



Salt Spring Island

Project Advisory Planning Commission

AGENDA

Date: Tuesday, May 26, 2026

Time: 9:00 a.m.

Location: Boardroom - Salt Spring Islands Trust Office

1. AGENDA **Pg. 1**

1.1 Approval of Agenda

2. MINUTES OF PREVIOUS MEETINGS **Pg. 2**

Please propose amendments to the draft minutes as worded resolutions in writing to be presented at the meeting.

2.1 Draft Minutes of the April 21, 2026 Meeting – For Adoption

3. BUSINESS ITEMS **Pg. 7**

3.1 Review of the updated project workplan
Verbal Presentation
Attachment - OCP-LUB Project Workplan

3.2 Review of the draft Vision and Guiding Principles
Verbal Presentation
Attachment - Draft Vision and Guiding Principles

3.3 Materials review process
Verbal Presentation

4. OTHER BUSINESS

5. ADJOURNEMENT



Salt Spring Island Project Advisory Planning Commission Minutes of A Regular Meeting

Date of Meeting: Tuesday, April 21, 2026

Location: United Church, Upper Hall Meeting Room
111 Hereford Avenue, Salt Spring Island

Members Present: Eric March, Chair
Tim Hiltz, Commissioner
Anne Gunn, Commissioner
Robert Steinbach, Commissioner
Riley Donovan, Commissioner
Maxine Leichter, Commissioner
John Cade, Commissioner

Staff Present: Chris Hutton, Regional Planning Manager
Peter Thicke, Island Planner
Katherine Vogt, Recorder (Electronic)

Others Present: Tim Peterson, Salt Spring Island Local Trust Committee Chair
(electronic)

1. AGENDA

Chair March called the meeting to order at 10:04 a.m. He acknowledged that the meeting was being held on the territory of the Coast Salish First Nations.

1.1 Approval of Agenda

By general consent the agenda was approved as presented

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the January 29, 2026 Meeting-For Adoption

The following changes to the minutes were presented for consideration:

- On Page 3, 2nd paragraph, remove the entire last bullet.

It was MOVED and SECONDED,

that the Salt Spring Island Project Advisory Planning Commission remove from the January 29, 2026 minutes the following inaccurate bulleted sentence: “A Commissioner suggested that all engagement strategies acknowledge that Salt Spring has become a divided community.”

DEFEATED

The motion was DEFEATED by Commissioners who expressed belief that the quoted statement was accurate.

A Commissioner expressed disappointment at the perceived double standard that Project Advisory Planning Commission (PAPC) members were not permitted to attend meetings electronically, though other participants were, including trustees and consultants.

- Manager Hutton clarified that legislation does not permit commissioners to participate in meetings electronically. Any member of the public, including an elected Trustee are not able to participate in the meeting in the same way as the commissioners, and legislation is therefore not concerned with how observers view the meeting. The RPM added that Senior Management, Trust Council and Trustees are aware of the issue; and added that this latest concern would again be raised to senior management.

It was MOVED and SECONDED,
that the Salt Spring Island Project Advisory Planning Commission adopt the minutes of January 29, 2026 as presented.

CARRIED

3. BUSINESS ITEMS

3.1 Review final deliverables from McElhanney-Verbal Presentation on the following report sections: Public Engagement Summary Report; OCP Major Topic Summaries; OCP Policy Gap Analysis; Background Documents Technical Review Summary Report; SSI Land Use Bylaw Review Memo; Draft Vision and Guiding Principles

Planner Thicke summarized the “Salt Spring Island Official Community Plan and Land Use Bylaw Amendment Project: What We Heard Report” prepared by the consulting company McElhanney, dated March 2026 and comprising 77 pages. He noted the following:

- The Public Engagement Summary Report section of the report contains the consultant suggestion that further public engagement is needed, especially regarding housing and reconciliation issues.
- The OCP Major Topic Summaries section of the report is a 4 page distillation of what consultants heard from members of the public regarding what could be included in a future OCP.
- The OCP Policy Gap Analysis section of the report addresses areas of the OCP that need modernizing.
- The Background Documents Technical Review Summary Report section of the report is a summary review of previous technical reports conducted on Salt Spring regarding farming, housing, and many other land use topics
- The SSI Land Use Bylaw Review Memo section of the report contains a number of suggestions for updating the Land Use Bylaw to make it more modern, readable, and consistent.

