

COUNCIL AGENDA  
Date: February 10, 2020 Item: 8



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DISTRICT OF WEST VANCOUVER  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

## COUNCIL REPORT

Date:	January 7, 2020
From:	Matthew MacKinnon, District Environmental Manager Corinne Ambor, Parks Stewardship Manager
Subject:	Coastal Marine Management Plan Working Group - Interim Report
File:	01-0117-20

### RECOMMENDATION

THAT the report dated January 7, 2020 titled "Coastal Marine Management Plan Working Group - Interim Report" be received for information.

#### 1.0 Purpose

The purpose of this report is to inform Council on the status of the Coastal Marine Management Plan Working Group's (Working Group) activities to date and the remaining steps for completion of the Working Group's mandate in 2020.

#### 2.0 Policy

##### Provincial Head Lease

The District of West Vancouver (District) has a Head Lease agreement with the Province of British Columbia which was renewed in 2014 for 30 years. The agreement provides the District with the authority to maintain and improve the shoreline; to grant and administer sub-tenures; to control private improvements; and to use and improve the foreshore for community purposes.

##### Shoreline Protection Plan 2012 - 2015

The District's Shoreline Protection Plan 2012 – 2015, as adopted by Council in 2012, provides information on completed shoreline protection projects and proposes future shoreline protection projects.

##### Parks Master Plan 2012

The 2012 Parks Master Plan sets the direction for the management, protection, enhancement and community engagement within the District's parks and open spaces.

### 3.0 Official Community Plan

The following sections of the Official Community Plan (OCP) are applicable to the Working Group:

- 1.6 OCP - Action and Vision
- 2.6.10 Protect the shoreline and its significant environmental and cultural features through:
  - a. seeking strategic land acquisition where appropriate;
  - b. restricting private encroachment except where required for access; and
  - c. regulating existing structures to minimize impact.
- 2.6.11 Update shoreline protection strategies and flood construction level requirements to further increase protection from sea-level rise; reduce shoreline erosion; preserve and enhance habitat; and improve public access.
- 2.6.12 Establish a foreshore development permit area to guide development and construction on or near the foreshore and to protect and enhance foreshore habitats.
- 2.6.20 Employ land use regulations, non-structural enhancements and structural flood protection measures to reduce potential impacts on public safety and property from sea level rise and storm surge.

### 4.0 Financial Implications

In 2019, the District allocated \$40,000 to the project budget for consultants to support the Working Group with studies and materials to develop a Coastal Marine Management Plan (CMMP) for public consultation and Council's consideration. These funds remain available in 2020 to support the Working Group's work to develop a CMMP.

The Working Group's final recommendations to Council will include a five-year prioritized financial and phasing plan for high priority actions which may include further studies, foreshore capital projects and District initiatives. Other divisions including Engineering & Transportation; Planning & Development; and Financial Services will review and finalize the financial plan. The impact the recommendations will have on the District's Natural Capital Assets in regards to the marine coast will also be highlighted.

## 5.0 Background

### 5.1 Background

In the summer of 2018, the District created the Working Group to address the District's policy on coastal marine areas in a comprehensive manner. The District's working group model has been a very successful method for developing policies for assets valued by the community. The Terms of Reference for the Working Group is attached to this report as **Appendix A**.

In addition to the policy work being undertaken by the Working Group, the following projects related to the District's coastal marine areas are also currently underway:

#### North Shore Sea Level Rise Risk Assessment and Adaptive Management Strategy

The District of West Vancouver is currently working with the District of North Vancouver, City of North Vancouver, Squamish Nation, Port of Vancouver and North Shore Emergency Management to create a North Shore Sea Level Rise Risk Assessment and Adaptive Management Strategy to understand and manage the present and future risks of sea-level rise across the North Shore.

#### District Foreshore Development Permit Area and Floor Construction Level Bylaw

The Planning & Development Services Division has commissioned an Interim Planning for Coastal Flooding and Sea Level Rise study to inform the preparation of a Foreshore Development Permit Area and a Flood Construction Level Bylaw (FCL) which will:

- increase the resiliency of coastal properties and infrastructure to sea-level impacts
- manage the risks and impacts of coastal hazards such as storms and flooding
- control development to preserve and support coastal ecosystems
- establish area-specific FCLs and setbacks to use as a guiding criteria for future development

## 6.0 Analysis

### 6.1 Discussion

#### Work Undertaken by the Working Group to Date

The Working Group held its first meeting on January 29, 2019 and met regularly during 2019. Activities undertaken to date include the following:

- a foreshore tour along the West Vancouver waterfront to discuss a selection of completed shoreline protection projects
- a facilitated community values discussion with the Working Group in an effort to better understand the core values of the community as they relate to the District's coastline
- the following guest speakers presented to the Working Group to share their expertise and information on coastal areas in the region:
  - Howe Sound Community Forum – the representative presented the Marine Reference Guide for the Howe Sound area, a map-based tool that provides information on the region's marine ecosystems
  - West Vancouver Streamkeepers Society – the President discussed successful shoreline protection projects completed in collaboration with the District
  - Ocean Watch Coastal Ocean Research Institute – the representative discussed the Institute's goal of promoting ocean sciences and conservation and their programs on ocean pollution, marine mammals, Howe Sound biodiversity and Ocean Watch
  - West Vancouver Shoreline Preservation Society – the President along with a representative from Balanced Environmental Services Inc. presented on natural coastal processes and the restoration of shoreline ecosystems in West Vancouver
  - Fisheries and Oceans Canada – Working Group representatives met with staff from Fisheries and Oceans Canada to better understand the legislative context affecting the coastline
  - Kerr Wood Leidal Consulting Engineers – the representative presented on the North Shore Sea Level Rise Project currently underway
- Isabel Gordon, Director of Financial Services spoke to the Working Group in regards to the District's Natural Capital Asset project
- Jim Bailey, Director of Planning & Development Services and Ray Fung, Director of Engineering & Transportation spoke to the Working Group in regards to coastal policy challenges for their respective divisions
- the creation of four subgroups of the Working Group to focus on specific areas in the development of the CMMP:
  - Ecology and Habitat Subgroup: to advise on the management of coastal environmental values and identify priority areas for shoreline restoration to increase climate change resiliency

- Coastal Dynamics Subgroup: to review and provide recommendations on best management practices for shoreline protection
  - Utility and Infrastructure Subgroup: to evaluate infrastructure plans and needs in light of sea-level rise and provide recommendations on a sustainable approach to coastal utility infrastructure development and maintenance
  - Public / Private Interface Subgroup: to advise on allowable private waterfront property uses of District land on the public foreshore and a process for reviewing and approving private waterfront projects on public lands
- the drafting of an initial set of high-level policy recommendations as the basis for the District's CMMP

#### Current Actions Underway by the Working Group

The Working Group will continue to meet regularly through the winter and spring of 2020 to further refine its high-level policy recommendations. These recommendations will be compiled, with the assistance of a third-party engineering consultant, into a draft CMMP report. Engagement on the draft CMMP report with the community and stakeholders will occur in the spring of 2020. The goal of this community engagement is to seek public input on the Working Group's recommendations and to raise public awareness of the value and importance of the draft CMMP and its purpose. Following public consultation, the draft CMMP will be presented to Council for consideration.

#### 6.2 Sustainability

The CMMP will provide a high-level policy to guide the District on the sustainable management of the coastal environment with respect to ecological values; utility and infrastructure protection; shoreline protection for climate change; and balance of public and private benefits.

#### 6.3 Public Engagement and Outreach

In conjunction with the Community Relations & Communications Division, a communications and engagement plan for the draft CMMP will be developed to solicit public input on the Working Group's draft recommendations. The communications and engagement plan will be reviewed by the Community Engagement Committee at its February 2020 meeting.

#### 6.4 Other Communication, Consultation and Research

The Working Group has received input from internal and external groups as outlined in this report. In addition, the Working Group has reviewed research and had discussions with the West Vancouver Shoreline

Preservation Society, West Vancouver Streamkeepers Society and representatives from Fisheries and Oceans Canada.

## 7.0 Options

### 7.1 Recommended Option

That the report dated January 7, 2020 titled "Coastal Marine Management Plan Working Group - Interim Report" be received for information.

### 7.2 Considered Options

Council may request further information or provide alternate direction.

## 8.0 Conclusion

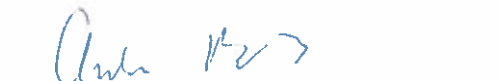
This report is to inform Council on the activities of the Coastal Marine Management Plan Working Group's work to date and outline the remaining steps for completion of its mandate in 2020.

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Appendix A: Coastal Marine Management Plan Working Group  
Terms of Reference

# Appendix A

## Coastal Marine Management Plan Working Group Terms of Reference

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### 1. Mandate

- 1.1. The mandate of the Coastal Marine Management Plan Working Group is to review information, engage the public and stakeholders, and recommend the adoption of a Coastal Marine Management Plan that provides policy statements on District-specific coastal management issues. The adoption of a Coastal Marine Management Plan will create a comprehensive policy document that will provide guidance to the District on the management of the coastal environment with respect to ecological values, utility and infrastructure protection, shoreline protection for climate change, and balance public and private benefits.
- 1.2. For the purpose of this working group, the District Coastal Marine Management Plan will apply to natural, and infrastructure resources of the coastal zone. It will include physical or biological features, processes, places or objects that have ecological, economic, or social or cultural value along the approximately 30 kilometers of shoreline. The area will consist of the natural boundary or high-water mark to 1,000 feet into the Outer Harbour Burrard Inlet/Howe Sound.

### 2. Role

#### 2.1. Review

The working group will review existing information regarding shoreline management in West Vancouver, such as:

- District Head Lease (2013)
- Shoreline Protection Plan (2012)
- Official Community Plan (2018)
- Parks Master Plan (2012)
- Other related documents as appropriate

#### 2.2. Engagement and Recommendations

The working group will engage key stakeholders to identify the relevant values of the District coastal marine environment and community priorities for the coastline. Specifically, the working group will engage and provide policy recommendations on four focus areas:

- a) **Ecology:** The District of West Vancouver coastal environment is one of the most biologically productive marine ecosystems in the world. It provides an important habitat for a diversity of fish, marine mammals, invertebrates, shorebirds and marine plants. The working group will:
  - Advise on integrated planning and management of the coast, floodplains, biodiversity and natural landscapes
  - Identify priority areas for shoreline restoration to increase climate change resiliency
- b) **Utility Infrastructure:** A major complex of sea walls and wastewater infrastructure is located along the District of West Vancouver foreshore. The working group will:
  - Evaluate infrastructure plans and needs, in light of sea level rise, and provide recommendations on a sustainable approach to coastal utility infrastructure development and maintenance
- c) **Coastal Dynamics:** The District of West Vancouver coastal environment is part of a much larger coastal sediment transport system. Erosion problems will worsen with climate-related sea level rise. It will need to be managed through a variety of approaches, including coastal retreat, nourishment and armoring. The working group will:
  - Review and make recommendations on best management practices for shoreline protection
- d) **Public-Private Interface:** The public foreshore is facing increased pressure from private development. The recommendations from the working group, and the dialogue they reflect, are important first steps in developing an approach to foreshore management for the benefit of all. The working group will:
  - Advise on allowable private waterfront property uses of District land on the public foreshore
  - Advise on process for reviewing and approving private waterfront projects on public land

### 3. Membership

- 3.1. The Working Group consists of:
  - a) Six (6) to Eight (8) volunteer representatives (voting members); and
  - b) One member of Council (non-voting member), appointed annually to serve as the Council representative on the Working Group.
- 3.2. Volunteer members must be appointed or re-appointed to the Working Group by the Community Engagement Committee for a term of one (1) year or until the working group completes its work, whichever is earlier.



