



File No.: 6500-20 LTC Projects
(Keats Island Shoreline
Protection)

DATE OF MEETING: April 19, 2018
TO: Gambier Island Local Trust Committee
FROM: Jaime Dubyna, Planner 1
Northern Team
COPY: Ann Kjerulf, Regional Planning Manager
Sonja Zupanec, Island Planner
SUBJECT: Keats Island Shoreline Protection Project – ‘Phase 1’ Draft Project Charter

1. **That the Gambier Island Local Trust Committee endorse the Project Charter v.1 *Keats Island Shoreline Protection*, dated April 19, 2018.**
2. **That the Gambier Island Local Trust Committee request staff to prepare a draft communication plan, including a public survey, for Local Trust Committee consideration in advancing the *Keats Island Shoreline Protection Project*.**

PURPOSE

This Staff Report introduces a draft Project Charter for Phase 1 of the Gambier Island Local Trust Committee (LTC) top priority project, Keats Island Shoreline Protection (Attachment 1).

BACKGROUND

On February 2, 2017, the Gambier Island Local Trust Committee (LTC) passed resolution GM-2017-007:

GM-2017-007

It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to provide a report regarding legislative options available to the Local Trust Committee specifically related to docks on Keats Island that affect identified sensitive ecosystems, or properties that have road access.

CARRIED

The LTC received a staff report at its July 27, 2017 meeting, and subsequently passed resolution GM-2017-032:

GM-2017-032

It was MOVED and SECONDED that the Gambier Island Local Trust Committee replace current priority number 3 of the Local Trust Committee Projects List with “Keats Island OCP/LUB Amendments” with the specified activity, “amending policies and regulations for docks and other foreshore development”.

CARRIED

The LTC received a [staff report](#) at its March 8, 2018 meeting, and subsequently passed resolution GM-2018-023:

GM-2018-023

It was MOVED and SECONDED that the Gambier Island Local Trust Committee request staff to prepare a draft project charter for a Phase 1 “Keats Island Shoreline Protection Project” for Local Trust Committee consideration on April 18, 2018.

CARRIED

ANALYSIS

Policy/Regulatory

See the July 27, 2017 [staff report](#) for discussion of applicable policies in the *Islands Trust Policy Statement* and the Keats Island Official Community Plan (OCP) No. 77, and regulations in the Keats Island Land Use Bylaw (LUB) No. 78.

Consultation

The Project Charter has been drafted to include two community consultation events during summer 2018 on Keats Island, to engage First Nations, residents, land owners and relevant agencies. In its discussion at the March 8, 2018 LTC regular meeting, the LTC discussed conducting two separate events during the summer 2018 – one on Keats Island, and one in the Lower Mainland. Additionally, with LTC direction, staff could develop a public survey to solicit input on community shoreline values, to be distributed online and in paper form.

Results of the survey could be presented as part of the community consultation events and help inform the potential scope and objectives of a subsequent Phase 2 of the project, including potential amendments to the Official Community Plan and/or Land Use Bylaw.

The LTC is to consider the following at project charter stage:

- Implementation of the Islands Trust Council Strategic Plan;
- Implementation of the Keats Island Official Community Plan;
- Relevant Provincial legislation;
- Previous project phases (not applicable);
- Anticipated First Nations interests and engagement; and
- The level of stakeholder engagement anticipated in relation to the IAP2 Public Participation Spectrum^[1].

Under the new process for approving budgets and resources for local trust committee projects, on endorsement of the Project Charter, staff will develop a detailed Work Plan. The Work Plan will break the Project Charter down further and detail actual work, more specific timelines, staff resources, and budgets. This Work Plan will be signed off by the Director of Local Planning Services and Director of Administrative Services for the staff resources and the release of \$3,500 from the LTC Project Reserve Fund as indicated in the Project Charter. The detailed Work Plan will be on the next Gambier Island Local Trust Committee agenda for information.

^[1] [http://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20\(1\).pdf](http://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20(1).pdf).

ALTERNATIVES

1. Amend the project charter.

The LTC may wish to consider amending the project charter. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee request staff to amend the “Keats Island Shoreline Protection” project charter, timeline, and budget to include ... (specific details to be provided by the LTC).

2. Proceed no further.

The LTC may choose not to proceed with this project at this time. Recommended wording for the resolution is as follows:

That the Gambier Island Local Trust Committee request staff to remove the “Keats Island Shoreline Protection” project from the Top Priorities List and place it on the Projects List.

NEXT STEPS

Should the LTC endorse the project charter, staff will proceed in general accordance with the project charter.

Submitted By:	Jaime Dubyna, MSc.Pl. Planner 1	April 6, 2018
Concurrence:	David Marlor, MCIP, RPP Director of Local Planning Services	April 9, 2018

ATTACHMENTS

1. Attachment 1 – Draft Project Charter

Keats Island Shoreline Protection Project Charter - **Attachment 1**

Gambier Island Local Trust Committee

Date: April 19, 2018

Purpose To review options that would strengthen the policy and regulatory framework for docks and other foreshore development on Keats Island. 'Phase 1' of this project includes conducting community consultation events during the summer 2018.

Background The Gambier Island Local Trust Committee (LTC) placed "Keats Island OCP/LUB Amendments" on the top priority project list at the July 27, 2017 LTC regular business meeting specifically to review "amending policies and regulations for docks and foreshore development". In its resolution at the March 8, 2018 meeting, the LTC requested staff prepare a draft project charter for Phase 1 of the "Keats Island Shoreline Protection Project", which would include two community consultation events in the summer 2018.

Objectives

- To explore policy, regulatory and voluntary stewardship options to strengthen shoreline protection on Keats Island.
- To solicit First Nations and community input regarding shoreline values on Keats Island.
- To collate existing data on significant shoreline ecosystem features/functions.
- To develop a communication plan for the project.

In Scope

- Community and First Nations consultation events on Keats.
- Public survey to solicit input on community shoreline values.
- Overview of the suite of tools available to protect shoreline environment and ecosystem function.
- Staff analysis and recommendations to the LTC.

Out of Scope

- Review of Keats Island OCP and LUB that is unrelated to the objectives identified in this Project Charter.
- Draft bylaws to amend the OCP or LUB.

Workplan Overview

Deliverable/Milestone	Date
Draft Project Charter to LTC for consideration	April 19, 2018
Planning research; Staff develop communication plan	April—May 2018
Communication plan to LTC for consideration	May—June 2018
Community and First Nations consultation events (2)	Summer 2018
Staff report with results of community consultation events presented to LTC	Fall 2018
Next steps—LTC direction for Phase 2 of the shoreline protection project	Fall 2018

Project Team

Jaime Dubyna, Planner 1	Project Manager
Sonja Zupanec, Island Planner	Project Support
Islands Trust GIS Technician	Mapping Support
Islands Trust Administration Staff	Administrative Support

RPM Approval:

Date:

LTC Endorsement/ Amendments:

Budget

Budget Source: 2018/2019 Gambier Island Local Trust Committee Projects Budget

Fiscal	Item	Cost
2018	Community Consultation Events (incl. facility rental)	\$3000
2018	Advertising	\$250
2018	Printing information materials	\$250
	Total	3500