- The Draft Vision and Guiding Principles section of the report has been derived from what consultants heard from members of the public throughout the engagement process.

Planner Thicke discussed a recent Local Trust Committee (LTC) resolution which includes the LTC is requesting an updated project plan for the Official Community Plan/Land Use Bylaw project; and considered that the best time for public engagement may be in the fall; and reminded that elected official elections are also coming up in the fall, and noted the OCP-LUB bylaw adoption process will likely be pushed to the spring of 2027 due to these circumstances.

Commissioners asked or noted the following:

- It would be beneficial to receive the raw data with which McElhanney arrived at their definitions and conclusions
 - Planner Thicke responded that staff were attempting to gain this raw data and would pass along any information received to the PAPC.
- Why did McElhanney not renew their contract after completion of their report?
 - Planner Thicke responded that it was currently not known why the consultants were unwilling to renew their contract.
- Winter is a difficult time for public engagement because many people on Salt Spring Island leave for the winter; and summer has long been considered a poor time for civic engagement.
- More general public engagement is unnecessary, except to include winter absent residents; rather, intricate public engagement, for which there is apparently no interest expressed, is needed.
- In the “Housing Section Summary” of the McElhanney report on page 19 of the agenda package, many of the housing items are written as if the current housing section in the current OCP was not completely considered.
 - The definition of affordability regarding housing needs to be expanded.
 - Members of the public should be asked for their definitions of affordable and workforce housing.
 - The McElhanney report sections on environmental sustainability and climate change resilience could be strengthened.
 - The commission should have worked with the consultants more closely from the beginning.
 - The loudest public opinions are overriding more quiet ones.
 - The community engagement process, as conducted by McElhanney, is incomplete.
 - Lessons on public engagement may be learned from McElhanney’s public engagement process.

It was MOVED and SECONDED,

that the Salt Spring Local Trust Committee direct staff to share any raw datasets that were collected to inform the consultants final reports including all numerical data, all survey results, wording of any questions, methodology of collection, and any additional relevant information

CARRIED

It was MOVED and SECONDED,

that the Salt Spring Local Trust Committee request staff to provide the Project Advisory Planning Commission with any and all information related to the motivation behind the decision of McElhanney not to renew their contract

CARRIED

4. OTHER BUSINESS

The commission discussed the value and viability of a second round of public engagement. Commissioners noted the following:

- The McElhanney Report could be reviewed and debated by the commission and then presented to the public.
- The Terms of Reference are insufficient.
- The McElhanney proposal for further engagement with specific community groups should move forward.
- Important documents and submissions have been excluded from the McElhanney Report; these gaps could have been prevented if the PAPC had been more closely a part of the consultant-led public engagement process from the beginning.
- Many employees and other residents of Salt Spring are still unhoused.
- The list of community groups to engage with will need to be clarified and updated.

It was MOVED and SECONDED,

that the Salt Spring Local Trust Committee request staff to move forward with supplemental engagement as proposed by the consultants, including consulting with community groups, and other actions previously listed by McElhanney

CARRIED

5. ADJOURNMENT

A commissioner suggested to have more frequent PAPC meetings.

It was tentatively considered that the next meeting of the PAPC could be on May 26, 2026 at 9:00 a.m.

By general consent the meeting was adjourned at 12:00pm.

