



DATE OF MEETING: January 30, 2020  
TO: Gambier Island Local Trust Committee  
FROM: Jaime Dubyna, Planner 2  
Northern Team  
SUBJECT: Keats Islands Shoreline Protection Project 'Phase 2' – Update and Revised Project Charter

## RECOMMENDATION

1. That the Gambier Island Local Trust Committee endorse the revised 'Keats Island Shoreline Protection Project Phase 2' Project Charter v.3 dated January 30, 2020.

## REPORT SUMMARY

This staff report provides an update and introduces a revised Project Charter for 'Phase 2' of the Gambier Island Local Trust Committee (LTC) top-priority project, 'Keats Island Shoreline Protection'. Amendments have been made to the Budget, Objectives and Workplan Overview, which includes the project deliverables/milestones and (estimated) completion dates.

## BACKGROUND

Foreshore protection and stewardship have been identified as a top priority in the Gambier Island Local Trust Area. For Keats Island, the LTC has expressed interest in exploring options to regulate docks and other foreshore development through a review and update to the existing Keats Island Official Community Plan (OCP) Bylaw No. 77 and Keats Island Land Use Bylaw No. 78 (LUB).

While community outreach and education and voluntary stewardship continue to be valuable tools for shoreline protection, the objectives and scope identified in the Project Charter (see Attachment 1) favour medium and high level protection measures for shoreline protection. An update to policies and regulations for increased shoreline protection aligns with Trust Council direction, provincial policies regarding updating flood protection levels and sea level rise, and would incorporate First Nations and community interests in protecting archaeological resources, sensitive ecosystems and species at risk.

'Phase 1' of the project initiated community consultation with the broader Keats Island community through a public survey and two community information meetings (CIM) in 2018. A summary of responses from the surveys and CIMs was provided in the [Staff Report](#) dated January 31, 2019.

'Phase 2' of the project has involved establishing a Working Group with the objective of providing advice and recommendations to the LTC on draft policy and regulation amendments. Staff are currently developing a summary of information to provide background on relevant topics identified by the Working Group. The summary is intended to provide some clarity to the Working Group on these topics prior to presenting any proposed changes to the OCP and LUB. To advance the project and achieve the proposed target dates, staff are proposing to conduct up to three more Working Group meetings, with the intent to share the Working Group's recommendations to the LTC at a regular business meeting in spring/summer 2020.

Staff have removed “consistency with Squamish Nation’s Marine Use Plan” from the project charter objectives, as staff have learned this document will not be publicly released. It is noted that there are other public resources developed in partnership with First Nations, specifically in Atl’ka7tsem/Howe Sound, that could inform the project.

Staff are in discussions with the Islands Trust’s Senior Intergovernmental Policy Advisor on opportunities to consult with First Nations in accordance with the [Reconciliation Declaration](#) adopted by Trust Council in 2019, and the [First Nations Engagement Principles Policy](#). It is noted that while the Workplan Overview and Budget does not reflect consultation beyond the referral process typically undertaken during bylaw development, further revisions to the project charter would be required should the LTC provide direction to do so.

Staff are recommending that additional broader community consultation beyond the legislated responsibilities in the *Local Government Act*, be removed from the ‘Phase 2’ deliverables. Staff are recommending that the project continue to focus on addressing shoreline protection by updating policies and regulations that align with Trust Council direction and provincial policies, and that address protection of archaeological resources, sensitive ecosystems and species at risk.

**Rationale for Recommendation**

Amendments to the project timeline were made to accommodate three additional Working Group meetings, to revise deliverables and dates, and to advance the project. See staff’s recommendation on Page 1 of the report.

**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 Phase 2’ project charter, timeline, ... [specific details to be provided by LTC].*

**NEXT STEPS**

If the LTC concurs with staff’s recommendation, staff will proceed with the project as proposed.

Submitted By:	Jaime Dubyna Planner 2	January 10, 2020
Concurrence:	Heather Kauer, RPP, MCIP, AICP Regional Planning Manager	January 21, 2020

**ATTACHMENTS**

- 1. Attachment 1 – Revised Project Charter, dated January 30, 2020

# Keats Island Shoreline Protection ‘Phase 2’ - Charter **DRAFT** v3

Gambier Island Local Trust Committee

Date: April 19, 2018 **Revised:** June 13, 2019; January 30, 2020

**Purpose:** To review and update relevant Official Community Plan (OCP) policies and Land Use Bylaw (LUB) regulations to strengthen opportunities for protection of archaeological resources, sensitive ecosystems, shoreline integrity and function, and public access on Keats Island.

