

Salt Spring Official Community Plan and Land Use Bylaw Amendment Project

Workplan Overview

August 7, 2025



Contents

1.	Nature of this Work Plan	3
	Workplan Overview	3
	Timeline Philosophy	3
	Moving at the Speed of Trust	4
	First Nations and Interest Holder Engagement.....	4
2.	Work Plan.....	5
	Phase 1: Targeted Community Visioning and Initial OCP Development	5
	Phase 2: Drafting Core OCP Elements	7
	Phase 3: Formal OCP Introduction and Land Use Bylaw Amendments.....	8
	Phase 4: OCP and Land Use Bylaw Adoption Process	10
3.	Islands Trust Policy Statement	12
4.	Conclusion	13

1. Nature of this Work Plan

1.1. Workplan Overview

The Work Plan serves as a high-level roadmap for the Salt Spring Official Community Plan and Land Use Bylaw Amendment Project, outlining the key stages, deliverables, and general timelines required to successfully complete this planning initiative. The plan provides a structured framework for achieving the project's primary goal of updating the Official Community Plan (OCP) and amending the land use bylaw to increasing housing options and housing equity on Salt Spring Island, while integrating First Nations engagement, ecosystem integrity, and climate change resiliency considerations.

1.2. Timeline Philosophy

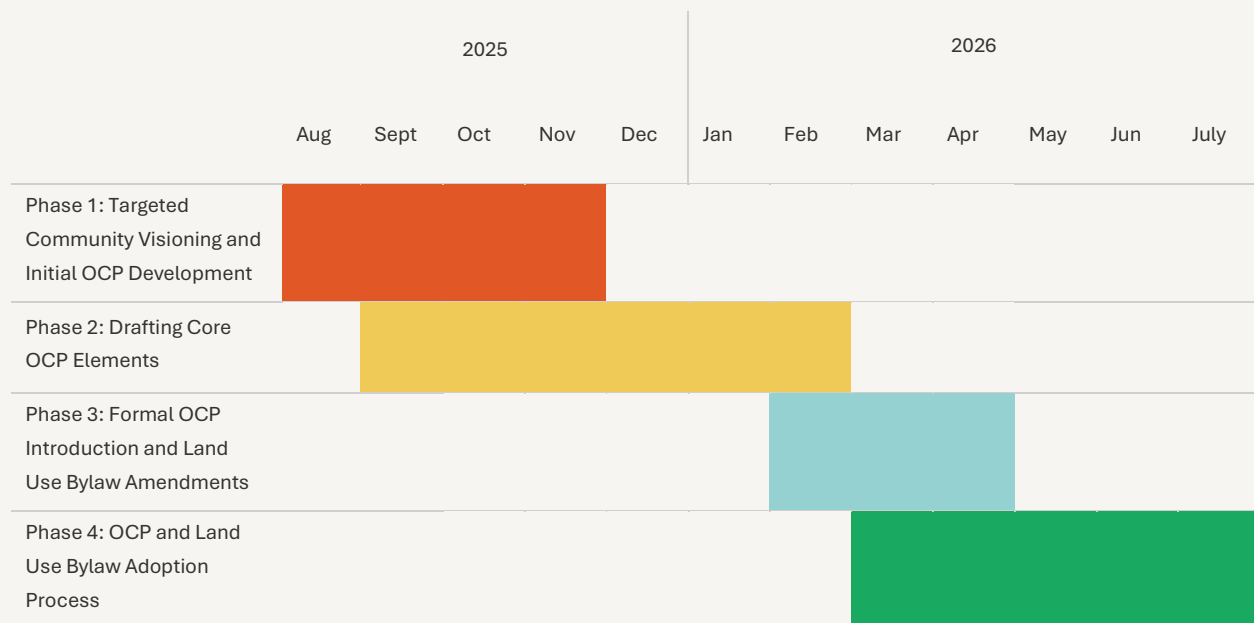
The timelines presented in this Work Plan are intentionally designed as general guidance rather than rigid deadlines, recognizing the dynamic and iterative nature of comprehensive planning processes. This flexible approach acknowledges that:

- **Community engagement** may reveal priorities or concerns that require additional time for proper consideration and response
- **First Nations consultation** processes must be conducted at a pace that respects Indigenous protocols and allows for meaningful dialogue
- **Technical analysis and policy** development may uncover complexities that require more detailed investigation
- **Regulatory and approval processes** may have timing requirements that necessitate schedule adjustments
- **Seasonal considerations and community availability** may influence optimal timing for engagement activities
- **Emerging issues or opportunities** may arise that warrant incorporation into the planning process

This adaptive timeline approach ensures that the project maintains momentum while providing the flexibility necessary to deliver high-quality outcomes that truly reflect community needs and values. Regular check-ins with Islands Trust staff, the Project Advisory Planning Commission (PAPC), and the Local Trust Council (LTC) will allow for proactive schedule adjustments as needed.