Eric March, Chair

Certified Correct:

Katherine Vogt, Recorder

DRAFT

Item 3.1
Review of the updated Project Workplan

Salt Spring Island
OCP–LUB Update Project
Workplan 2026

Contents

- 1** Introduction to the Workplan
 - 1.a** Workplan Overview
 - 1.b** Timeline Philosophy
 - 1.c** Islands Trust Policy Statement
 - 1.d** First Nation Government Engagement
- 2** Building on Initial Success
 - 2.a** Work Completed to Date
 - 2.b** Outstanding Items
- 3** Workplan
 - 3.a** Ongoing First Nation Government Engagement
 - 3.b** Phase 1 – Detailed Community Engagement
 - 3.c** Phase 2 – Drafting Core OCP Elements
 - 3.d** Phase 3 – Formal OCP Introduction and LUB Amendments
 - 3.e** Phase 4 – OCP and LUB Adoption Process
- 4** Conclusion

1 Introduction to the Workplan

1.a Workplan Overview

This workplan provides a roadmap to completing the Salt Spring Island Official Community Plan and Land Use Bylaw (OCP-LUB) Update Project. Building on work completed to date, it outlines key progress stages, deliverables, and timelines required to bring the project to completion.

Guiding priorities include:

- Meaningful public engagement
- Consistent engagement with affected First Nation Governments
- Development of clear goals, policies, and regulations that reflect the breadth of community interests on Salt Spring Island

1.b Timeline Philosophy

Advancing this project requires balancing firm deadlines with flexibility to accommodate:

- Community engagement needs and concerns
- First Nation consultation processes that respect Indigenous protocols and allow for meaningful dialogue
- Complexity in policy development
- Provincial Government involvement in regulatory and approvals processes
- Seasonal considerations for community engagement and Local Government Election processes
- Emerging issues or opportunities identified during project development

Regular check-ins with the PAPC, LTC, and other partners will maintain momentum and drive the project toward completion.

1.c Islands Trust Policy Statement

Islands Trust is currently updating its Policy Statement — the overarching document that directs local planning decisions across the Trust area. Close coordination between the OCP-LUB project and this process is essential to ensure alignment.

Project staff will maintain ongoing communication with Islands Trust staff working on the Policy Statement update, monitor relevant background and draft documents, and coordinate as needed to ensure consistency

between the two documents. Alignment from the outset will reduce the risk of conflicts that could complicate adoption and implementation.

1.d First Nation Government Engagement

Islands Trust is committed to engaging with First Nation Governments in a collaborative and meaningful way that reflects their long history and continued connection to the plan area. Engagement will be ongoing and consistent, informed by relevant policy and legislation, and grounded in a genuine commitment to advancing reconciliation through this project.

Where possible, staff will pursue informal collaboration with First Nation Government staff in advance of formal referrals, and will structure engagement practices and response timelines to respect relevant protocols and support meaningful dialogue.

2 Building on Initial Success

2.a Work Completed to Date

Prior to this updated workplan, the consultant delivered all required final deliverables under their contract:

- ✓ Technical Background Review Summary Report
- ✓ OCP Gap Analysis Report
- ✓ What We Heard Report (summarizing initial engagement findings)
- ✓ Draft Vision and Guiding Principles
- ✓ Land Use Bylaw Review Memo

These documents provide a strong foundation and position staff to move efficiently into targeted engagement activities and policy development. The Draft Vision and Guiding Principles, in particular, is anticipated to serve as the first formal referral to First Nation Governments, following LTC review and any necessary refinement.

2.b Outstanding Items

Several items must be addressed to advance the project over the coming months:

- Strengthening communications and engagement with affected First Nation Governments
- Conducting additional consultation on specific policy areas
- Refining the Vision, Guiding Principles, and overarching policy framework in preparation for detailed policy drafting

3 Workplan

3.a Ongoing First Nation Government Engagement

First Nation Government engagement will continue throughout all phases of the project rather than being confined to a single stage. Staff will maintain regular informal communication with First Nation Government staff, share draft materials in advance of formal referrals where appropriate, and adjust timelines to accommodate response and review processes.

