Date</b> |
| First Nation, key interested and affected parties and public engagement as per Plan – cont. | 2024        |
| Bylaw readings, public hearing, approvals, adoption   | 2024        |
| Bylaw consolidation, post bylaw adoption communications                                     | 2024/2025   |

| Project Team   |  |
|--|--|
| Island Planner   | Project Manager  |
| Regional Planning Manager  | Project Sponsor  |
| Island Planner/Planner 2   | Planning & technical support (limited)   |
| Senior Intergovernmental Policy Advisor                                      | First Nation liaison support   |
| GIS Technician   | Mapping support  |
| TAS Program Coordinator/Communications                                       | TAS coordination/Communications support (limited availability)   |
| ITC Ecosystem Specialist   | Protection/conservation planning support (limited availability)  |
| Senior Freshwater Specialist   | Watershed ecology support (limited availability)   |
| OAA, PTA, LC   | Admin support  |
| <b>RPM Approval:</b><br>Date: 2021-05-18; 2021-07-13; 2021-10-05; 2022-03-29 | <b>LTC Endorsement:</b><br>Resolution #: GM-021-038<br>Date: 2021-05-27<br><br>Resolution #: GM-2021-058<br>Date: 2021-07-22<br><br>Resolution #: GM-2021-078<br>Date: 2021-10-14<br><br>Resolution #: GM-2022-018<br>Date: 2022-03-31 |

| Budget  |  |                           |
|---|--|---------------------------|
| <b>Budget Sources:</b><br>2021-22: GM LTC OCP: \$4,000.00; RPC OCP: \$8,500.00; First Nations: \$2000.00<br>2022-23: GM LTC OCP: \$15,000; First Nations: \$2000.00<br>2023-24: GM LTC OCP: \$16,000; |  |                           |
| Fiscal  | Item   | Cost                      |
| 2021-2022   | Phase 1: Project Initiation<br>• First Nation engagement<br>• Development of Engagement & Communications Framework<br>• Analysis of data and mapping for priority setting & developing criteria to identify target areas | \$14,500                  |
| 2022-2023   | Phase 2: Consultation and Bylaw Development<br>• Undertake Engagement & Communications Plan<br>• Analysis of data and mapping for priority setting & developing criteria to identify target areas                        | \$16,000                  |
| 2023-2024   | • First Nation engagement  |                           |
| 2024-2025   | Phase 3: Legislative Process<br>• Engagement, referrals<br>• Legal review<br>• In-person public hearing<br>• Bylaw amendment communications  | TBD<br>Pending<br>Funding |
| <b>Total</b>  |  | <b>TBD</b>                |