

DATE OF MEETING: July 8, 2025
TO: Galiano Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Kim Stockdill, Island Planner
SUBJECT: Proposed OCP Review Project

RECOMMENDATION

1. **That the Galiano Island Local Trust Committee endorse the attached business case for the OCP Review Project and that staff forward the business case to the relevant committees and to Trust Council.**

REPORT SUMMARY

The report attaches a draft business case for the allocation of funding and staff resources for the proposed OCP Review Project for the next fiscal year.

BACKGROUND

At the June meeting the LTC reviewed the draft Work Plan, timeline and budget for the proposed OCP Review project and adopted the following resolution:

GL-2025-035

It was Moved and Seconded,

that Galiano Island Local Trust Committee request staff report back at a future Local Trust Committee meeting with a draft Business Case.

Staff have prepared the attached draft business case.

DISCUSSION

As a Major Project, Trust Council must approve a business case. Attached is a draft business case for LTC review and consideration. The LTC may approve as presented, amend the business case and approve, or defer consideration. If approved, the next step would be to forward the business case to Regional Planning Committee (RPC) and Financial Planning Committee (FPC) for review and forwarding to Trust Council. If approved, the project would commence at the start of the next fiscal year – April 2026.

Business Case

Based on LTC direction, staff have incorporated the proposed budget into the business case. For year 1 (April 2026 to March 2027), a budget of \$15,000 is proposed, consisting of:

1. First Nations capacity funding support: \$5,000
2. Legal advice: \$5,000
3. Community consultation: \$5,000

This is a fairly typical budget request for one year of a two-year OCP review project, with staff time providing the bulk of project support. The business case also includes an estimate of staff time for the project. As a major project, it would be managed by a planner from the Regional Planning Time, supported by the assigned Island Planner, with additional support and direction from the Regional Planner Manager, and support from mapping, administrative staff, and other staff. No consultants are proposed for the project.

Rationale for Recommendation

The recommendation is for the LTC to endorse the business case and forward to committees and Trust Council.

ALTERNATIVES

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

1. Request further information

The LTC may request further information prior to making a decision.

That the Galiano Island Local Trust Committee request that staff report back to a future meeting with...

2. Proceed No Further

The LTC may choose to not proceed with the project

That the Galiano Island Local Trust Committee proceed no further with an OCP Review project.

3. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC provides direction, staff will forward the Business Case for review and approval.

Submitted By:	Robert Kojima, Regional Planning Manager	June 26, 2025
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ATTACHMENTS

1. OCP Review Project Draft Business Case



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 - \$15,000
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 - \$5,000
- 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 0.25 FTE, with support from the Island Planner (0.25 FTE), RPM (up to 0.10 FTE), admin support (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: