



Salt Spring Island

Project Advisory Planning Commission

AGENDA

Date: Tuesday, September 08, 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 July 21, 2026 Meeting – For Adoption

3. BUSINESS ITEMS **Pg. 6**

3.1 Review of the updated Communications and Engagement Plan
Verbal Presentation
Attachment – updated Communications and Engagement Plan

4. OTHER BUSINESS

5. ADJOURNEMENT



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

Date of Meeting: Tuesday, July 21, 2026

Location: Islands Trust Ganges Office
4-121 McPhillips Avenue, Salt Spring Island

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

Staff Present: Peter Thicke, Island Planner
Jason Youmans, Regional Planning Manager
Carly Bilney, Recorder

Others Present: None

1. AGENDA

Chair March called the meeting to order at 9:00 a.m. and acknowledged that the meeting was taking place on the traditional territory of the Hul'q'umi'num and SENĆOŦEN-speaking Coast Salish peoples.

1.1 Approval of Agenda

Requests were made to add the following items to Other Business:

- Salt Spring Seniors and the Official Community Plan, and
- Electronic Participation in Meetings

By general consent the agenda was adopted as amended.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the May 26, 2026 Meeting – For Adoption

The following amendment to the minutes was proposed:

- In the last bullet under Item 3.2 (page 4 of the minutes) change “...for example, the B.C. government’s integrative housing strategy” to “...for example, the Local Community Commission’s Integrative Housing Strategy”

By general consent, the minutes of the May 26, 2026 Salt Spring Island Advisory Planning Commission meeting were adopted as amended.

CARRIED

3. BUSINESS ITEMS

3.1 Review of draft updated Project Charter

Planner Thicke reviewed the draft updated Project Charter and the following comments were made:

- The Local Trust Committee endorses the Project Charter in principle, but has asked for some minor revisions.
- These revisions do not substantially change the direction of the document but are intended to add clarity.
- As part of the Island Trust's Regional Planning Team's broader goal to update all Official Community Plans within the Trust Area, the Regional Planning Team has been assigned to support the project on Salt Spring
- Using in-house staff will provide greater flexibility in moving the project forward
- A major component of this project is working with First Nations whose interests are impacted
- Housing is tied to environment stewardship, Reconciliation and other key priorities
- While many aspects of the Official Community Plan remain effective, a more comprehensive overhaul is now planned with a continued focus on the core priorities outlined in the Project Charter

Discussion ensued and the following comments were made:

- A suggestion was made to provide a glossary before initiating public consultation to explain terms, especially the meaning of "attainable" housing as opposed to "affordable" housing
- A suggestion was made to clarify that achieving affordable housing is outside the scope of land use planning

Commissioner Leichter joined the meeting at 9:21am. Discussion continued and the following comments were made:

- The Planner noted the Official Community Plan and land use bylaw can include glossary sections, and explained there is occasional value in leaving terms vague so as to not be constrained
- A comment was made that there is no generally accepted term for attainable housing as it has different meanings to people in different places
- The Planner commented on the scope of the Advisory Planning Commission's referral and explained that the Project Charter is a document owned by the Local Trust Committee

It was MOVED and SECONDED,

that the Advisory Planning Commission recommends that the Salt Spring Island Local Trust Committee include a glossary that is available to the public with technical terms defined, such as “attainable housing.”

CARRIED

Discussion continued and the following comments were made:

- A suggestion was made to remove “and growth” from the Project’s stated purpose
- A suggestion was made to clarify the current legislative requirements that are to be met by the updated Official Community Plan and land use bylaw
- A suggestion was made to include *existing Development Permit Areas* in the glossary so the public understands the meaning of *new Development Permit Area* mapping and guidelines

3.2 Review of updated Project Workplan

Planner Thicke reviewed the updated Project Workplan. He described the Project Advisory Planning Commission as a steering commission and flagged the items that will be coming forward for review. The following comments were made:

- The Planner noted a desire of the Islands Trust to see official community plans within the Trust Area have similar frameworks (e.g. tables of contents) although specific policies will differ in each community
- The Planner commented that the draft vision and guiding principles will help to inform the communication strategy
- A Commissioner asked if the Commission’s role will include specific work with First Nations and land use planning; the Planner described the Island Trust’s updated approach to engagement with First Nations and noted this will be primarily a Regional Planning Team responsibility
- The Planner commented that Commissioners can assist with explaining to community members that building healthy relationships with First Nations is a core principle of the project

3.3 Review of PAPC Terms of Reference

Planner Thicke reviewed the Terms of Reference and noted a desire to ensure everyone is on the same page regarding the Commission’s scope moving forward. Discussion ensued and the following comments were made:

