



DATE OF MEETING: July 23, 2018
TO: Lasqueti Island Local Trust Committee
FROM: Sonja Zupanec, Island Planner
Northern Team
SUBJECT: OCP/LUB Review Draft Project Charter

RECOMMENDATION

1. That the Lasqueti Island Local Trust Committee endorse the OCP/LUB Review Project Charter dated July 2018.
2. That the Lasqueti Island Local Trust Committee request staff to prepare a work plan and budget for the OCP/LUB Review Project and request funding confirmation from the Director of Administrative Services for the 2018/19 fiscal year.
3. That the Lasqueti Island Local Trust Committee refer the July 2018 Staff Report regarding the OCP/LUB Review Project to the Lasqueti Island Advisory Planning Commission (APC) for input regarding the development of a communications and engagement strategy to guide the project, and that staff and one trustee attend the meeting.

REPORT SUMMARY

The purpose of this report is to present a draft Project Charter for endorsement and recommend that the LTC solicit Advisory Planning Commission (APC) input on a communications and engagement strategy.

BACKGROUND

The following resolutions were passed by the LTC at the June 4, 2018 regular business meeting pertaining to this project:

LA-2018-027 It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee ask staff to prepare a Project Charter to look at a comprehensive OCP/LUB review for a future meeting.

CARRIED

A draft project charter is included as Attachment 1 of this report.

LA-2018-028 It was MOVED and SECONDED

that the Lasqueti Island Local Trust Committee request staff to post photos from the Community Information Meeting (CIM) of April 28, 2018 to the Lasqueti webpage.

CARRIED

The flip chart notes from the April CIM have been posted to the webpage and used by planning staff to inform the development of the draft project charter.

ANALYSIS

Draft Project Charter

In order to initiate the project, staff has prepared a draft project charter (Attachment 1) for LTC endorsement. The draft project charter incorporates LTC direction, community input and prioritizes intergovernmental collaboration with Tla'amin First Nation and the Islands Trust Conservancy goals as overarching considerations for the project.

Budget Work Plan

In order to initiate work on the project, the project charter must be endorsed by the LTC and a budget for 2018/2019 must be approved by the Director of Administrative Services. For the current fiscal 2018/2019 budget, the development of a comprehensive communications and engagement strategy is the primary deliverable to guide the multi-year project. Additional budget approvals will be required as the project advances.

Advisory Planning Commission Referral

The APC can assist the LTC by providing recommendations on specific elements of a communications and engagement strategy for the project. This may include:

- engagement objectives;
- stakeholder identification;
- engagement phases; and
- Communications and consultation methods.

Staff can incorporate APC recommendations into a draft communications and engagement strategy for LTC consideration in fall 2018.

NEXT STEPS

Upon LTC endorsement of the Project Charter, staff can prepare a budget work plan for Director's approval. Once the 2018/2019 budget is approved staff can prepare a referral to the APC to solicit input on considerations for the communications/engagement strategy. Recommendations can be forwarded to the LTC in the fall of 2018.

Submitted and Concurrence By:	Sonja Zupanec, RPP, MCIP Island Planner, Acting Regional Planning Manager	July 13, 2018
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ATTACHMENTS

1. Draft Project Charter – OCP/LUB Review Project, July 2018