1.3. Moving at the Speed of Trust

The Work Plan has been developed to integrate with existing Islands Trust governance structures and decision-making processes and include ongoing collaboration with Islands Trust staff throughout all phases of the project. Recognizing that Salt Spring Island has its own unique context as the largest and most populated of the Gulf Islands, this Work Plan acknowledges the island's exceptionally engaged community and the wealth of knowledge that already exists. Numerous organizations, community groups, and agencies have completed valuable studies, research, and engagement processes that represent important contributions to understanding Salt Spring's challenges and opportunities. Work throughout this project is designed to build upon and integrate these existing efforts, ensuring that previous work is respected and leveraged rather than duplicated, while creating space for new voices and perspectives to contribute to the planning process. Section 2 of this document provides a more detailed breakdown of the project timeline that is anticipated to conclude in summer of 2026.



1.4. First Nations and Interest Holder Engagement

This project recognizes relationship-building work that Islands Trust has undertaken with First Nations and other key interest holders throughout the Trust Area. Rather than operating as an isolated planning exercise, this OCP and land use bylaw amendment process is understood as one component of Islands Trust's broader, ongoing commitment to meaningful reconciliation and collaborative governance with Indigenous communities whose territories encompass Salt Spring Island. The engagement approach is designed to support established relationships in a positive and constructive manner.

2. Work Plan

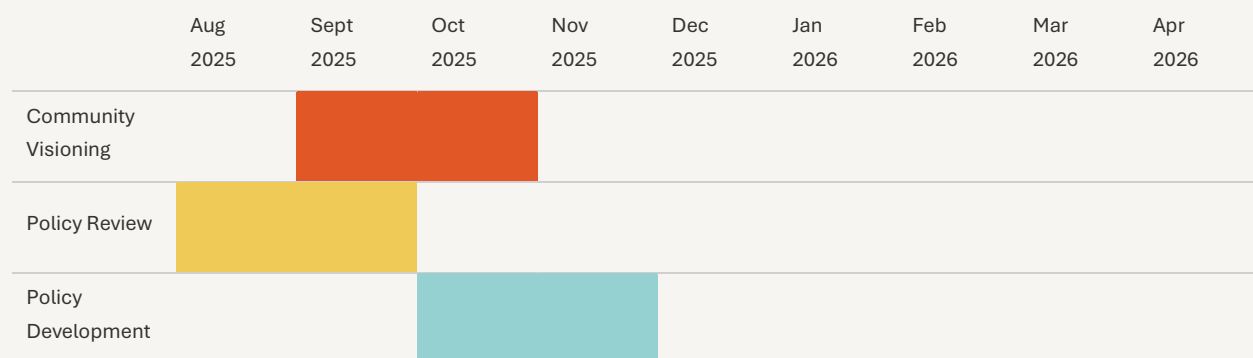
2.1.Phase 1: Targeted Community Visioning and Initial OCP Development

Following endorsement of the Work Plan and Community Engagement & Communications Plan, the project will move into its first major substantive phase: **Targeted Community Visioning and Initial OCP Development**. This phase represents the core policy development work of the project, where community aspirations are transformed into actionable planning and policy frameworks. The intended approach is to integrate targeted community visioning with systematic policy review and development to ensure the resulting OCP amendments reflect both local values, interest holder input, and technical best practices.

Through engagement and iterative policy refinement, we will work with the community to begin the work of crafting a clear vision for Salt Spring Island's future that addresses housing needs while protecting the island's unique character. We understand that successful policy development requires building bridges between diverse perspectives - from addressing immediate housing challenges to preserving environmental values.

By combining community visioning with initial OCP policy development, we will ensure that the vision developed through community engagement directly informs policy writing, creating a connection between public and interest holder input with technical documentation. This approach moves from broad visioning to detailed policy development while maintaining consistent community involvement throughout.

2.2.Phase 1 Anticipated Timeline



2.3.Phase 1 Key Deliverables Outline

This phase of the project will produce several critical deliverables that establish the foundation for all subsequent policy development work. Throughout this phase, comprehensive community engagement activities will be conducted as outlined in the Community Engagement & Communications Plan, ensuring that all interest holders have meaningful opportunities to contribute to the visioning process and provide input on emerging policy directions.