- A Commissioner expressed a desire that their contribution to the decision-making process is meaningful despite the advisory role of the Commission
- A Commissioner expressed a need to ensure that diversity of opinion within the community is heard
- A Commissioner suggested that the Commission should review the draft OCP and LUB and reviews proposed policies and regulations
- A Commissioner emphasized a need for meaningful guidance within the Official Community Plan, such as the procedures for development permit areas that set specific limits

- A Commissioner commented that the Official Community Plan is a set of suggestions, not rules
- The Planner acknowledged the advisory role of the Commission and commented that only the elected officials have the legal authority to make decisions
- The Planner expressed a need to work within the process to achieve effective communication and public engagement

4. OTHER BUSINESS

4.1 Salt Spring Seniors and the Official Community Plan

A Commissioner commented on concerns raised by some senior members of the community with mobility issues, and questioned whether there was scope within the project for them to provide input. The Planner responded that the goal of the communications and engagement plan is to have opportunities for everyone to provide input. Discussion ensued and the following comments were made:

- A Commissioner commented on a high percentage of seniors who are living in houses that are too large for them, but have little opportunity to move; he emphasized the importance of considering affordable senior housing in the overall discussion
- A Commissioner commented on the need to address road infrastructure such as tripping hazards in Ganges Village
- The Planner noted that advocacy can be included within the Official Community Plan for partnering with the Capital Regional District to create an effective transportation/mobility plan

4.2 Electronic Participation in Meetings

A Commissioner explained that electronic participation is restricted for local advisory planning commission members. Brief discussion ensued.

It was MOVED and SECONDED,

that the Advisory Planning Commission recommends that the Salt Spring Island Local Trust Committee advocate to the Province that electronic participation by committee members be permitted in meetings.

CARRIED

5. ADJOURNMENT

By general consent the meeting adjourned at 10:41 a.m.

Eric March, Chair

CERTIFIED CORRECT:

Carly Bilney, Recorder

Salt Spring Island Official Community Plan and Land Use Bylaw Update: Communications and Engagement Plan

Purpose of This Plan

This plan describes the stages needed for effective communication and community engagement paired with each phase of the workplan to achieve the goal of updating the OCP and LUB. As the project unfolds, a detailed workplan for each stage will be brought forward to the LTC and PAPC for review. The appendices provide background on the methods that are anticipated to be used and how we plan to ensure balanced and equitable participation. By providing this general plan and adding specifics as we go, we can ensure that we remain flexible to respond to project and community needs.

Budget

The Plan is designed and delivered in-house by Islands Trust staff (with consultant support if needed), within a total communications and engagement budget of \$35,000 (FY 2026-27 \$11,500; FY 2027-28 \$22,990; FY 2028-29 \$500).

Principles

The Salt Spring Island Local Trust Committee (LTC) has resolved to strive for equity in participation in all of its public engagement processes. This Plan is grounded in the principles of Beyond Inclusion: Equity in Public Engagement (Simon Fraser University Morris J. Wosk Centre for Dialogue):

- Invite participation within an authentic and accountable engagement process
- Plan early and proactively
- Establish respectful relationships with Indigenous Peoples
- Engage the internal diversity of a community
- Work in reciprocal relationship with communities
- Commit to ongoing learning and improvement

In practice, these principles carry the following commitments:

- Engagement will be meaningful
- Every engagement round closes with a published What We Heard report explaining what the community said and how it will be used
- Every digital tool is matched by a paper or in-person alternative
- Materials use plain language, with technical terms defined at first use and a glossary of terms maintained as necessary
- Islands Trust will acknowledge openly where engagement had limitations
- Islands Trust staff will develop and maintain a concise, plain-language description of the project, endorsed by the Local Trust Committee, for use in public communications, presentations, reports, engagement materials, and media responses. The purpose is to ensure consistent messaging throughout the project.

First Nations Engagement

Engagement with First Nations is conducted through a separate process and, though critically important, is not described in this Plan. Understanding the interests of First Nations with respect to land use planning on Salt Spring Island remains a key focus throughout the project.

Who Will Be Engaged

All interested and affected parties are invited to participate, including:

- Residents of Salt Spring Island, including property owners and renters
- Non-resident property owners and seasonal residents
- Working residents, employers, and employees in the service, trades, agriculture, health, and education sectors
- Young people, students, and young families
- Seniors, including those with mobility or digital access barriers
- Community organizations, service groups, and advocacy groups

Referral agencies will be engaged through referrals and through direct meetings. Referral agencies include the Capital Regional District (CRD), North Salt Spring Waterworks District (NSSWD) and other improvement districts, the Ministry of Transportation and Infrastructure (MOTI), the Ministry of Housing and Municipal Affairs, School District 64, Island Health, the Agricultural Land Commission, and BC Ferries.

