



Islands Trust

**Budget Funding Request  
Short-Form Business Case**

Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision-making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

**TO BE COMPLETED BY INITIATOR**

**Requested by (Committee or Operational Unit):**  
Galiano Island Local Trust Committee

**Department:**  
Planning Services

**Name of Request:**  
Galiano Island Targeted OCP Review Project

**\$ Value of Request:**

**Fiscal Year 2026-27 - \$25,000**  
**Fiscal year 2027-28 - \$10,000**

**Budget Source** (select all that apply):

- ☐ **Specific Project Funding** (select all that apply)
- ☐ Third Party Contractors
  - ☐ Staff Travel Expense
  - ☐ Staff Overtime Expense
  - ☐ New Staff Member – Temporary for project
  - ☐ Computer Hardware/Software

☐ **Furniture & Equipment**

☐ **Computer Hardware/Software/Supplies**

☐ **New Staff Resources** (see Staff Costing Tool)

☐ **Permanent**

☐ **Temporary**

Temp Duration: \_\_\_\_\_

☒ **Other – please describe:** \_\_\_\_\_

For fiscal year 2026-27:

- Community consultation, First Nations consultation and capacity funding, and legal contingency

**Date of Submission to Finance:**  
LTC resolution: July 8, 2025

**Funding Required for (date range):**  
**April 1, 2026 – March 31, 2027**

**TIE TO ISLANDS TRUST GUIDING DOCUMENTS**

Islands Trust Council [Strategic Plan 2025-2028](#) includes the following key initiative:

2.2.2: Update OCPs and LUBs to incorporate new Policy Statement Policies

4.2.3 Update OCPs and LUBs to foster climate change resilience (considering topics such as Coastal Douglas-fir protection, foreshore and nearshore environments, and groundwater)

**ISSUE/OPPORTUNITY:**

The Galiano Island OCP has not been substantially updated since 2012. The review will update the OCP to address a number of Local Trust Area issues and Islands Trust Strategic objectives.

The proposed OCP review will address:

- First Nations Reconciliation - the project will involve engagement with First Nations, including providing capacity funding if requested.
- Islands Trust Policy Statement implementation: an updated Policy Statement is anticipated to be adopted this term and all subsequently adopted bylaws, including a new or amended OCP, must not be contrary or at variance with the Policy Statement.
- Housing: reviewing and updating policies to support housing diversity, based on options in the Islands Trust Housing Toolkit.
- Review and update development permit areas: review effectiveness, particularly DPA for protection of the natural environment, and consider amendments based on model DPAs.
- Forest Policies: review, specifically based on recent applications for F1 rezonings involving land transfers.
- Transportation: review policies generally and road network plan policies specifically.
- Other areas, generally of a technical nature.

**PROJECTED RESULTS/DELIVERABLES:** the project would result in targeted amendments to the OCP.

**RISK ASSESSMENT:** There are several contingencies that could negatively affect the project outcome or deliverables:

1. Lack of staff resources: the regional planning team may not be able to support the project due to other on-going projects or staff shortages. Extensive support is anticipated to be provided by the Island Planner.
2. First Nations' capacity and timing may not align with project timelines.
3. The LTC may choose to not proceed with amendments.
4. Costs may exceed the budget due to consultation, capacity funding requests, or other factors.

**ALTERNATIVES CONSIDERED:****If the project is not funded for Fiscal 2026-27:**

Option 1: Proceed with the initiative as a Minor LTC Project – this would limit the project budget to a maximum of \$5,000 for the fiscal year.

Option 2: Defer: the project could be deferred to a future fiscal year.

**CRITICAL SUCCESS FACTORS:** The project would be considered successfully completed if relevant amendments to the OCP are adopted. Ultimate success would be measured over the longer term through implementation of OCP policies through Land Use Bylaw amendments and other initiatives.

**RECOMMENDED OPTION:** The recommended option is to fund the initiative at the requested amount of \$15,000 for the coming fiscal year. This provides sufficient funding to complete the project.

**COST/BENEFIT ANALYSIS:**

Quantitative Analysis: \$15,000 for fiscal 2026-27 for:

- Community consultation, including special APC(s) - \$5,000

- First Nations consultation and capacity funding - \$15,000
- Legal contingency - \$5,000

Qualitative Analysis: project would benefit from efficiencies associated with similar projects in other LTA and build on those experiences, in particular completion of the Gabriola OCP Review.

**PURCHASING PROCEDURE:** N/A

**PROPOSED IMPLEMENTATION STRATEGY:** The project is proposed to be completed over two fiscal years, with final year consisting of on-going consultation, drafting and review of bylaws, legislative process, and implementation. An update of the LUB to implement OCP policy amendments would be recommended to follow.

**STAFF RESOURCING:** The project would be managed by a planner assigned from the Regional Planning Team, estimated at 450 hours or 0.25 FTE, with support from the Island Planner also at 450 hours (0.25 FTE), RPM (up to 200 hours or 0.10 FTE), admin support (180 hours or 0.10 FTE) and support from the Senior Indigenous Relations Advisor, the Senior Freshwater Specialist, mapping and communications staff as needed.

**CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:** N/A

**Requested by:** Galiano Island Local Trust Committee

**Prepared by:** Robert Kojima, June 26, 2025

**Reviewed by** (name, title)/date: