



DATE OF MEETING: March 25, 2025

TO: Gambier Island Local Trust Committee

FROM: Sonja Zupanec, Island Planner (Regional Planning Team)
Northern Office

SUBJECT: Official Community Plan and Land Use Bylaw Targeted Review Project –
supplemental report on draft shoreline protection area guidelines.

RECOMMENDATIONS:

1. That the Gambier Island Local Trust Committee endorse the annotated DRAFT Shoreline Development Permit Area language as attached in the staff report dated March 25, 2025.
2. That the Gambier Island Local Trust Committee request staff to re-engage with the Squamish Nation Rights and Title Department to review the draft shoreline development permit area language as attached in the staff report dated March 25, 2025 and provide the LTC with any suggested amendments from the Nation for consideration prior to further public engagement.
3. That the Gambier Island Local Trust Committee request staff to prepare a draft annotated shoreline development permit area document including recommended amendments by the Advisory Planning Commission and any referral recommendations from Squamish Nation; request staff to post the draft to the project website for public review and comment; and return to the LTC for review and consideration of next steps.
4. That the Gambier Island Local Trust Committee request staff to prepare a draft workplan and budget to implement the Advisory Planning Commission public engagement recommendations (*specify select APC recommendations and communication products*) in Attachment 2 of the March 25, 2025 staff report for APC review and return for LTC consideration.
5. That the Gambier Island Local Trust Committee endorse the amended OCP/LUB Review project charter v2.2.
6. That the Gambier Island Local Trust Committee request staff to advertise for expressions of interest for the two vacant positions on the Gambier Advisory Planning Commission with terms expiring October 17, 2025.

REPORT SUMMARY

This report seeks to continue the Local Trust Committee's (LTC) discussion on advancing the Gambier Island Official Community Plan (OCP) and Land Use Bylaw (LUB) review project, specifically reviewing a draft shoreline development permit area for Gambier Island, reviewing Advisory Planning Commission (APC) preliminary referral comments and confirming the scope of public engagement in 2025.

BACKGROUND

The following is a status summary of project related resolutions passed by the LTC:

July 2024 - GM-2024-16 that the Gambier Island Local Trust Committee request staff to initiate a request to schedule an elected officials meeting with Squamish Nation in the fall/winter of 2024 to discuss the status of the implementation of Squamish Nation engagement recommendations. **CARRIED**

A letter has been prepared, reviewed by the LTC and sent to the Rights and Title Department as of March 2025.

October 2024 - GM-2024-042 that the Gambier Island Local Trust Committee affirms its support for the implementation of the following OCP/LUB project recommendations from Squamish Nation listed in Table 1 attached to the staff report dated October 1, 2024 and request staff to prepare draft language for applicable polices/regulations for LTC consideration of subsequent steps: Table 1 Recommendations A1; A2; A3; A4; A5; B2; B3; B5; B6; B9; C1; C3; C4; D3 and D5. **CARRIED**

Staff are presenting draft language for a shoreline development permit area in this report and will be presenting draft language for a heritage conservation area at the next regularly scheduled meeting.

October 2024 -GM-2024-043 that the Gambier Island Local Trust Committee request that staff refer the following project recommendations listed in Table 2, attached to the staff report dated July 30, 2024 to the Gambier Island Advisory Planning Commission for review and comment, to inform the LTC's consideration of subsequent steps: Table 2 recommendations 5.2, 5.3, 5.4 and 5.5. **CARRIED**

[Table 2 recommendations](#) are being considered by the APC. Staff will be preparing background information for a draft Heritage Conservation Area, forest ecosystem protection and public docks to support the APC in their next steps with this referral for reporting back to the LTC.

October 2024 - GM-2024-044 that the Gambier Island Local Trust Committee affirms its support for the implementation of Squamish Nation recommendation A6 and requests:

- The Board of the Islands Trust Conservancy to prioritize the allocation of necessary resources to seek approval for a translation request from Squamish Nation for the installation and maintenance of Squamish language signage on ITC Nature Reserves on Gambier Island; and
- Staff to prepare a draft advocacy letter under the signature of the LTC Chair to other local funding organizations and the Heritage Branch of the Ministry of Tourism requesting support for funding for the approval, installation and maintenance of Squamish language signage on trails and in areas deemed important by the Nation in the Gambier Local Trust Area.
- Staff to add the following agenda item to the next Sunshine Coast Regional District Protocol meeting agenda for discussion: "Joint funding opportunities for the approval, installation and maintenance of Squamish language signage on trails and in areas deemed important by the Nation in the SCRD Area." **CARRIED**

Planning staff have sent correspondence to the ITC Board. A letter to the Howe Sound and Ministry of Tourism regarding Squamish language signage has been finalized at the time of report writing was ready to be sent. Staff are coordinating the next SCRD annual meeting and the draft agenda has been updated to reflect a discussion on signage.

October 2024 - GM-2024-045 that the Gambier Island Local Trust Committee affirms its support for the implementation of Squamish Nation recommendation B4 and B10 “and requests staff to add the following agenda items to the next Sunshine Coast Regional District Protocol meeting agenda for discussion:

- Advocacy to SCRD to adopt the Zero Carbon Step Code requirements for new construction in the Gambier Local Trust Area prior to provincial mandate by 2030; and
- Opportunities for rebates and energy efficiency upgrades for homes in the Gambier Local Trust Area. **CARRIED**

Staff are coordinating the next SCRD annual meeting in 2025 and the draft agenda has been updated to reflect a discussion on zero carbon step code and energy efficiency rebates.

October 2024 - GM-2024-046 that the Gambier Island Local Trust Committee affirms its support for the implementation of Squamish Nation recommendation D2 and D4 and requests the Executive Committee:

- 1) Meet with or send correspondence to the Provincial Minister of Environment and Climate Change Strategy and advocate for a significant investment in biodiversity protection in the Gambier Local Trust Area, including monitoring and coordination with First Nations, the Howe Sound Biosphere Region and local governments; and
- 2) Meet with or send correspondence to the Provincial Minister of Forests requesting changes to provincial dock tenure applications in the Gambier Local Trust Area so that all new dock applications in the area be required to submit a Preliminary Field Reconnaissance, Archaeological Overview Assessment or Archaeological Impact Assessment depending on the significance of the marine and adjacent upland area to First Nations and the extent of the infrastructure proposed. **CARRIED**

At the time of report writing there were no updates on whether these items have been actioned.

October 2024 - GM-2024-047 that the Gambier Island Local Trust Committee request staff to amend the Future Projects List section “2. OCP/LUB” by replacing the text with the following: “Explore the Implementation of Heritage Conservation Areas and Shoreline Development Permit Areas across the Local Trust Area to address First Nations’ interests and concerns;” and “Develop advocacy policies for pump out stations across the Local Trust Area.” **CARRIED**

The Future Projects List has been updated.

October 2024 - GM-2024-048 that the Gambier Island Local Trust Committee refer a question of early engagement options to the Gambier Island Advisory Planning Commission regarding endorsed topics and Motion No. GM-2024-044. **CARRIED**

The APC have completed their referral of this matter and draft engagement recommendations are included in this staff report as Attachment #2.

ANALYSIS

Issues and Opportunities

Staff have identified the following preliminary issues and opportunities, discussed in more detail below.

Draft Shoreline Protection Development Permit Area (DPA):

The importance of shoreline protection was identified in the 2023 Gambier Island [public engagement summary](#), as a top priority by respondents. A shoreline development permit area (DPA) has been identified by Squamish Nation and recommended by planning staff as a key land use planning tool for the LTC to address concerns about the impacts of shoreline development. While a shoreline DPA cannot specifically protect Indigenous cultural heritage areas, it serves a crucial role in balancing responsible development with environmental protection – an issue of significant importance for the Nation. A well drafted shoreline DPA (see section 488 of the [LGA](#)) offers multiple benefits including enhanced environmental protection, sustainable land use, and long term community resilience. To support these objectives, planning staff were directed by the LTC in October 2024 to prepare a draft shoreline DPA for Gambier Island. The draft is outlined in Attachment 1. The proposed DPA would extend 30 metres upland from the natural boundary of the sea and seaward to the extent of the area of bylaw application.

At this stage the LTC is asked to review and identify any refinement of draft DPA language and provide direction on next steps, including public engagement and referral to Squamish Nation. Staff recommend endorsement of the draft as presented and referral of the draft DPA to Squamish Nation. All suggested revisions from the APC, Nation referral and any preliminary public correspondence can be considered by the LTC at a future date prior to bylaw drafting. The staff recommendations to support this are #1 and #2 on page 1 of this report.

Advisory Planning Commission Recommendations:

The Gambier Island Advisory Planning Commission (APC) has met several times to discuss the LTC's October 2024 referral. Minutes of the APC meetings are included in the March 25 regular business meeting agenda package for reference.

The APC minutes of March 2025 outline the APC recommendations for LTC consideration of amendments to the draft shoreline DPA. Staff recommend the preparation of an annotated draft DPA document to track recommended changes from the APC and Squamish Nation referral comments, for LTC consideration of next steps later this spring, as per recommendation #3 on page 1 of this report.