The Project Advisory Planning Commission (PAPC) has been recruited and will continue to review relevant materials referred to it by the LTC. This special advisory planning commission has been established to provide advice to the SS LTC following their adopted Terms of Reference. Key roles of the PAPC include:

- Advise on community engagement outcomes
- Promote the project and public engagement opportunities within the community
- Provide support to staff and consultants at public engagement events
- Provide recommendations to SS LTC on draft project products

The PAPC will be engaged through their regular meetings and will provide support and advice where necessary to the project in alignment with project needs and their established Terms of Reference.

The SS LTC retains decision-making authority throughout; community input is seriously considered alongside First Nations interests, technical analysis, legislative requirements, and planning best practices.

Engagement Plan

Stage	Timing	Engagement Details	Desired Outcome
Stage 1 — Project re-launch and awareness	(Phase 1-2 of workplan - Current - Fall 2026)	We will inform the community about project, scope, and how to participate. We will consult the community in OCP framework, vision, values, and principles. <i>IAP2 levels: Inform and Consult</i>	Any further input on vision, values and principles, and the OCP framework. Input incorporated into these components of the OCP where feasible. Report outlining what feedback was received and how it was incorporated.
Stage 2 — Targeted public engagement of early draft OCP	(Phase 3 of workplan - Winter 2027)	We will consult the community and engage specific interest groups in review of OCP draft policies. We will listen to feedback and consider it regarding policy direction. We will report back on input influenced the policies. <i>IAP2 level: Consult</i>	Input on initial early draft policies and other aspects of the OCP. Input incorporated into the OCP where feasible. Report outlining what feedback was received and how it was incorporated.
Stage 3 — Revised draft OCP engagement	(Phase 4 of workplan - Summer–Fall 2027)	We will consult the community regarding the revised OCP resulting from the stage 2 engagement. We will listen to feedback on the draft OCP and report back on how it influenced the document. <i>IAP2 level: Consult</i>	Input on subsequent draft policies and other aspects of the OCP. Input incorporated into the OCP where feasible. Report outlining what feedback was received and how it was incorporated.
Stage 4 — Draft bylaw public review	(Phase 4 of workplan - Winter 2027–28)	We will consult the community regarding the finalized draft OCP. We will listen to feedback on the draft bylaws and changes may be made prior to bylaw readings following the community review period. Any changes will be reported back to the community. <i>IAP2 level: Consult</i>	Input on final draft policies and other aspects of the OCP. Input incorporated into the OCP where feasible. Report outlining what feedback was received and how it was incorporated.
Stage 5 — Public Hearing and adoption	(Phase 5-6 of workplan Winter/Spring–Summer 2028)	We will inform you of the final drafts and how to make submissions to the SS LTC during the bylaw adoption process. <i>IAP2 levels: Inform and Consult</i>	Final input from the community on finished bylaws. Input incorporated into the bylaws where feasible. Report outlining what feedback was received and how it was incorporated.

Appendix A: Principles and Methods of Islands Trust Communications and Engagement

Balanced and Equitable Participation

Residents who participate regularly in planning processes bring deep knowledge of the island's ecosystems and history, and that knowledge is genuinely valuable to this review. At the same time, experience from earlier engagement shows that other perspectives are underrepresented in traditional formats: working residents, renters, young families, employers, and people directly affected by the shortage of attainable housing are less likely to attend public meetings, and their voices can be difficult to hear in formats that reward availability and comfort with public speaking.

Islands Trust (and this Plan) responds in seven ways:

- **Format design.** The Town Hall uses facilitated topic stations, comment cards, and one-on-one conversations with staff rather than an open-microphone format alone, so that participation does not depend on willingness to speak in front of a room
- **Going to people, not waiting for them.** Market pop-ups, ferry terminal and grocery store intercepts, and a short mobile-friendly survey reach people in the flow of daily life
- **Direct invitation.** Topic-based small group sessions are built around specific invitations — the attainable housing session, for example, will directly invite renters, seniors groups, employers, employees, and housing providers
- **Explicit invitation.** Awareness materials, including the household mailer, will include naming renters, working residents, young people, employers, and newcomers as well as the public in general as people we want to hear from
- **A household mailer delivered to every Salt Spring Island address** ensures awareness does not depend on existing networks, subscriber lists, or social media
- **Voluntary demographic questions in surveys** track who is being reached, What We Heard reports will state plainly who participated and who may be underrepresented, and staff and the PAPC will review participation patterns between rounds and adjust methods accordingly
- **Equal weight, not equal frequency:** Islands Trust places equal value on all perspectives received. Higher volumes of input from well-organized networks do not carry greater weight, and quieter voices reached through targeted methods are not discounted for arriving in smaller numbers. What We Heard reports will note where input appears coordinated or repetitive, without dismissing it.

Engagement and Communication Methods

Islands Trust (and this Plan will) employs many methods of engagement and communication:

- **Town Halls:** An in-person engagement round, using a facilitated stations format with display boards for each of the four policy priorities, comment cards, an on-site survey option (using rented iPads), and staff and trustees available for one-on-one conversation
- **Household mailer:** A plain-language mailer delivered by Canada Post Neighbourhood Mail to every Salt Spring Island with information such as a QR code to the project webpage,

survey dates, event dates, and instructions for requesting a paper survey related to draft versions of the OCP.

- **Online engagement:** An online survey open for four to six weeks. Likely to be used for the first engagement process and then again after draft OCP is ready, designed to be completed on a phone or computer in under 15 minutes, with open-ended questions and voluntary demographic questions; an interactive mapping activity where budget allows; a dedicated project email for written submissions; and a continuously updated project webpage. All online engagement will be available in a paper format. Paper surveys and summary documents at the library, community centres, and the Islands Trust office, and by request.
- **Market and community presence:** Staffed pop-ups at the Salt Spring Saturday Market (in season) and winter community markets and events.
- **Topic-based small group sessions.** Facilitated sessions of roughly 10 to 25 people on specific topics, for example, attainable housing; growth and infrastructure alignment; and environmental stewardship and climate each with direct invitations to the interested and affected parties closest to that topic, alongside an open sign-up option.
- **Participation supports.** Refreshments at Town Halls and topic sessions, scheduling across mornings, evenings, and weekends, step-free venues, and assistance for participants with communication or mobility differences, so that taking part does not cost people money or opportunity.
- **Drop-in open house.** a drop-in (not presentation) format where community members review display boards, including a clear what's-changed summary, and speak with staff one-on-one.
- **Subscriber Notices:** Subscriber notices are planned at each key interval; each notice is concise, plain-language, and links directly to the relevant opportunity or document
- **What We Heard Reports:** Every round of engagement that gathers community input closes with a published What We Heard report, organized by theme, presenting the full range of perspectives received. Each report will state who participated, who may have been underrepresented, what the findings will be used for, and where the process had limitations. Public submissions will be published to the project webpage, subject to privacy restrictions; content that violates the BC Human Rights Code will be redacted, with the redaction noted. At the close of the project, a final What We Heard and What We Did summary will explain how community input shaped the adopted bylaws, including where community priorities were and were not reflected in the final decision, and why.

Appendix B: Relationship to other initiatives

To ensure that the OCP-LUB Project advances in consideration other Islands Trust, agency, or community initiatives, staff note the following current initiatives. These initiatives may influence the content of the Salt Spring OCP and LUB.

Islands Trust Policy Statement: The Islands Trust Policy Statement is undergoing a renewal process of its own. Any OCP adopted by the Salt Spring Island Local Trust Committee must be consistent with the Islands Trust Policy Statement.

Islands Trust Reconciliation Action Plan: The Islands Trust Reconciliation Action Plan describes the organization's path toward better relationships with the First Nations with treaty and territorial interests in the Islands Trust Area. The Salt Spring Island OCP-LUB Update Process should advance that plan, particularly Actions 3.2, 3.3 and 3.4.

Salt Spring Island Watershed Protection Plan: The Salt Spring Island Local Trust Committee endorsed a Watershed Protection Plan for the Island. The OCP-LUB Update Process should consider opportunities to advance the recommended actions of that plan.

Salt Spring Island Community Wildfire Resiliency Plan: The CRD completed a Wildfire Resiliency Plan for the island. This plan contains several actions that SS LTC can consider to support community wildfire resiliency. These actions could be advanced through the OCP-LUB Update Process. Alternatively, policies proposed through the OCP-LUB Update Process should not be inconsistent with the recommendations of the Resiliency Plan.

Salt Spring Island Active Transportation Network Plan: The CRD completed an Active Transportation Network Plan for the Island. The renewed OCP should facilitate or complement the actions proposed in that plan.

Numerous other documents from both government and non-government sources may also be considered.

Appendix C: Plan Language Description

The following is a plain-language description of the project for use across all communications to ensure consistency and to provide a common understanding of what the project entails:

The OCP-LUB Update Project is a comprehensive review of Salt Spring Island's Official Community Plan and Land Use Bylaw — the documents that guide how the island develops and changes. Working with the community, First Nations, and partner agencies, the project will renew this planning framework to reflect current needs around housing, infrastructure, reconciliation, the environment, and other policy areas while meeting current legislative requirements.