**Background:** ‘Phase 1’ of the project involved community consultation to solicit input on policy, regulation and voluntary stewardship options to address shoreline protection on Keats Island. ‘Phase 2’ of the project is strongly aligned with Trust Council direction, provincial policy regarding updating flood protection levels and sea level rise, and First Nations and community interest in ensuring the OCP policies and LUB regulations are updated to allow for continue access to waterfront properties while protecting archaeological resources, sensitive ecosystems and species at risk.

## Objectives

Conduct a comprehensive review of and update for OCP policies and LUB regulations to address:

- Sea level rise and flood protection;
- Protection of archaeological resources, sensitive ecosystems and species at risk;
- Consistency with Atl’ka7tsem/Howe Sound cumulative effects studies, conservation and marine use planning documents; ITC Regional Conservation Plan and Coastal Douglas-fir Ecosystem Protection Toolkit.

## In Scope

1. Establish a Keats Island Shoreline Protection Working Group.
2. Review and update relevant OCP policies and schedules; LUB setback and flood protection levels; dock regulations; marine zones; flood protection bylaw.
3. Potentially develop a shoreline development permit area.
4. Minor ‘housekeeping’ bylaw amendments.

## Out of Scope

- Green Shores for homes workshop.
- Impact current legal foreshore structures and docks.

## Workplan Overview

Deliverable/Milestone	Date
LTC endorsed revised project charter and Working Group TOR.	June 2019
Appointments to Working Group.	June 2019
Working Group meetings – referral to review targeted topics.	July 2019 – ongoing
LTC review of staff and Working Group recommendations. Direction to draft bylaw language.	Spring/Summer 2020
Legal review. Draft bylaw(s) presented to LTC for review.	Fall 2020
Community consultation, early referrals of draft bylaw(s).	Winter 2020
Legislative process for proposed bylaw(s).	Winter 2020/ Spring 2021
Adoption of proposed bylaw(s) and communication materials.	Spring/Summer 2021

## Project Team

Planner 2	Project Manager
Island Planner	Project Support
Islands Trust GIS Technician	Mapping Support
Islands Trust Admin. Staff	Administrative Support
<b>RPM Approval:</b> Heather Kauer Date: 21 Jan 2020	<b>LTC Endorsement:</b> Resolution #: Date:

## Budget

Budget Sources:		
Fiscal	Item	Cost
2019-2020	Working Group meetings	\$200
2020-2021	Legal Review	\$3000*
2020-2021	Legislative Process (CIM, public hearing, advertising)	\$2000*
	<b>Total (*pending approval)</b>	<b>\$5200*</b>

<b>PROJECT CHARTER WORK PLAN OVERVIEW</b>			
<b>Meeting</b>	<b>Deliverable/Milestone</b>	<b>Target Date</b>	<b>Cost</b>
LTC regular business meeting	Revised project charter to LTC for consideration; LTC provides direction.	January 30, 2020	n/a
Working Group meeting (phone)	Staff provide information on 'areas of focus' to Working Group for next meeting; SeaChange presentation and discussion.	February 2020	TBD
Working Group meeting (phone)	Staff present potential draft policy and regulation amendments to Working Group, in relation to 'areas of focus.'	March 2020	n/a
LTC regular business meeting	Staff provide update to LTC.	March 26, 2020	n/a
Working Group meeting (in person)	Staff and Working Group discuss potential draft policy and amendments, Working Group provides recommendations.	April 2020	\$200
LTC regular business meeting	Staff presents Working Group recommendations. LTC direction to draft bylaw language.	May 28, 2020	n/a
LTC regular business meeting	Staff present draft bylaw language, LTC direct staff to draft bylaws and proceed with legal review.	July 23, 2020	n/a
n/a	Legal review.	August/September 2020	Approx. \$2000 <b>(pending approval)</b>
LTC regular business meeting	Draft bylaws considered by LTC.	October 1, 2020/November 19, 2020	n/a
LTC meeting, CIM, public hearing, Executive Committee meeting	Legislative process – includes 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> reading by LTC; referrals to agencies; Community Information Meeting and Public Hearing; Executive Committee review; referral to Ministry; etc.)	December 2020/January-March 2021	Approx. \$3000 <b>(pending approval)</b>
LTC regular business meeting	Adoption of proposed bylaws.	Spring 2021	n/a
<b>TOTAL</b>			<b>\$5200 (pending approval)</b>