Formal referrals will be issued at key project milestones, beginning with the Draft Vision and Guiding Principles. Subsequent referrals will accompany draft OCP policies, the draft updated OCP and LUB amendments, and the formal bylaws prior to adoption. Staff will document engagement throughout the project to support transparency and ministerial approval processes.

3.b

Phase 1 — Detailed Community Engagement

Duration: Approximately 2 months | **Start:** November 2026

- Confirming priority topic areas for detailed engagement in coordination with the LTC and PAPC
- Designing and delivering topic-specific engagement opportunities (workshops, open houses, online tools, and other meetings)
- Continuing engagement with affected First Nation Governments on policy areas of mutual interest
- Synthesizing input into a follow-up engagement summary to inform Phase 2 drafting

Phase 1 will build on the initial engagement summarized in the What We Heard Report by undertaking focused consultation on specific policy areas identified through the OCP Gap Analysis and earlier engagement. Timing this phase to follow the October 2026 local government elections allows new LTC members to be briefed and confirm direction before significant public engagement resumes.

3.c

Phase 2 — Drafting Core OCP Elements

Duration: Approximately 2–3 months | **Start:** Alongside latter portion of Phase 1

- Drafting the framework, policies, and supporting maps, organized around the structure confirmed through background studies and engagement
- Ensuring alignment with the updated Islands Trust Policy Statement

- Reviewing draft sections with the LTC and PAPC at regular check-ins to confirm direction before further drafting
- Issuing a formal referral of the draft OCP to affected First Nation Governments, with sufficient time for review and response
- Preparing a consolidated draft OCP for presentation in Phase 3

Where Land Use Bylaw amendments are clearly required to implement emerging policy directions, preliminary drafting of those amendments may begin in this phase to support an efficient transition into Phase 3.

3.d

Phase 3 — Formal OCP Introduction and Land Use Bylaw Amendments

Duration: Approximately 3 months | Start: February 2027

- Presenting the consolidated draft OCP and LUB amendments to the LTC for review and first reading
- Confirming that all required referrals — including to First Nation Governments, the Province, neighbouring local governments, and other affected agencies — are issued and tracked
- Coordinating with Islands Trust staff to confirm consistency with the Policy Statement and to prepare for Provincial review
- Compiling responses from referrals and incorporating revisions as appropriate
- Preparing materials for the public hearing required under the Local Government Act

This phase concludes with the bylaws positioned for second reading and public hearing.

3.e

Phase 4 — OCP and Land Use Bylaw Adoption Process

Duration: Approximately 3–4 months | Start: May 2027

- Holding the public hearing on the OCP and LUB amendments, with appropriate public notice
- Receiving, summarizing, and responding to public hearing input through a report to the LTC
- Proceeding to further reading of the bylaws, with any revisions reported and considered in accordance with applicable requirements
- Submitting the OCP bylaw for Ministerial approval, and addressing any feedback or required changes
- Bringing the bylaws forward for adoption following all required approvals

- Communicating the adopted OCP and LUB to the community, First Nation Governments, and project partners, and transitioning into implementation

Phase 4 concludes the project with the adopted planning documents providing a clear regulatory framework for Salt Spring Island land use planning going forward.

4 Conclusion

This workplan sets out a pathway to completion for the Salt Spring Island OCP-LUB Update Project. Building on the foundation of work already completed, the project will move through focused community engagement beginning in winter 2026, drafting of the updated OCP and corresponding LUB amendments, formal introduction and referral, and a statutory adoption process culminating in Ministerial approval.

Prior to the detailed engagement anticipated following the Local Government elections in the fall of 2026, Islands Trust staff will focus on engagement with affected First Nation Governments, developing a Communications and Engagement plan for detailed engagement activities with support from the PAPC and LTC, and relationship building with various community partners.