A **Technical Review Summary Report** will provide an assessment of the current OCP and supporting documents, identifying strengths to build upon and areas requiring updates to address contemporary housing challenges and regulatory requirements. The report will be supplemented with reference to the wider planning body of knowledge with focus on BC Local Government best practices. Building from this technical foundation, the **Policy Gap Analysis** will systematically examine disconnects between current policy intentions and implementation tools, highlighting where regulatory frameworks may be hindering housing development or failing to achieve stated community objectives. Both reports are essentially backgrounders that present a technical review and a gap analysis of the current policy documents and help guide engagement and point to areas of potential policy updates. *These two reports will be provided to the PAPC in October and include one-page summaries that can be shared publicly to provide important background info based on findings.*

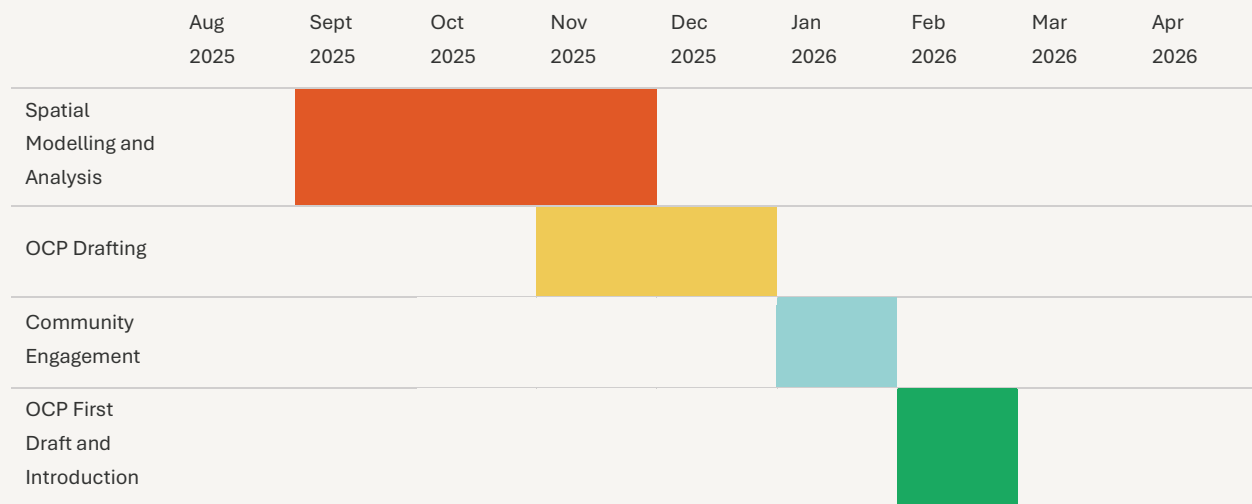
The **Summary of Engagement Findings (engagement activities are outlined in a separate Communications and Engagement Plan)** will document all community input received during this phase, analyzing themes, priorities, and areas of consensus or tension that will inform ongoing policy development. This summary will demonstrate how community voices have been integrated into the technical work and identify areas requiring additional engagement in subsequent phases. *The summary reports will be provided to the PAPC in November.*

The core deliverable of this phase is the development of **Draft Revised Vision, General Goals, and Residential Objectives** that reflect both the community's aspirations and the technical requirements for effective housing policy. These foundational policy elements will be developed through iterative community engagement and refined based on stakeholder input to ensure they capture Salt Spring Island's unique character while addressing housing equity goals. *A draft of the Revised Vision, General Goals, and Residential Objectives will be provided to the PAPC in November.*

2.4.Phase 2: Drafting Core OCP Elements

Building upon the foundational work completed in the initial phase, this critical stage focuses on translating community vision and policy analysis into comprehensive OCP amendments that will guide Salt Spring Island's development for the next decade. This phase represents the technical heart of the project, where spatial analysis, policy development, and community engagement converge to create a policy and planning framework that balances housing needs with environmental protection and community values.

2.5.Phase 2 Anticipated Timeline



2.6.Phase 2 Key Deliverables Outline

Central to this phase is the development of **GIS modeling for land use analysis** that will inform evidence-based policy decisions. Our technical team will create comprehensive spatial models that integrate ecological data, infrastructure capacity, hazard mapping, and growth projections to identify optimal locations for different types of housing development. These models will incorporate climate change considerations, ecosystem connectivity corridors, and interface wildfire risk to ensure that land use designations support both housing objectives and environmental resilience. The GIS analysis will also model development scenarios to test the capacity of proposed land use designations to meet projected housing needs while respecting environmental constraints.

