



File No.: 6500-20  
Gabriola Housing Options and  
Impacts Review Project

DATE OF MEETING: February 27, 2020  
TO: Gabriola Island Local Trust Committee  
FROM: Sonja Zupanec, RPP, MCIP  
Local Planning Services  
SUBJECT: Draft Engagement Strategy and Budget Request

## RECOMMENDATION

1. That the Gabriola Island Local Trust Committee:
  - a. Endorse the “February 2020 Engagement Strategy” text as presented;
  - b. Request staff to post the Engagement Strategy to the project website; and
  - c. Request staff to organize and populate the development of the new project website with content from the Engagement Strategy.
2. That the Gabriola Island Local Trust Committee endorse the amended “Housing Options and Impacts Review Project Charter - Version 4” dated February 2020.
3. That the Gabriola Island Local Trust Committee request staff to prepare a revised work plan and updated budget for the Housing Options and Impacts Review Project, and request funding confirmation for \$24,000 from the Director of Administrative Services for the 2020-2021 fiscal year and a projected \$12,000 for the 2021-2022 fiscal year to complete the project deliverables as presented in the project charter.

## REPORT SUMMARY

The purpose of the report is to present recommended edits to the draft engagement strategy (Attachment 1); the project charter (Attachment 2); and detail projected budget expenditures for Local Trust Committee (LTC) endorsement in order to advance the housing project.

## BACKGROUND

The LTC passed the following resolutions at the September 12, 2019 regular business meeting:

**GB-2019-096 It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee request the Housing Advisory Planning Commission to continue to refine the engagement strategy draft deliverables, milestones and work plan and report back to the Local Trust Committee on subsequent recommended edits by October 24, 2019.

**CARRIED**

The Housing Advisory Planning Commission (HAPC) endorsed the draft February 2020 draft Engagement Strategy (Attachment 1) for LTC consideration, including budget projections to inform a revised Project Charter and Work Plan budget request for the 2020-2021 fiscal. An analysis of the strategy and projected budget revisions are detailed later in this staff report.

**GB-2019-097 It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve a \$500.00 (five hundred dollars) expenditure from the Housing Options and Impacts Review Project budget for a Vancouver Island University student intern honorarium.

**CARRIED**

The approved funds were utilized to finance the Vancouver Island University intern position. The Masters in Community Planning student intern assisted planning staff and the HAPC with the November 2019 public engagement event “Stories from Home” held at the Haven. A summary document prepared by the intern for credit towards her degree has been posted to the [Housing Project website](#).

**GB-2019-098 It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve up to a \$1,500.00 (one thousand five hundred dollars) expenditure from the Housing Options and Impacts Review Project budget for the purposes of a charrette style planning session for the Housing Advisory Planning Commission and a community engagement activity in the Fall of 2019.

**CARRIED**

The approved funds were utilized to finance the HAPC members’ participation in a day long engagement design workshop on January 11, 2020, facilitated by Hum Consulting. A summary of the consultant’s work and recommendations to the HAPC has been posted to the [Housing Project website](#).

**GB-2019-099 It was MOVED and SECONDED**

that the Gabriola Island Local Trust Committee approve up to a \$3,000.00 (three thousand dollars) expenditure from the Housing Options and Impacts Review Project budget for the development of a website for the housing project and engagement strategy.

**CARRIED**

The approved funds were not utilized for project website design/development. Trust Area Services announced shortly after the LTC resolution was passed, that they were launching a Trust Federation wide re-design of the website, including LTC project pages. Staff were advised by TAS that the new website would be available by March 2020. Staff did not proceed with web page re-design and instead re-directed a portion of the approved funds to supplement the cost of professional facilitation and coordination of the January 11, 2020 engagement design workshop for the HAPC. TAS has recently announced that the new website launch has been postponed until May 2020.

## **ANALYSIS**

### **Issues and Opportunities**

The following issues and opportunities have been identified by staff for LTC consideration:

1. Endorsement of the updated draft February 2020 Engagement Strategy
2. Necessary amendments to the Project Charter to support the Engagement Strategy

Each of these issues is presented below with staff analysis to support the staff recommendations found on page 1 of this report.

### **1. Endorsement of the updated draft February 2020 Engagement Strategy**

Since September 2019, HAPC members have assisted planning staff in coordinating a public engagement event, solicited preliminary public input on engagement preferences and provided valuable input on amendments to the draft engagement strategy. HAPC minutes are included as part of the February 27, 2020, LTC agenda package where changes to the Engagement Strategy were discussed by the HAPC. The most significant revisions to the engagement strategy include an outline of the range of preferred engagement methodologies proposed to be used by planning staff and the HAPC, during this next phase in the project. The HAPC supports the need for engagement sessions designed to create authentic opportunities for people to contribute where, when and how they feel most heard. This is reflected in the strategy's attempt at scaling down the size of engagement events so that the emphasis is on small group work, professional facilitation where appropriate and effective use of social media and the re-designed project website.

Staff recommend endorsement of the draft strategy as presented in Attachment 1.

### **2. Necessary amendments to the Project Charter to support the Engagement Strategy**

Should the LTC concur with the staff recommendation to endorse the Engagement Strategy as presented, a number of budget changes to the [Project Charter version 3](#) need to be considered by the LTC. Staff have prepared a revised Project Charter (Attachment 2) to reflect the need for a significant request for adequate financial resources to be allocated by the Islands Trust Financial Planning Committee, to support this important land use planning project. Budget estimates for the 2020-2021 fiscal would allow for robust public engagement activities as outlined in the Engagement Strategy and the true cost financing to develop a comprehensive groundwater sustainability plan to inform the project's final policy and regulatory options. The groundwater sustainability work proposed to be completed under the supervision of the Islands Trust freshwater specialist includes four phases of work. A detailed project plan would be prepared for LTC review once budget approval was confirmed. The first three phases could be completed in fiscal 2020-2021 and the final phase in fiscal 2021-2022:

- Phase 1: Definitions, Delineations, and Data Management
- Phase 2: Groundwater Recharge Potential Mapping
- Phase 3: Regional Groundwater Assessments and Climate Change Analysis
- Phase 4: Groundwater Policy and Sustainability Planning

The housing project's scope and objectives are *strongly aligned* with each of the [Islands Trust Council Strategic Plan](#) (2018-2022) objectives, which are:

- ***Improve community engagement and participation in Islands Trust work***
- ***Improve and modernize the ability of the Islands Trust to regulate land use activity and work with others***
- ***Strengthen housing affordability throughout the Islands Trust Area***
- ***Mitigate and adapt to climate change impacts***
- ***Protect quality and quantity of fresh water resources of the Trust Area***
- ***Preserve, protect and advocate for forest and terrestrial ecosystems***

The housing project appears to be unique across the federation, as it is the only current LTC top priority project intentionally designed to review and evaluate policy and regulatory options across multiple competing community priorities in the housing and environmental sectors. The project may result in progressive updates to the Gabriola Official Community Plan and Land Use Bylaw to support housing diversity, demonstrate social innovation in engagement techniques and effect positive change in how land use planning is conducted on Gabriola Island. Other LTC projects could benefit greatly by the templates being created with this project’s charter, engagement strategy, establishment of an HAPC and development of policies and regulations.

**Rationale for Recommendation**

Staff recommends the LTC endorse the revised draft engagement strategy as presented and the revised budget expenditures to advance the comprehensive scope of the housing project as outlined in the recommendations on page 1 of the report.

**ALTERNATIVES**

The LTC may consider the following alternatives to the staff recommendation:

**1. Amend the draft engagement strategy text and endorse.**

The LTC may wish to further amend the draft engagement strategy text. In this case the recommended resolution on Page 1 of the report should include the words “as amended” and the meeting minutes can reflect the desired changes endorsed by the LTC.

**2. Amend the budget request and project scope/deliverables.**

The LTC may wish to amend the proposed budget and defined scope of the project. In this case the recommended resolution could be *“That the Gabriola Island Local Trust Committee amend the Project Charter to (specify changes to scope/objectives/budget) and endorse the Charter as Version 4.”*

**NEXT STEPS**

Should the LTC concur with the staff recommendations, an updated work plan will be prepared by planning staff and submitted to the Director of Administrative Services for budget approval. Once budget approval is confirmed, planning staff and the HAPC can initiate work on launching public engagement and the Islands Trust freshwater specialist can commence the first three phases of work on the groundwater sustainability plan.

Submitted By:	Sonja Zupanec, RPP, MCIP - Island Planner	February 18, 2020
Concurrence:	David Marlor, MCIP, RPP Director of Local Planning Services	February 19, 2020

**ATTACHMENTS**

1. Housing Options and Impacts Review Project Engagement Strategy – draft February 2020
2. DRAFT PROPOSED REVISIONS to Project Charter – February 27, 2020