Two principles will guide the project through to completion:

1. Meaningful and consistent engagement with affected First Nation Governments will remain central at every phase.
2. The schedule will retain enough flexibility to respond to First Nation consultation timelines, policy complexity, Provincial approval processes, seasonal engagement windows, and emerging issues — without losing the momentum needed to bring the project to a successful conclusion.

Regular check-ins with the LTC, PAPC, and project partners will keep the project on track and ensure that the final OCP and LUB reflect a clear, well-considered vision for Salt Spring Island.

Item 3.2

Review of the draft Vision and Guiding Principle

Salt Spring Island Official Community Plan

1.0 Vision and Guiding Principles

The Islands Trust

In recognition of the unique amenities and environment of the Gulf Islands, the Province passed the Islands Trust Act in 1974, establishing the Islands Trust with a mandate embodied in its “object”:

“The object of the trust is to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.”

The Islands Trust Area encompasses the Gulf Islands and surrounding waters stretching from Denman Island in the north to the US border in the south, and from the foreshore of Vancouver Island to the Mainland. The Salt Spring Island Local Trust Area is one of 12 local trust areas and one Island Municipality within the Islands Trust Area. Each Local Trust Committee has been provided with most of the land use planning authority of a regional district board.

The Salt Spring Island Official Community Plan

This Official Community Plan provides a community vision for Salt Spring Island and defines the land use objectives, policies, and actions to achieve that vision. It acts as a guide for future decisions of the Salt Spring Island Local Trust Committee and gives effect to the Islands Trust Policy Statement on Salt Spring Island. All objectives, policies, and actions in this Plan have been developed to be consistent with and advance the Trust’s mandate to preserve and protect the Trust area and its unique amenities and environment for the benefit of residents of the Trust area and of British Columbia generally.

This Plan is also shaped by the Province of British Columbia’s Declaration on the Rights of Indigenous Peoples Act (DRIPA) and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). Planning for Salt Spring Island is being undertaken in the context of ongoing consultations with the multiple First Nations whose rights, title, and interests are engaged by land use decisions on the island. The Local Trust Committee is committed to ensuring this Plan reflects and advances the Trust’s reconciliation obligations, and that Indigenous knowledge, values, and stewardship practices are meaningfully integrated into planning and decision-making.

1.1 About Vision Statements

A vision statement defines the long-term aspirations and guiding purpose of a community. It articulates a shared picture of the desired future and serves as a source of inspiration, direction, and unity. Its core purposes are to:

- Articulate a shared dream — expressing what the community ultimately hopes to achieve or become.

- Guide decision-making — helping leaders and members align actions with long-term goals.
- Motivate and inspire — energizing people by connecting daily efforts to a meaningful future.
- Unify diverse stakeholders — providing common language and purpose across different roles, backgrounds, and interests.
- Set the tone for planning — anchoring strategic plans, policies, and initiatives in a clear sense of purpose.

In short, a vision statement is the community's North Star—it describes not where we are, but where we are going and why it matters.

1.2 Vision Statement

Salt Spring Island is a vibrant, resilient, and inclusive rural community—one that lives in respectful relationship with the lands, waters, and peoples who have shaped this place across generations.

We honour the inherent rights, title, and ongoing stewardship of the First Nations whose traditional territories encompass Salt Spring Island. We are committed to advancing reconciliation—building meaningful, respectful relationships rooted in recognition, shared decision-making, and a common commitment to the health of these lands and waters.

Guided by deep stewardship, we are committed to preserving the island's natural beauty, ecological integrity, and cultural heritage—celebrating the legacy of Indigenous peoples, early settlers, and the many communities who have called this place home.

In the face of global and local challenges—from climate change to housing affordability and resource constraints—we embrace thoughtful, collaborative planning, sustainable development, and community self-reliance. We recognize that true progress respects ecological limits, nurtures social and cultural diversity, and secures our agricultural heritage and food security for the future.