Technical drafting work will produce complete **core OCP components** including a refined Vision statement that captures Salt Spring's unique character and housing aspirations; comprehensive General and Residential Goals and Objectives that provide clear policy direction; and a detailed Policy Framework addressing housing, climate adaptation, environmental protection, and

transportation integration. A particular focus will be placed on developing a **Growth Framework** (Land use designations and defined growth boundaries) as well as updating **Development Permit Areas**, including the creation of a new Interface Resilience DPA designed to address wildfire hazards while supporting appropriate housing development. *A draft of these components will be provided to the PAPC in December.*

A **second round of community engagement** based on the conclusions and draft materials developed in the first phase and the draft core OCP components. This engagement will take an inclusive approach to verifying results from previous consultation while refining draft content through targeted community feedback. Rather than starting fresh, this engagement builds upon established relationships and previous input, allowing participants to see how their contributions have shaped emerging policy directions while providing opportunities to refine and enhance proposed approaches. *This work will take place in January 2026.*

This phase culminates in **presenting the full Draft OCP** to the PAPC and key decision-makers and partners, and Indigenous Governing Bodies. Throughout this process, we will maintain transparency by documenting how engagement shaped the plan.

2.7.Phase 3: Formal OCP Introduction and Land Use Bylaw Amendments

This pivotal phase marks the transition from OCP policy development to regulatory implementation, representing the critical bridge between high-level planning vision and on-the-ground development regulations. During this stage, the project shifts focus from policy creation to practical implementation tools, ensuring that the community's vision for housing equity and environmental protection can be effectively realized through clear, enforceable land use.

2.8.Phase 3 Anticipated Timeline

	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
OCP Public Information Meetings									
Land Use Bylaw Engagement									
Formal OCP Introduction									
Draft Land Use Bylaw									

2.9.Phase 3 Key Deliverables Outline

Critical to this phase are **public information sessions designed to validate Phase 2 and 3 findings**, ensuring that the community can see how their input has been integrated into the final policy framework. These sessions will provide opportunities for participants to trace their contributions through the policy development process while confirming that the proposed OCP amendments accurately reflect community priorities and concerns. A key milestone involves **presenting the final draft in an information session to Ministry staff seeking initial "approval in principle"**. This proactive engagement with provincial authorities helps identify any potential compliance issues while demonstrating the thoroughness of the planning process. Securing preliminary Ministry support strengthens the foundation for successful formal approval following Local Trust Council adoption. *Initiating LTC adoption and bylaw referral of an OCP amendment bylaw is anticipated in March 2026.*

A major focus of this phase also involves **launching comprehensive community engagement on LUB themes**, shifting attention from broad policy directions to specific regulatory mechanisms. This engagement will focus on practical implementation questions including zoning categories, density allowances, development standards, and regulatory procedures that will govern how housing development actually occurs on Salt Spring Island. By engaging the community on these technical details, we ensure that the regulatory framework will be both effective and supported by those who will be most directly affected by its implementation. *Engagement on this item is anticipated in February or March 2026.*

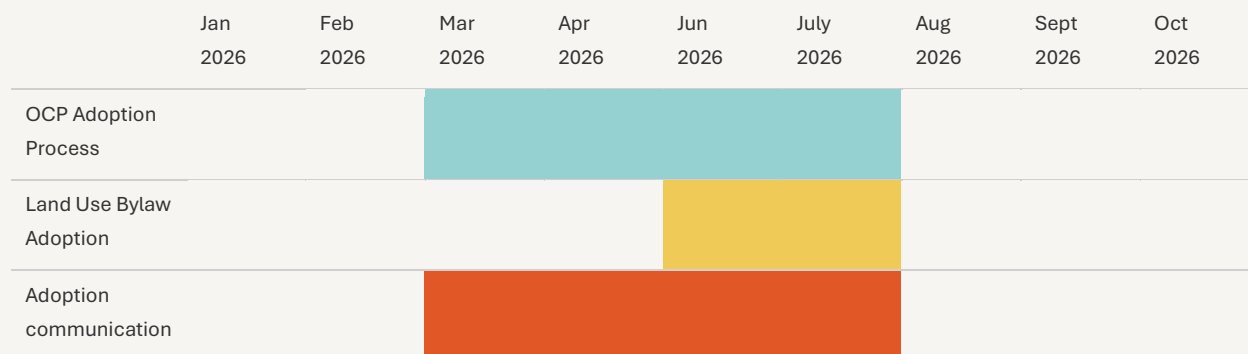
A Memo Outlining Short-, Medium-, and Long-term LUB Alignment Opportunities will provide Islands Trust with a strategic roadmap for OCP implementation, identifying regulatory changes that can be made to support housing objectives, as well as more complex amendments that will require extended development and consultation processes. *It is anticipated that this item will be presented to the PAPC in March 2026.*

