

DATE OF MEETING: April 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 provide staff with direction on preferred options for an OCP Review process
2. That staff report back with a draft Business Case and Work Plan

REPORT SUMMARY

The purpose of the report is to provide the LTC with context for a an Official Community Plan (OCP) Review, summarize the last OCP Review process for Galiano, and request that LTC consider process options for a Galiano OCP Review project commencing in fiscal year 2026-27.

BACKGROUND

At the meeting of February 11, 2025, the LTC reviewed its Work Program, making various amendments, and adopted the following resolution:

GL-2025-007

It was **MOVED** and **SECONDED**,

that Galiano Island Local Trust Committee request staff prepare options and recommendations for the preparation of a business case for an Official Community Plan review.

CARRIED

As was discussed at the last meeting, an OCP Review would be a Major Project under Trust Council Policy, requiring a business case to be approved by Trust Council for the next (2026-27) fiscal year. A 'Major Project' is an LTC initiative that would require funding of more than \$5,000 per fiscal year and take more than one year to complete. A Major Project is typically managed by a planner assigned from the Regional Planning Team, with assistance from the Island Planner, who otherwise continues to support the LTC, undertaking minor projects and processing major applications.

The Galiano OCP was last updated in 2011, with major amendments to the bylaw. The review was commenced in 2009, with the project lasting over 2 years. The process included extensive input from several working groups appointed as special APCs to provide advice and recommendations on specific topic areas. There was also an

overall steering committee appointed by the LTC to coordinate the efforts of the various committees. The project was divided into four phases:

1. Staff Review: May – November 2009 - project scoping, mapping, community profile, early consultation
2. Preliminary Community Consultation Phase: April 2009–May 2010 - issue identification, advisory committee reviews
3. Policy Development Phase: January 2010–February 2011 - review of advisory committee recommendations, prepare of draft amendments, LTC review of draft amendments, community consultation on drafts, final revisions.
4. Legislative Process: March 2011 – September 2011 - Bylaw readings, referrals, public hearing, further readings, forwarded to EC and Minister, adoption (November 2011).

Fifteen years since a comprehensive OCP review and update is a typical length of time between reviews. The LTC may wish to consider a review process similar to the past process, or consider alternatives, discussed in the following sections.

DISCUSSION

Project Scope

An Official Community Plan Review can involve a complete review and drafting of a new plan, or may involve a targeted update of specific sections of the document or address particular issues. The extent (or scope) of the project will largely determine timeline, budget, resources, and the process for the project. The scope, timeline, resources, and process for a project is captured in a Project Charter, along with associated documents, which the LTC endorses early in the project and which guides the LTC, staff, and the community throughout the process. The LTC should consider the scope of this proposed OCP Review, at this stage providing overall direction on whether the review should be targeted at specific issues or an overall review.

Review Process

The process associated with the proposed OCP Review will determine the timeline and resources required.

Consultation with First Nations is a requirement of any project, however the extent and timeline associated with First Nations consultation is largely dependent upon the interests and capacity of the Nations themselves. The LTC can include funding in the business case budget request to provide some capacity funding to interested Nations.

The extent of community consultation is a consideration for the LTC, broad consultation involving advisory groups in addition to extensive community consultation on all aspects of the OCP would extend the timeline. The LTC should consider how much engagement to build into the plan. The engagement process can be formalized through an engagement plan.

Budget

The business case budget will be dependant upon the scope of the project, the extent of community consultation, and whether there are any consultants required (e.g. new mapping or external planning support). The budget would include funding for First Nations consultation, legal review, and a contingency. A typical OCP Review project budget, without significant consultant costs, can range from \$10,000 to \$20,000 per fiscal year.

Draft Work Plan

Staff have provided a draft work plan (attachment 1), based on a standard OCP Review process. It provides for:

- Early and on-going consultation with First Nations
- Staff review of the current bylaw and identification of issues and areas for updating, this would include implementation of policies from an amended Islands Trust Policy Statement
- Establishment and support for one or more Advisory Planning Commissions to provide advice and recommendations on specific topics or issues
- Community consultation throughout the process and using a variety of methods
- A phase for the LTC to review drafts
- The legislative phase for readings, formal referrals, and public hearing

The LTC can use this Work Plan as the basis for considering the scope of the project, this standard outline supports an extensive review of an OCP, with a significant level of consultation. If the LTC chooses to have a more targeted review, with focused community consultation, it could result in a shorter project. Based on direction from the LTC, staff would revise the Work Plan and draft a business case for LTC review and endorsement

Rationale for Recommendation

The recommendation is for the LTC to provide direction to staff on the general scope of the proposed OCP Review. Based on that direction, staff can draft a business case and more detailed Work Plan for LTC review.

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

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 refine the Work Plan and prepare a draft Business Case for LTC review and endorsement.

Submitted By:	Robert Kojima, Regional Planning Manager	March 25, 2025
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ATTACHMENTS

1. OCP Review Project Draft Work Plan

OCP Review Project Draft Work Plan Outline

	PROJECT WORK PLAN			
Meeting	Milestone	Target Dates	Comments	Cost
	Phase 0: Pre-Project	2025		
April, June, July	LTC considers process options, topic areas, and issues; direction to staff to draft Business Case	April to August		
September	LTC endorsement of Business Case, forwarded to RPC and FPC	Sept - Oct		
	Early discussions with First Nations and community	On-going		
Year 1	Phase 1: Project Initiation	2026		
	Issues and process confirmed by LTC	March - April		
	Project launch: communications to First Nations, landowners, stakeholders, agencies, and community meeting.	April - May		
	Development of Terms of Reference for APC or working groups	April - May		
	Preliminary research & data gathering	April to June		
	Endorsement of Project Charter, work plan, and engagement plan	June		
	Phase 2: Analysis	2026		
	Research, drafting of discussion paper(s), mapping	May - Oct		
	Mapping updates prepared	May - Oct		
	Technical review of bylaw, new Policy Statement directives	May - Oct		
	LTC review of discussion papers, mapping updates	Sept - Dec		
	Phase 3: Consultation	2026-27		
	Special APC or Working Group appointments, Terms of reference, and referrals	July - Sept		
	First Nations consultation	July - Mar		
	Stakeholder, agency, and public engagement	July - Mar		
	APC / Working Group reviews and reports	Sept - Mar		
Year 2	Phase 4: Drafting	2027		
	LTC Review of consultation results and policy options	Apr- June		
	Direction to prepare bylaw(s)	June		
	LTC Review of draft bylaw language	Sept - Oct		
	Legal review (if required)	Sept - Oct		
	Phase 5: Legislative	2027-28		
	LTC Review of draft bylaws, early referrals, First Nations consultation	Oct- Dec		
	Community Information Meetings	Nov - Dec		
	Consideration of revisions and 1 st reading	Jan - Feb		
	Consideration of amendments and 2 nd reading	Feb - March		
	Community Information Meeting/Public Hearing	March		
	3 rd reading, Executive Committee, Minister	March		

OCP Review Project Draft Work Plan Outline

	PROJECT WORK PLAN			
Meeting	Milestone	Target Dates	Comments	Cost
Year 3	Phase 6: Implementation	2028		
	Final Adoption	May - June		
	Pre-project planning for LUB Review Project	Apr - June		
	Procedural bylaw updates	May - June		
	Public communication(s)	May - June		

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