

Date: May 9, 2012

File No.: TH-6500-20

To: Thetis Island Local Trust Committee
For meeting of May 23, 2012

From: Courtney Simpson, Island Planner

CC: Chris Jackson, Regional Planning Manager

Re: **Associated Islands Community Plan: Terms of Reference**

THE PROPOSAL:

This is a project initiated by the Local Trust Committee (LTC) to create an official community plan and land use bylaw for: Ruxton, Whaleboat, Pylades, Tree, Reid, Hudson, Scott, Dayman, Dunsmuir and Bute Islands.

A preliminary report at the April 18, 2012 LTC meeting provided background information and recommended that the LTC expand the scope from only Ruxton Island to include the additional islands listed above.

The purpose of this staff report is to present a Terms of Reference for the project for endorsement. Also for endorsement are:

- Article for the "Ruxton Review" annual newsletter
- Newsletter for mail-out to property owners
- Survey on communication and engagement methods

Provided for information is a Community Profile document that summarizes biophysical, social, political and historical information about these islands to aide in the community deliberation.

SITE CONTEXT:

Please refer to the Draft Community Profile, May 2012 for site context information.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Please refer to the staff report presented at the April 18, 2012 LTC meeting for this information.

COMMUNITY INFORMATION MEETING(S):

As contemplated at the last LTC meeting and in the proposed Terms of Reference, staff recommends holding a first community information meeting (CIM) on Ruxton Island in the summer of 2012. The purpose of the CIM would be to present results of the survey, particularly the property owners' views about goals and objectives for the community, and to engage in further discussion on community goals. Staff plans to have visual displays with the type of information and maps in the Community Profile to lead discussion around.

Staff recommends a date is scheduled for this meeting soon, so that it can be advertised in the initial mail-out and the article in the Ruxton Review. Given that property owners mostly live elsewhere, there may be more people in attendance if we can give as much notice as possible so that summertime holiday plans can be made well in advance.

Staff recommends the meeting is scheduled for **Friday, August 31**. This will give time for survey responses to be received, compiled, and prepared for presentation to the LTC first at their August 1 meeting. The August 1 meeting will also provide the opportunity to make more plans around the CIM such as for organizing creative methods of community engagement as opposed to the traditional method of a presentation followed by a speakers list. Staff recommends the meeting is at Naylor Bay that is a location used for community meetings in the past.

RESULTS OF CIRCULATION:

There has not yet been any circulation for this project.

STAFF COMMENTS:

Terms of Reference:

The attached draft Terms of Reference are for endorsement by the Local Trust Committee. The document outlines the scope, timeline and budget for the project to ensure these parameters are agreed upon and to guide the on time and on budget completion of the project. In the event that the LTC requests or staff recommend changes to anything in the Terms of Reference, these should be made with consideration of the implications for the timeline and budget and by resolution of the LTC.

There is little new information in the Terms of Reference that the LTC did not already review in the preliminary staff report. The only new information that has not yet been discussed is that the area of bylaw application will be a maximum of 1000 metres from the shoreline of each island or mid-channel. The distance can be reduced if desired. The implications of this are that some Crown Islets may not fall within the bylaw application area, and the zoning will not go to the high water mark of Vancouver Island.

Article for "Ruxton Island Review":

The attached draft article is for the annual newsletter delivered to Ruxton Island properties in July. The newsletter is produced by the Ruxton Island Property Owners Association. This article can be amended and can be adapted to be from trustees if desired. The deadline is the end of May.

Newsletter for mail-out:

The draft newsletter for mail-out is intended to inform property owners of this project and build interest for their participation. Two more newsletters are planned in the Project Work Plan in the Terms of Reference:

- December, 2012 – to update property owners on outcome of consultation and next steps.
- Summer, 2013 – for further consultation on draft of OCP and next steps.

The survey discussed next asks for input on preferred communication methods, and staff may recommend more or less newsletters once the responses have been received. The newsletters will not be the only method of communication with property owners.

Survey on communication and engagement methods:

The draft survey is intended to be included with the newsletter for completion and mailing back to the Northern Office, also providing the option to be filled out and submitted online instead. The hard copy can be included in the mail-out without increasing the cost, and staff recommends that it is valuable to provide both the hard copy and online option for completing the survey.

RECOMMENDATIONS:

Based on the above considerations, staff recommends that the Thetis Island Local Trust Committee:

1. endorse the project terms of reference dated May 23, 2012;
2. direct staff to schedule a community information meeting for Friday, August 31, 2012 at Naylor Bay, Ruxton Island;
3. direct staff to submit the draft article to the Ruxton Island Review;
4. endorse the June, 2012 newsletter for mail-out to all property owners;
5. endorse the Thetis Associated Islands Community Plan Review survey; and
6. direct staff to post the draft Community Profile on the website.

Prepared and Submitted by:

Courtney Simpson

Courtney Simpson, MICP
Island Planner

May 10, 2012

Date