



DATE OF MEETING: July 4, 2023
TO: Thetis Island Local Trust Committee
FROM: Marlis McCargar, Island Planner
Northern Team
SUBJECT: OCP/LUB Marine Areas Review Project – Endorsement of Project Charter

RECOMMENDATION

- 1. That the Thetis Island Local Trust Committee endorse the Project Charter, dated July 4, 2023 for the Official Community Plan (OCP) and Land Use Bylaw (LUB) Marine Areas Review project.**

REPORT SUMMARY

The purpose of this report is to provide the Thetis Island Local Trust Committee (LTC) with a draft Project Charter for the Official Community Plan (OCP) and Land Use Bylaw (LUB) Marine Areas Review project.

The Project Charter is ready for endorsement and staff is seeking the following direction from the LTC in order to initiate the bylaw drafting phase of this project:

- Confirm the subject marine area is located adjacent to Scott and Dayman Islands (see highlighted yellow map in attachment 2).
- Confirm that the project charter accurately reflects the LTC’s intentions for this project which includes bylaw drafting and legislative review.
- Confirm which stage(s) the APC may be involved in reviewing the draft bylaws.

BACKGROUND

The purpose of the project is to explore zoning the un-zoned area of water between the Thetis Associated Islands Planning Area and the Thetis Islands Planning Area (see attachment 2).

In 2020, this project was placed on the Future Projects List due to a rezoning application that came before the LTC. The rezoning application highlighted the gap in the area of bylaw application between Thetis Island and Thetis Associated Islands regulatory bylaws. In this marine area, no Thetis or Associated Islands regulatory bylaws apply, and the Thetis LTC cannot regulate it. The area is currently subject to the policies of the Islands Trust Policy Statement. The Thetis Island LTC resolution dated April 18, 2023 set the Marine Areas Review project as a top priority for 2023/2024.

The following resolutions were passed by the LTC on April 18, 2023:

TH-LTC-2023-010

It was MOVED and SECONDED,

that the Thetis Island Local Trust Committee request staff to prepare a draft Project Charter for the 2023/2024 fiscal year minor project titled “Unzoned Marine Area Review Project”.

CARRIED

The following has been included in the project charter:

Project Charter: Attachment 1 includes version 1.0 of the Project Charter requested by the LTC in April 2023. The LTC is asked to review each section of the project charter to ensure it accurately reflects the LTC’s intentions for this project which includes bylaw drafting, legislative review and minor public consultation.

First Nations Engagement: Staff will send out a referral to First Nations after the Bylaws have been drafted and received first reading. As an alternative option, the LTC could consider earlier engagement with First Nations (e.g. before the Bylaws have been drafted). With this option, an updated project budget will need to be prepared to reflect an increased capacity funding.

Advisory Planning Commission (APC): The LTC should determine at which stage(s) the APC may be involved in reviewing the draft bylaws. Referral after the bylaws have been drafted is recommended; the Project Charter workplan reflects this. As an alternative option, the LTC could consider an early referral to the APC prior to first reading and then a second referral after the bylaws have been drafted.

Community Consultation: The LTC should specify the format and frequency of community consultation during the draft bylaw review stage. The draft project charter identifies a community information meeting prior to a public hearing being held. 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 initiate the bylaw drafting phase of this project.

ALTERNATIVES

1. Amend the Project Charter

A resolution from the LTC would be required to request staff to prepare changes to the Project Charter for the LTC to consider. Recommended wording for the resolution is as follows:

That the Thetis Island Local Trust Committee request staff to amend the project charter by [insert new purpose, scope, objectives, in-scope and/or out of scope] for LTC review at the next business meeting.

NEXT STEPS

Should the LTC endorse the project charter, staff will begin drafting bylaws.

Submitted By:	Marlis McCargar, Island Planner	June 19, 2023
Concurrence:	Renée Jamurat, RPP MCIP, Regional Planning Manager	June 21, 2023

ATTACHMENTS

1. Project Charter v.1.0 July 4, 2023

OCP/LUB Marine Areas Review Project - Charter v 1.0 (DRAFT FOR LTC REVIEW)

Thetis Island Local Trust Committee

LTC Endorsement Date: July 4, 2023

Purpose: To review and update the Thetis Associated Islands Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to address the portion of the marine area that is outside the OCP designation area and is outside the area of LUB application.

- To amend the OCP designation area and the LUB application area for the Thetis Associated Islands OCP and LUB.
- To designate the identified marine area as Marine in the OCP and to zone the indentified marine area as Marine General (W1) in the LUB.

Background: In 2020, this project was placed on the Future Projects List due to a rezoning application that came before the LTC. The area in the application was partially located in the unzoned/undesigned Thetis Local Trust Area. As a result, no Thetis or Associated Islands regulatory bylaws apply, and the Thetis LTC cannot regulate it. The area is currently subject to the policies of the Islands Trust Policy Statement. The Thetis Island LTC resolution dated April 18, 2023 set the Marine Areas Review project as a top priority for 2023/2024.

Deliverables

- One OCP Amendment Bylaw specific to the undesignated marine area (adjacent to Scott & Dayman Islands).
- One LUB Amendment Bylaw specific to the unzoned marine area (adjacent to Scott & Dayman Islands).

In Scope

- Draft OCP and LUB amendments

Out of Scope

- Review of Marine land use OCP designation
- The rezoning of additional marine parcels
- Review of LUB W1 zone
- Public engagement beyond legislative requirements

IAP2 Engagement Level:

- Inform
- Consult
- Involve
- Collaborate

Workplan Overview

Deliverable/Milestone	Target Date
LTC endorsement of Project Charter	July 2023
Staff to prepare two draft bylaws (1 OCP; 1 LUB)	Summer/Fall 2023
Draft bylaws presented to LTC for consideration of 1 st and 2 nd reading	November 2023
Feedback and recommendations from First Nations, agencies, APC and community groups	Winter 2023/2024
CIM/Public Hearing, 3 rd reading and forward to EC and Ministry	Winter 2024
END OF FISCAL	March 2024
Adoption	Summer 2024

Project Team

Island Planner	Project Manager/Bylaw Drafting
GIS Staff	Map Amendments
Legislative Clerk	Legislative Process/Bylaw review
RPM Approval: Name of RPM Date: xxx	LTC Endorsement: Resolution #: Date: xxx

Budget

Budget Sources:		
Fiscal	Item	Cost
2023-24	CIM/Public Hearing after 2 nd reading	\$1800
	Total	\$1800

Meeting	Deliverable/Milestone	Target Date	Cost
LTC Regular Business Meeting	LTC endorsement of Project Charter	July 4, 2023	n/a
LT Regular Business Meeting	LTC consideration of 1 st /2 nd reading, LTC direct staff to send bylaws to First Nations, Agencies and adjacent LTAs	November 7, 2023	n/a
CIM, Public Hearing	Community Information Meeting and Public Hearing	February 2024	Approx. \$1800
LTC Regular Business Meeting	LTC consideration 3rd reading of proposed bylaws	February 2024	n/a
Executive Committee Meeting	Executive Committee approval	March 2024	n/a
n/a	Ministerial approval	March/April 2024	n/a
LT Regular Business Meeting	LTC adoption of bylaws	Summer 2024	n/a
TOTAL			\$1800