Attachment 2 outlines the APC recommendations for priority engagement with Gambier Island residents and title holders on the OCP/LUB Review Project. The LTC is asked to identify which engagement recommendations it wishes to proceed with so that an engagement workplan, timeline and budget can be prepared by staff, referred to the APC for refinement and returned to the LTC for the May 16 regular business meeting for endorsement and implementation. Staff recommendation #4 on page 1 of this report supports this approach.

Amendments to Project Charter v2.1:

In March 2025, Trust Council approved a major project budget of \$10,000 for this project for the 2025/2026 fiscal year. The original business case prepared by planning staff allocated these funds for legal review, public engagement, and public hearing notification. These elements will serve as key components in shaping clear and effective messaging for public engagement. Staff recommend the LTC review and identify any necessary revisions to the Project Charter to confirm the project's scope, workplan, budget, and timeline as per recommendation #5 on page 1 of this report.

Advisory Planning Commission Appointments:

There are currently two vacant positions on the Gambier Island APC, with terms expiring in October 2025. Maintaining quorum for LTC referrals has been challenging despite in-person and electronic meeting combinations. Expanding APC membership to the maximum number of appointments would help ensure quorum and support continued involvement in the project. Staff recommend advertising for expressions of interest to appoint up to two new members as outlined in recommendation #6 on page 1 of this report.

Alternatives

- 1. **Amend the draft shoreline development permit area document:** The LTC can amend the draft DPA document by incorporating any or all APC recommendations, or other changes it wishes, prior to posting to the web and referral to the Squamish Nation. Suggested wording for a resolution is: *“That the Gambier Island Local Trust Committee request staff to amend the draft shoreline protection DPA document (specify changes to purpose, objectives, or guidelines).”*

NEXT STEPS

If the LTC agrees with the recommendations outlined on page 1 of this report, staff will assist the APC with their review of public dock/forest ecosystem protection and heritage conservation referrals; conduct the Squamish Nation referral on the shoreline DPA and draft heritage conservation area and report back to the LTC by the May 16 regular business meeting.

Submitted By:	Sonja Zupanec, RPP, MCIP, Island Planner	March 13, 2025
Concurred By:	Robert Kojima, Regional Planning Manager	March 14, 2025

ATTACHMENTS

- 1. DRAFT Shoreline Development Permit Area – March 2025
- 2. Advisory Planning Commission Engagement Plan – March 2025
- 3. Project Charter v.2.2 for endorsement – March 2025

GAMBIER ISLAND SHORELINE DEVELOPMENT PERMIT AREA

Designation

The Shoreline Development Permit Area includes **all land 30 m upland of the natural boundary of the sea, the foreshore area and all that area of land covered by water between the natural boundary of the sea and and the boundary of the area of bylaw application.**

This designation is shown in a generalized representation on Schedule **X**. The definitive designation and delineation of Development Permit Area **X** consists of a digital record compiled by means of a digital elevation model. This digital record is stored and maintained in a Geographic Information System at the offices of the Islands Trust.

Authority

The Shoreline Development Permit Area is designated a development permit area pursuant to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity, and Section 488(1)(b) for the protection of development from hazardous conditions.

Special Conditions and Objectives That Justify the Designation

It is the Object of the Islands Trust to “Preserve and protect the Trust Area and its unique amenities and environment of the Trust Area for the benefit of the residents of the Trust Area, and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”

It is Provincial legislation in Section 473(1)(d) of the *Local Government Act* that an official community plan must include statements and map designations for the area covered by the Plan respecting restrictions on the use of land that is subject to hazardous conditions, or that is environmentally sensitive to development.

It is policy of the Islands Trust Council that protection must be given to the natural processes, habitats and species of the Trust Area, including those of open coastal grasslands, the vegetation of dry rocky areas, estuaries, tidal flats, salt water marshes, drift sectors, lagoons, kelp and eel grass beds and that development, activity, buildings or structures should not result in a loss of significant marine or coastal habitat, or interfere with natural coastal processes.

It is also policy of the Islands Trust Council that local trust committees shall in their Official Community Plans and regulatory bylaws, address:

- the protection of sensitive coastal areas;
- the planning for and regulation of development in coastal regions to protect natural coastal processes;

DRAFT FOR REVIEW AND COMMENT -March 2025

- opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways; and
- the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning area

Shorelines within Gambier Island have high ecological values. Due to their physical and biological characteristics they may need to be carefully managed to avoid potential negative impacts of development. Development and associated shoreline improvements or protection measures can threaten the ecological and physical integrity of the foreshore and upland. In addition, sea level rise, storm surges, increased storm intensity and other anticipated effects of climate change as well as steep slope hazard areas may exert negative effects on potential development.

The Objectives of the development permit area are:

1. To plan and regulate new development in a manner that preserves and protects the long-term physical integrity and ecological values of shorelines and associated foreshore and upland areas.
2. To manage development to minimize disruption of natural features and processes and to retain, wherever possible, natural vegetation and natural features.
3. To minimize the disruption of natural features and processes and to retain, wherever possible, natural vegetation and natural features.
4. To adapt to the anticipated effects of climate change.
5. To protect development from hazardous conditions.

Development Approval Information

The development permit area is also designated an area for which development approval information (DAI) may be required according to Section 485(1) of the *Local Government Act*. The designation of these as areas for which development approval information may be required is based on the special conditions or objectives supporting the designation of the DPA. Development approval information means information on the anticipated impacts of the proposed activity or development in the form of a report from a qualified professional.

Applicability

Section 489 of the *Local Government Act* provides that within areas designated as Development Permit Areas in an official community plan:

- (a) land must not be subdivided,
- (b) construction of, addition to or alteration of a building or structure must not be started;
- (c) land must not be altered;

unless the owner first obtains a Development Permit or an exemption under s 488(4) applies.

DRAFT FOR REVIEW AND COMMENT -March 2025

Exemptions

The following activities are exempt from any requirement for a development permit:

1. The placement of impermanent structures such as benches, tables and garden ornaments.
2. Development on land where a conservation covenant under section 219 of the Land Title Act registered against title is granted to the Local Trust Committee or a recognized conservancy and includes provisions which protect shoreline ecosystems in a manner consistent with the applicable DPA guidelines.
3. Repair, maintenance, alteration or reconstruction of existing legal buildings, structures or utilities, including those that are legal non-conforming, provided there is no alteration of undisturbed land or vegetation and that the work is entirely within the existing footprint.
4. Repair and maintenance of existing roads, driveways, paths and trails, provided there is no expansion of the width or length of the road, driveway, path or trail, and no creation of additional impervious surfacing, including paving, asphaltting or similar surfacing.
5. Manual removal of non-native, invasive plants or noxious weeds.
6. Farm operations as defined in the *Farm Practices Protection (Right to Farm) Act* and farm uses as defined in Section 2(2), (3), (4) and (5) of the Agricultural Land Reserve Use, Subdivision, and Procedure Regulation.
7. Construction of a fence so long as no native trees are removed and the disturbance of native vegetation is restricted to 0.5 metres on either side of the fence.
8. The construction of a trail if all of the following apply:
 - No native trees are removed;
 - The trail is 1 metre wide or less;
 - The trail is for personal, non-vehicular use only;
 - The trail is constructed of soil, gravel, mulch or another pervious surface.
9. Gardening and yard maintenance activities within an existing landscaped area, such as lawn mowing, tree and shrub pruning, vegetation planting and minor soil disturbance that do not alter the general contours of the land.
10. Tree limbing or tree topping, unless the work can reasonably be expected to result in the death and removal of the tree and root system.
11. The removal of trees that have been examined by an International Society of Arboriculture (ISA) certified arborist and certified to pose an immediate threat to life or property.

DRAFT FOR REVIEW AND COMMENT -March 2025

12. The construction of a small accessory building such as a pump house, gazebo, garden shed or play house if all the following apply:
 - The building is located a minimum of 15 metres from the natural boundary of sea;
 - No native trees are removed; and
 - The total lot coverage of the accessory building is less than 10 m².
13. The installation of a mooring buoy.
14. Works undertaken by a local government or a body established by a local government.
15. Emergency actions required to prevent, control or reduce an immediate threat to human life, the natural environment or public or private property including:
 - Forest fire or flood;
 - Protection, repair or replacement of public facilities;
 - Clearing of an obstruction from a bridge, culvert, dock, wharf or stream; or
 - Repairs to a bridge, culver, dock or wharf.
16. Boundary adjustment subdivision where the location of the DPA: i) provides developable areas outside of the DPA; ii) there is no alteration of undisturbed land or vegetation, and iii) written certification by a registered professional biologist that the subdivision layout will not adversely impact the immediate and long term viability of any ecosystem.

Guidelines

Development permits should be issued in accordance with the following guidelines.

General Guidelines:

1. In general, development of the shoreline area should be limited, should minimize negative impacts on the ecological health of immediate terrestrial and marine ecosystems and should not disrupt coastal sediment transport processes.
2. It should be demonstrated that locating development entirely outside of the Development Permit Area has been considered, and a written description of why that is not being proposed should be provided as part of the application.
3. Upland shoreline structures, additions or land alteration should be located and designed to avoid the need for shore protection works.

DRAFT FOR REVIEW AND COMMENT -March 2025

4. Consideration should be given to minimizing the impacts of sea level rise, storm surges, increased storm intensity and other anticipated effects of climate change.
5. The LTC may consider variances to subdivision or building and structure siting or size regulations to meet the objectives of the development permit area.
6. Development on steep slopes or bluffs should be set back sufficiently from the top of the bluff to ensure that shore protection measures will not be necessary during the life of the structure, as demonstrated by a geotechnical analysis for the site.
7. Protection of the DPA by delineation (snow/sediment control fencing) and restricted access, (signage) should be installed prior to any land alterations.
8. Soil removal and deposit, as well as areas cleared and disturbed for development should be minimized.
9. Shore protection measures that will cause erosion or other physical damage to adjacent or down-current areas should not be supported.
10. Septic systems should not be located in the development permit area. If such a location cannot be avoided, the encroachment into the development permit area should be minimized, and the design and construction of the septic system be supervised by a qualified professional to ensure that the objectives and guidelines of the development permit area are met as conditions of the permit.
11. Where this development permit area includes critical habitat of any Species at Risk, native plant species or plant communities that are identified locally, provincially, or federally as sensitive, rare, threatened or endangered, or have been identified by a qualified professional as worthy of particular protection, these habitat areas should be left undisturbed. If disturbance cannot be entirely avoided, development and mitigation / compensation measures should be undertaken under the supervision of a qualified professional.
12. All development within this development permit area should be undertaken and completed in such a manner as to prevent the release of sediment to the shore or to any watercourse that flows to the marine shore. An erosion and sediment control plan, including actions to be taken prior to land clearing and site preparation and the proposed timing of development activities to reduce the risk of erosion, may be required as part of the development permit application.
13. A development permit may require monitoring of the implementation of required environmental mitigation, restoration or enhancement planting or measures approved under a development permit by a qualified professional until all such measures have been completed and the professional has provided a report confirming completion to a standard acceptable to the Local Trust Committee. The Local Trust Committee may require provision of a security to be used to fulfill the conditions of the permit if the permit holder fails to do so.

DRAFT FOR REVIEW AND COMMENT -March 2025

Guidelines for Shoreline Modification:

14. Shore protection and stabilization measures should not be undertaken for the purpose of extending lawns or gardens or providing space for additions to existing structures or new buildings.
15. When required, shore protection measures should:
 - a. Apply the 'softest' possible shore protection measure that will still provide satisfactory protection; and
 - b. Limit the size of shore protection works to the minimum necessary.
16. 'Hard' structural shore protection measures (e.g. concrete walls, lock block, stacked rock) may be considered in support of existing development only when a professional geotechnical and biophysical analysis demonstrates that:
 - a. an existing structure is at immediate risk from shoreline erosion caused by tidal action, currents, or waves. Evidence of normal sloughing, erosion or steep bluffs, or shoreline erosion itself, without a scientific or geotechnical analysis, is not sufficient demonstration of need;
 - b. the erosion is not being caused by upland conditions, such as the loss of vegetation and uncontrolled drainage;
 - c. on-site drainage solutions directing drainage away from the shoreline have been exhausted before considering structural shoreline stabilization;
 - d. non-structural or soft shoreline protection measures, such as locating new buildings and structures further from the shoreline, planting vegetation, biotechnical measures, beach enhancement, anchor trees or installing on-site drainage improvements are not feasible or sufficient to address the stabilization issues; and
 - e. unavoidable damage to shoreline ecological function is mitigated as much as feasible and restoration is undertaken when feasible.
17. All structural shore protection measures should be installed within the property line or upland of the natural boundary of the sea, whichever is further inland. 'Soft' shoreline protection measures that provide restoration of previously damaged ecological functions may be permitted seaward of the natural boundary subject to obtaining necessary approvals from the provincial and federal governments.
18. Existing shore protection works may be replaced if the existing works can no longer adequately serve their purpose provided that:
 - a. The replacement shore protection works are of the same size and footprint as the existing works, unless required to prevent shoreline erosion as determined by a qualified professional;

DRAFT FOR REVIEW AND COMMENT -March 2025

- b. The replacement shore protection works are designed, located, sized, and constructed to mitigate the loss of ecological functions, and include habitat restoration measures when feasible;
- c. Replacement walls or bulkheads do not encroach seaward of the natural boundary or the seaward limit of the existing shore protection works unless there are significant safety or environmental concerns that could only be addressed via such an encroachment. In such cases, the replacement of shore protection works should utilize the 'softest' approach possible and should abut the existing shore protection works; and
- d. Where impacts to critical marine habitats would occur by leaving the existing works in place, they can be removed as part of the replacement measure.

