

This Terms of Reference (TOR) will guide the Keats Island Shoreline Protection Working Group (Working Group) in their role to advise the Gambier Island Local Trust Committee (LTC) on matters related to the 'Keats Island Shoreline Protection Project – Phase 2'.

1. Purpose

The Working Group is a select committee of up to eleven volunteers serving for a term of two years, advising the LTC on land and marine use planning matters specific to the Keats Island Shoreline Protection Project.

The Working Group will meet and work with Islands Trust Planning Staff to:

- a) Review summary of findings from community engagement sessions;
- b) Provide advice and recommendations on draft policy and regulations to implement shoreline protection project charter objectives;
- c) Review a draft engagement and communications strategy to prioritize community consultation methodology and topics; and
- d) Participate in LTC sponsored community consultation events on emerging shoreline protection issues.

2. Work Plan Overview

- a) **SPRING 2019 Inaugural meeting of the Working Group** – Member introductions and background presentation/orientation by Islands Trust staff. Develop understanding of tasks, terms of reference for the work and culture of engagement for achieving goals. Establish a meeting schedule to achieve work plan goals.
- b) **Working Group Meeting #2 -#4** Review of relevant shoreline protection policies and regulations that apply to Keats Island. Review of comprehensive suite of options to strengthen policies and regulations. Develop a communication and engagement strategy to guide public consultation.
- c) **Subsequent Working Group Meetings** – to be determined (minimum 4 per year) as referred by the LTC and scheduled and conducted in accordance with Bylaw 150 and the relevant provisions of the Local Government Act, including but not limited to advertising, open meetings and the keeping of a record of the meeting.

3. Membership and Quorum

The LTC shall appoint a maximum of eight members to the Working Group, with representation from the following:

- Plumper Cove residents (1 seat);
- Melody Point residents (1 seat);
- Keats Island Leaseholders Association (1 seat);
- Eastbourne residents (2 seats);
- Sunshine Coast Conservancy (1 seat); and
- 2 general seats.



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Three additional seats on the Working Group shall be reserved for participation from representatives (or their alternates) from Squamish Nation, Tsleil-Waututh Nation and Musqueam First Nation. Islands Trust planning staff shall assist with meeting scheduling, agenda preparation, meeting summaries to the LTC and technical support as necessary.

Quorum for a meeting shall be 50% of the appointed members.

4. Culture of Engagement

The Working Group will engage with one another in the following ways:

- a) Acknowledge the Traditional Territories within which meetings are held.
- b) Demonstrate respect for Indigenous protocol as individuals and as a group, pursuant to the Islands Trust First Nations Engagement Principles Policy.
- c) Communication will be open, honest, transparent and unemotional. The Working Group will be comfortable and willing to discuss potentially sensitive topics.
- d) Work collaboratively to reach common goals, be open to new perspectives and seek to share information and beliefs in an environment of trust.
- e) Listen to each other to ensure that everyone has an opportunity to speak.
- f) Arrive and depart at each meeting at ease

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