- 3.3. The Chair (or co-Chairs, as the case may be) must be a voting Working Group member, and must be selected from amongst the Working Group membership at the first meeting of each year.

#### **4. General Terms and Code of Conduct**

- 4.1. **Decorum and Debate:** Working group members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the working group mandate, and be respectful of others' thoughts and opinions.
- 4.2. **Authority and Reporting:** The working group and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by the Community Engagement Committee.
- 4.3. **Media / Social Media:** Members of the working group are not permitted to speak to the media or post to any social media platform as representatives of the working group unless authorized to do so by the Director of Community Relations & Communications.
- 4.4. **Working group members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.**
- 4.5. **Professionalism:** Working group members who engage in activities regarding the District of West Vancouver or working group initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.6. **Confidentiality:** All new working group members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation.
- 4.7. **West Vancouver Residency Requirement:** all working group volunteers must reside in the District of West Vancouver. In the event that a working group member's primary place of residence changes to another municipality during the term of an appointment, the member must notify the Chair and Staff Liaison regarding change of address.

Depending on the length of appointment term remaining, the working group member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by the Community Engagement Committee.

## 5. Meetings

- 5.1. The Working Group must, at their first meeting, establish their own meeting schedule.
- 5.2. All Working Group and sub-group meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Working Group without reason satisfactory to the Working Group may be removed from the Working Group.

## 6. Rules of Procedure

### 6.1. General Procedure

- a) The working group will rely upon the Community Engagement Committee (CEC) for support or advice on procedure and community engagement.
- b) Working groups must not hold any closed sessions.
- c) Working group meetings must be held in a municipal facility
- d) Working group meetings are conducted in a spirit of good faith and respect, so as to foster a free flow of ideas and encourage the unconstrained development of options.
- e) Public and/or press may attend working group meetings as observers;
- f) The public and press shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions.
- g) The Chair will provide opportunity for members of the public to ask questions, generally at the end of meetings; there will be no lobbying or speeches;
- h) Working groups may receive delegations and presentations, and may call for public input from time to time;
- i) Electronic recording of a working group's discussions, decisions or activities may occur with the working group's permission;
- j) Should anyone disrupt or impede a working group meeting, the Chair may expel that person from the meeting.
- k) A majority of the voting members is required to constitute a quorum.
- l) Any member who is absent from three (3) consecutive meetings of the working group without reason satisfactory to the working group may be removed from the working group.

## 6.2. Electronic Meetings

- a) If the Chair requires, up to two members may participate in a working group meeting by electronic means.
- b) The Chair must not participate electronically.

## 7. Sub-Groups

- 7.1. Sub-groups may be established by the Working Group for specific tasks or projects identified in the annual work plan.
- 7.2. Sub-group meetings are subject to the same requirements and rules of procedure as Working Group meetings.

## 8. Work Plan

- 8.1. The Working Group is expected to identify a concise set of targets and objectives. The work plan must be in line with the ToR and must outline specific targets as to what the Working Group plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The agreed upon work plan will be executed by the Working Group, with the reasonable assistance of support staff.

## 9. Amending, Modifying, or Varying Terms of Reference

- 9.1. Any request for amendment, modification or variation to these ToR can be enacted either by way of a Working Group request to the Community Engagement Committee or through specific direction of the Community Engagement Committee.
- 9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

## 10. Staff Assistance

- 10.1. Staff assistance will be provided to the Working Group, as necessary and within reason, by:
  - (a) Staff of the Parks, Culture and Community Services division.

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