Our vision is of a rural, creative, and connected island where future generations thrive—where children grow up proud to call this place home, and where every decision we make leaves a legacy of care, balance, and hope.

1.3 Guiding Principles

Guiding principles are the core values that shape decisions, actions, and behaviours within the community. They serve as a strategic compass, helping the Local Trust Committee stay aligned with the community's shared purpose—especially when navigating complex choices or uncertain circumstances. These principles:

- Reflect what matters most to Salt Spring Island residents and the broader community.
- Provide consistency and clarity in planning and decision-making.
- Help evaluate whether actions are in harmony with long-term goals and values.
- Inspire trust, accountability, and unity across diverse perspectives and interests.

1. Reconciliation and Indigenous Stewardship

Salt Spring Island sits within the traditional, ancestral, and unceded territories of multiple First Nations whose presence, knowledge, and stewardship of these lands and waters extends across generations. The Local Trust Committee is committed to advancing reconciliation through respectful, ongoing government-to-government consultation with all First Nations whose rights and interests are engaged by planning decisions on the island—including ongoing dialogue on title and rights. Indigenous knowledge, values, and stewardship practices will be meaningfully integrated into land use planning and community decision-making, and the Local Trust Committee will work to strengthen government-to-government relationships throughout the life of this Plan.

2. Deep Connection to Place and Environmental Stewardship

The community resides in a uniquely beautiful and ecologically significant island environment. There is a strong, collective sense of responsibility to protect, preserve, and enhance the island's natural systems—its forests, farmland, freshwater, and marine ecosystems—for current and future generations. Planning decisions prioritize the long-term health of the natural environment, recognizing that healthy ecosystems are the foundation of a healthy and resilient community.

3. Honouring Cultural and Historical Heritage

The community acknowledges and celebrates its rich, layered history. This includes deepening recognition of Indigenous peoples—their living cultures, languages, and ongoing roles as stewards of these lands and waters. It also honours the contributions of early settlers—including Hawaiian, Black, and Japanese pioneers—and long-standing island families whose traditions and resilience have shaped the community's character across generations.

4. Sustainable Development Within Ecological Limits

Growth and development on Salt Spring Island must be guided by the island's environmental capacity and resource availability. The community accepts that healthy ecosystems are foundational to healthy societies, and that sustainable development means meeting the needs of today without compromising the ability of future generations to meet their own. Restoration and conservation efforts are prioritized, with particular emphasis on protecting agricultural land, freshwater resources, and biodiversity.

5. Community Resilience, Diversity, and Well-Being

Salt Spring Island aspires to be a diverse, inclusive, and socially connected community. This means supporting a range of housing options, accessible services, and economic opportunities that allow people of all ages, backgrounds, and income levels to live and thrive on the island. The community values its artists, creatives, farmers, and long-term residents as vital contributors to its cultural richness and resilience. There is a heartfelt aspiration that children raised on the island will remain connected to it—proud to call it home.

6. Climate Readiness and Adaptation

Salt Spring Island is not immune to the impacts of global climate change—from rising sea levels and extreme weather events to shifting ecological conditions. The community is committed to reducing its environmental footprint, embracing low-carbon lifestyles and infrastructure, and planning proactively for climate adaptation. In the face of these challenges, the community will “tread with small feet”—a commitment to sustainable living, resource conservation, and thoughtful stewardship that protects the island’s ecological future.

7. Collaboration, Transparency, and Shared Responsibility

Achieving Salt Spring Island’s vision requires strong collaboration—among First Nations, residents, community organizations, the Local Trust Committee, regional and provincial partners, and other levels of government. Planning and decision-making will be guided by transparency, meaningful public engagement, and a shared commitment to the long-term well-being of the island. The Local Trust Committee recognizes that many of the island’s defining strengths—its stewardship ethic, local food systems, arts, and social connections—are sustained through community-driven initiatives that are central to advancing the vision of this Plan.