Guidelines for Vegetation Management, Restoration and Enhancement:

- 19. Existing, native vegetation should be retained wherever possible to minimize disruption to habitat and to protect against erosion and slope failure.
- 20. Existing trees and shrubs to be retained should be clearly marked prior to development, and temporary fencing installed at the drip line to protect them during clearing, grading and other development activities.
- 21. If the area has been previously cleared of native vegetation, or is cleared during the process of development, replanting should be required in accordance with these guidelines or requirements specified in the development permit. Areas of undisturbed bedrock exposed to the surface of natural sparsely vegetated areas should not require planting.
- 22. Vegetation species used in replanting, restoration or enhancement should be selected to suit the soil, light and groundwater conditions of the site, should preferably be native to the area, and be selected for erosion control and/or fish and wildlife habitat values as needed. Suitably adapted, non-invasive, non-native vegetation may also be considered acceptable.
- 23. All replanting should be maintained by the property owner for a minimum of 3 years from the date of completion of the planting. This may require removal of invasive, non-native weeds (e.g., Himalayan blackberry, Scotch broom, English ivy) and irrigation. Unhealthy, dying or dead stock should be replaced at the owner's expense within that time in the next regular planting season.
- 24. The Local Trust Committee may require provision of a security to be used to fulfill the replanting and vegetation maintenance conditions of the permit if the permit holder fails to do so.

Guidelines for Beach Nourishment and Fill:

- 25. Fill upland of the natural boundary greater than 10 cubic metres in volume should be considered only when necessary to assist in the enhancement of the

DRAFT FOR REVIEW AND COMMENT -March 2025

natural shoreline's stability and ecological function. Such fills should be located, designed, and constructed to protect shoreline ecological functions and ecosystem-wide processes, including channel migration.

26. Fill below (seaward of) the natural boundary should be considered only when necessary to assist in the enhancement of the natural shoreline's stability and ecological function, typically as part of a beach nourishment design.
27. Fill should not be placed at or below the natural boundary for the purposes of providing a trail or walkway.
28. All upland fill and beach nourishment materials should be clean and free of debris and contaminated material. All fill and beach nourishment proposals are subject to review and approval by provincial and federal authorities having jurisdiction.

Guidelines for Shore Access and Parking:

29. Roads, driveways, trails and pathways should follow the contours of the land, appropriately manage drainage, not require retaining walls, and only use stairs as a last resort.
30. Accesses in extremely sensitive areas or hazardous areas should be restricted or prohibited.
31. Parking areas should be located away from the shore, buffered or landscaped, and constructed so as to minimize erosion and water pollution by controlling storm runoff. Structural measures such as catch basins, oil separators, filtration trenches or swales, unpaved or permeable all weather surfaces should be considered for this purpose.

Guidelines for the Construction and Replacement of Docks:

32. Development activities along the foreshore or in marine areas should be conducted during the low risk timing window for spawning, nesting and nursery periods.
33. Docks and wharves should be designed to ensure that public access along the shore is maintained except where such access is determined to be infeasible because of incompatible uses, safety, security, or harm to ecological functions.
34. Docks and wharves should be sited to minimize impacts on sensitive ecosystems such as eelgrass beds, fish habitat and natural processes such as currents and littoral drift.
35. Docks should be constructed in a manner that permits the free flow of water beneath. Supports should be located on a hard substrate.
36. Floating docks should not rest on the sea bed at any time and a minimal, moveable ramp rather than a fixed wharf or pier should be utilized to connect the dock with the shore.
37. Piers and pilings and floating docks are preferred over solid-core piers.

DRAFT FOR REVIEW AND COMMENT -March 2025

38. Docks should not use unenclosed plastic foam or other non-biodegradable materials that have the potential to degrade over time. Docks should be constructed of stable materials that will not degrade water quality. The use of creosote-treated pilings is discouraged.
39. Dock and float design should allow natural light penetration to the submerged land underneath. Natural light penetration can be facilitated by spacing the decking surface of the dock, incorporating grating and minimizing the width of the structure.
40. Docks should be located and designed to avoid the need for shore defence works or breakwaters.
41. Residential docks should not extend from shore any further than necessary to accommodate a small pleasure craft. Residential docks should not be designed to accommodate boats with a draft greater than 2.2 metres or have floats more than 35 square metres total surface area unless more than two parcels have legal access to the dock, in which case permitted total surface area should be a multiple of the number of lots the dock serves.
42. The access ramps, walkways and stairs for docks should not exceed a maximum width of 1.5 metres.

Guidelines for the Construction and Replacement of Boat Launch Facilities:

43. Boat launch ramps are the least desirable of all water access structures and should be considered only if they can be located on stable, non-erosional banks where a minimum amount of substrate disturbance or stabilization is necessary. Ramps should be kept flush with the slope of the foreshore to minimize interruption of natural geo-hydraulic processes.
44. Construction of a private ramp on an individual residential lot or parcel is discouraged.