Drafting comprehensive Land Use Bylaw regulations, mapping, and development permit areas that directly implement the updated OCP policies will follow. This work will translate high-level policy statements into specific, enforceable regulations that provide clear guidance for developers, property owners, and staff. *The goal is the land use amendment bylaws will reflect policies developed through the robust OCP process and the PAPC will review draft changes in March and April of 2026.*

2.10. Phase 4: OCP and Land Use Bylaw Adoption Process

The final phase represents the culmination of the entire process, where community vision, technical analysis, and regulatory frameworks converge into formally adopted planning documents that will guide Salt Spring Island's development for years to come. This phase is concerned with procedural requirements and legal compliance.

2.11. Phase4 Anticipated Timeline



2.12. Phase 4 Key Deliverables Outline

The adoption process begins with careful **preparation of the OCP for final presentation to key interest holders**, with particular attention to ensuring that **adequate information has been shared with Indigenous Governing Bodies prior to public release of the final draft**. Working closely with Islands Trust staff, we will coordinate timing and communication protocols to respect Indigenous consultation requirements and provide appropriate opportunities for meaningful input before documents become public. This proactive approach demonstrates respect for government-to-government relationships while ensuring that Indigenous perspectives are properly integrated into the final planning framework. *This process must be flexible and adaptable.*

Formal introduction of the OCP will begin before introduction of the Land Use Bylaw amendments. This ensures a level of community and decision-maker comfort with the OCP direction prior to considering the regulatory changes of the land use bylaw. Once the OCP has received second reading, the **Land Use Bylaws will be introduced**. *Introduction is expected to happen in early June.*

A key component for both bylaws will be a **public hearing**. For OCP amendments, the public hearing focuses on broad policy directions, land use designations, and community vision elements, allowing residents to comment on how the plan reflects their values. Land Use Bylaw public hearings examine the specific regulatory mechanisms that will implement the OCP policies,

including zoning categories, density provisions, development standards, and permitted uses that will directly govern how properties can be developed. *It is anticipated that the public hearings will be held in late June or Early July of 2026.* Adoption would follow the public hearing with the appropriate consideration by the Islands Trust Executive Committee.

3. Islands Trust Policy Statement

Throughout the entire planning process, the project team will maintain close coordination with the ongoing Islands Trust Policy Statement amendment project to ensure that Salt Spring Island's OCP and LUB amendments remain directionally aligned with evolving Trust-wide goals and policy directions and strategic objectives. The Policy Statement serves as the overarching framework that guides all local planning decisions across the Islands Trust Area, and as amendments to this foundational document progress through their own development and approval process, our team will regularly review emerging policy directions to ensure compatibility and consistency with Salt Spring's local planning initiatives. This parallel tracking approach will involve periodic check-ins with Islands Trust staff responsible for the Policy Statement amendments, review of draft policy language as it becomes available, and adjustments to Salt Spring's planning framework where necessary to maintain alignment with Trust-wide goals related to housing, environmental protection, climate resilience, and reconciliation with First Nations. By maintaining this ongoing coordination, the project ensures that Salt Spring's planning documents will seamlessly integrate with the broader Islands Trust policy framework upon adoption, avoiding potential conflicts or inconsistencies that could complicate implementation and ensuring that local planning decisions support the collective vision for preserving and protecting the Trust Area while addressing critical housing needs.

4. Conclusion

This Workplan lays out the steps for updating Salt Spring Island's Official Community Plan (OCP) and Land Use Bylaw. The goal is to support more housing options while protecting Island character and value, including its environment and community. The process includes working closely with residents, First Nations, and other important voices, and will move forward in phases. Each phase builds on community feedback, staff analysis, and ongoing engagement to make sure the final plans reflect local needs and values.

By summer 2026, the project aims to deliver a new OCP and updated land use rules that help guide responsible growth, support housing equity, and stay aligned with the broader goals of the Islands Trust