Guidelines for the Installation of Ocean-loop Geoexchange Systems:

45. Ocean-loop geoexchange systems should only be considered if they are closed-loop systems using only water as the circulating heat transfer fluid; if they meet or exceed the Canadian CSA design standards CAN/CSA-448-02; and if they are designed and installed by a Registered System Designer.

Guidelines for Subdivision:

46. All lots in a proposed subdivision must be configured to have sufficient area for permitted principal and accessory uses without encroaching into land use bylaw setbacks, the Development Permit Area, or creating a likelihood of shoreline protection measures for the permitted level of development.

DRAFT FOR REVIEW AND COMMENT -March 2025

Guidelines for Commercial and Industrial Development:

47. Boat maintenance and repair facilities shall be designed and sited in a manner that minimizes the potential for the discharge of toxic materials from boats (e.g. fuels, oils, maintenance by-products).
48. Lighting of commercial and industrial developments built over the water surface should be kept to the minimum necessary for safety and visibility. Light fixtures on such sites should focus light on the area to be illuminated and avoid spillage of light into other areas. Fixtures should not result in glare when viewed from areas that overlook the sea. Low-glare fixtures with a high-cut off angle should be used. Full-spectrum fixtures are preferred. Neon lighting should not be used outside buildings.
49. Signs on commercial and industrial developments built over the water surface should not move or be audible and should not incorporate lighting that moves or flashes or gives the impression of doing so.
50. Offshore log storage should be located such that natural flushing and water circulation will disperse waste materials, and log dumping facilities should be designed and operated to prevent bark and other debris from accumulating on the sea bed.

GAMBIER OCP UPDATE: APC PRIORITY ENGAGEMENT RECOMMENDATIONS - MARCH 2025

This is a prioritized list of communication recommendations from the APC that may inform Gambier Island Local Trust Committee's community engagement for the updated Gambier Island Official Community Plan project.

Considerations & Context:

1. These recommendations from the APC should augment the LTC's engagement plans; we recognize we are not experts in this space and have likely missed other communication channels that would be appropriate and affordable.
2. Need to include a mix of on and off-island, as well as virtual and in-person. This will reach the most owners who range from highly engaged permanent residents to abscent landowners who aren't engaged (other than paying taxes)
3. Although we have suggested certain channels, with specific examples, we cannot speak on behalf of the groups that manage these channels in all communities around Gambier Island; permission to communicate would need to be confirmed with different groups. That said, APC members can support some distribution to some of the larger communities (including New Brighton, West Bay, Sea Ranch,

Communications

Channel (How)	Key Message (What)	Timing (When)	Target Audience (Who)	Frequency	Delivery	Details	Resources
Islands Trust Website	Project Details	Spring 2025	Highly engaged community members	Ongoing	Digital	Update project page with current timeline and activities (last updated 2022); ensure project page is easy to find from homepage and search. Consider creating a shorter unique URL that can be used as the call-to-action in other communications (e.g., https://islandstrust.bc.ca/gambierOCP)	https://islandstrust.bc.ca/gambier-island-official-community-plan-and-land-use-bylaw-targeted-review/
Islands Trust Facebook	Call-to-action (CTA)	Summer 2025	Subscribers & page visitors	Frequent (to support other communications and engagement)	Digital	Post project updates with link to dedicated project page on IT website.	https://www.facebook.com/IslandsTrust/
Community Facebook Pages	CTA	TBC	Community members (subscribers)	Frequent (to support other communications and engagement)	Digital	Examples: Brigade Bay; Sunset Estates at Long Bay Owners Society (Fircom/Sunset Society Members); Gambier Island S.E. Peninsula (GISEP); Gambier Island Community Association (GICA). These pages are private; communications(e.g., 1200 x 630 pixel graphic) must be shared by the administrator or a member.	
Community Email Newsletters	CTA	TBC	Community members (subscribers)	Frequent	Email	Examples: SEALBOS, Brigade Bay Connect with society/strata committees in all communities to request they share information with their membership.	
LTC Trustee Email Updates	CTA; project updates	TBC	Subscribers	Frequent	Email	Kate-Louise Stamford email updates	

Engagement Activities

Medium (How)	Key Message (What)	Timing (When)	Target Audience (Who)	Frequency	Delivery	Details	Resources
OCP Community Discussion Groups (e.g., OCPizza Party; OCPie Party)	Project Details	Summer 2025	All community members	Frequent	In-person	OCPizza Parties are community gatherings organized by a community citizen to encourage participation in OCP discussions. Residents share ideas, feedback, and enjoy pizza while discussing future planning. These events aim to make planning processes more inclusive and engaging and are suitable for remote communities such as Gambier (although pizza would need to be substituted with another incentive as there is no pizza delivery on Gambier.	https://squamish.ca/yourgovernment/projects-and-initiatives/completed-projects/2018-completed-projects/ocp2018/ocp-background/hosting-an-ocpizza-party/
Public Information Meetings	Project Details	Summer–Fall 2025	All community members	Minimum one in-person & one virtual	In-person & Virtual	Led by staff (legislated requirement)	

Gambier Island OCP and LUB Targeted Review Project Charter v.2.12

Gambier Island Local Trust Committee

Endorsed Date: ~~April 29,~~

~~2024~~ March 25, 2025

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. Public engagement was conducted in 2022 and in early 2023 the public engagement summary report was endorsed by the LTC. Squamish Nation capacity funding for the 2023/2024 fiscal year was confirmed and engagement with Nation staff and Trust planning staff commenced in 2023. A summary of Squamish Nation recommended actions for LTC consideration of implementation was reviewed in April 2024 and endorsed by the LTC in October 2024.

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 respond to and respect 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 model OCP bylaw in terms of style and structure.
 - LTC endorsed elements from the 2023 public engagement summary report.
- 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
- Post Bylaw Adoption communication materials

Work Plan Overview

Phase 1: Project Initiation	Date
LTC endorses project charter - <i>COMPLETED</i>	May 27 2021
Planning research & information gathering (early engagement with First Nations, discussion paper prep, community outreach) - <i>COMPLETED</i>	Spring - Summer 2021
Formation of a project Working Group & development of Terms of Reference - <i>COMPLETED</i>	June - July 2021
Analysis of data/mapping for priority setting & develop criteria to identify target areas (UBC team) - <i>COMPLETED</i>	Summer - Fall 2021
Development of discussion paper templates - <i>COMPLETED</i>	Fall 2021
Development of a community mapping tool - <i>COMPLETED</i>	Winter 2022
Development of Engagement and Communications Framework - <i>COMPLETED</i>	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 - COMPLETED	June 2023
Continued First Nations consultation via early referral of draft bylaw language and meeting between First Nation elected officials and the LTC	2024- 2025
Public consultation-engagement workplan developed and implemented; via early presentation of draft bylaw language at up to 2 Community Information Meetings and Advisory Planning Commission referrals.	20242025-2026
Phase 3: Legislative Process and Implementation	Date
Draft bylaws prepared and considered by the LTC. Bylaw readings, formal agency and First Nation referrals public hearing, Executive Committee and Ministerial approvals, adoption	2025- 2026
Bylaw consolidation, post bylaw adoption communications	2025- 2026

Project Team	
Island Planner – Regional Planning Team	Project Manager
Regional Planning Manager	Project Sponsor
Island Planner	Planning & technical support (limited)
GIS Technician	Mapping support
OAA, PTA, LC	Admin support
RPM Approval: Date: 2021-05-18; 2021-07-13; 2021-10-05; 2022-03-29; 2023-06-20	LTC Endorsement: Resolution #: GM-021-038 Date: 2021-05-27; GM-2021-058 Date: 2021-07-22; GM-2021-078 Date: 2021-10-14; GM-2022-018 Date: 2022-03-31 2023-018 Date: 2023-06-20 GM-2024-12 Date: 2024-04-29

Budget		
Budget Sources: 2021-22: GM LTC OCP: \$4,000.00; RPC OCP: \$8,500.00; First Nations: \$2000.00 2022-23: GM LTC OCP: \$15,000; First Nations: \$2000.00 2023-24: GM LTC OCP: \$16,000; 2024-25: GM LTC OPC: \$xx; 2025/26: \$xx		
Fiscal	Item	Cost
2021-2022	Phase 1: Project Initiation • Development of Engagement & Communications Framework • Analysis of data and mapping for priority setting & developing criteria to identify target areas	\$14,500 SPENT
2022-2023 2023-2024	Phase 2: Consultation • Public Engagement Summary Report Recommendations • First Nation engagement and Summary Table Recommendations	\$16,000 SPENT
20254 - 20265	Phase 3: Bylaw Development • LTC confirmation of policy and regulatory recommendations to be implemented from Squamish Nation Engagement Summary and Public Engagement Summary. • Draft bylaw language to be prepared and referred to First Nations (Council to Council meeting) • Drafting of OCP Bylaw and LUB amendments for APC/public comment and community information meetings	\$10,000
2026	Legislative Review Process • Bylaws considered for readings, referrals • Legal review • In-person community information meeting and public hearing • Bylaw amendment communications	
	Total to date (April-2024)	\$3040,500