

DATE OF MEETING: June 3, 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 staff report back at a future LTC meeting with a draft Business Case.

REPORT SUMMARY

The purpose of the report is to provide the LTC with further options for the proposed Official Community Plan (OCP) Review commencing in fiscal year 2026-27.

BACKGROUND

At the meeting of February 11, 2025, the LTC requested staff prepare options for an OCP review. At the April 8th meeting the LTC received a staff report and adopted the following resolution:

GL-2025-021

It was MOVED and SECONDED,

that Galiano Island Local Trust Committee request staff to report back with a draft Business Case and Work Plan for a targeted OCP review.

In deliberations on the scope of the project, the LTC agreed that the review should be targeted, that community engagement would inform what OCP areas would be addressed, and that capacity funding for First Nations engagement be included in the budget request.

As an OCP Review would be a Major Project, the first step is for the LTC to endorse a business case for approval by Trust Council. If approved, the project would commence at the start of the next fiscal year – April 2026.

In order to have the business case considered by Trust Council, the LTC should have an endorsed business case ready by September. The business case would be forwarded to the Financial Planning Committee and the Regional Planning Committee for review in the fall.

Based on direction received at the last meeting, staff have prepared a more detailed Work Plan (attached) with preliminary costing for LTC review.

DISCUSSION

Topics

The LTC has identified that it wishes to undertake a targeted update of specific sections of the document and to address particular issues. While the topic areas would be determined at the launch of the project early next year, staff have identified the following as potential or recommended options:

- First Nations: incorporating reconciliation throughout the OCP, this would be based on consultation, but examples may include archaeological and cultural heritage protection, shoreline and marine protection, land transfer options, and acknowledging history and place names.
- 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, include:
 - Harmonizing Land Use Designations and Policy sections
 - Reviewing out-dated and unimplemented policies and wording
 - Reviewing advocacy policies
 - Incorporating associated island policies
 - Updating map schedules
 - Reviewing build-out potential to consider growth limits and constraints

While freshwater policies, regulations, and DPA have recently been reviewed and updated (pending bylaw adoption), further minor updates could be incorporated as part of the project.

The LTC should consider if any other topic areas should be identified over the next few months. Also, the LTC could consider requesting that the advisory planning commission recommend topics or sections of the OCP for updates.

Budget

Based on LTC direction on the project scope, staff have incorporated potential costing into the work plan. 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 will include a generalized estimate of staff hours for the project.

The LTC should consider if the business case should include additional items or different budget requests.

Draft Work Plan

Staff have updated the draft work plan (attachment 1), based on a targeted OCP Review process. It proposes the review to be substantially complete in two years.

Rationale for Recommendation

The recommendation is for the LTC to provide direction to staff to draft a business case. Staff would bring the draft business case to a future LTC meeting for endorsement and forwarding to Trust Council and committees.

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. Refer to Advisory Planning Commission

The LTC could make a referral to the APC, requesting recommendations on topics for inclusion in the OCP Review.

That the Galiano Island Local Trust Committee refer the OCP Project staff reports to the Advisory Planning Commission and request that the APC provide the LTC with recommendations on topic areas for inclusion in an OCP Review.

3. 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.

4. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC provides direction, staff will prepare a draft Business Case for LTC review and endorsement.

Submitted By:	Robert Kojima, Regional Planning Manager	May 22, 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 engagement with First Nations	Sept - Mar		
Year 1	Phase 1: Project Initiation	2026		\$15,000
	Issues and process confirmed by LTC	March - April		
	Project launch: communications to First Nations, landowners, stakeholders, agencies, and community meetings.	April - May	Cost for meetings, including with FNs	\$1,000
	Drafting 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	Potential for early legal advice	\$5,000
	Phase 2: Analysis	2026		
	Research, drafting of discussion paper(s), mapping	May - Oct		
	Mapping updates prepared	May - Oct		
	Technical review of bylaw	May - Oct		
	LTC review of discussion papers, mapping updates	Sept - Dec		
	Phase 3: Consultation	2026-27		
	APC(s) Terms of reference, and referrals	July - Sept		
	First Nations consultation	July - Mar	FN capacity funding	\$5,000
	Stakeholder, agency, and public engagement	July - Mar	Community meetings	\$2,000
	APC(s) reviews and reports	Sept - Mar	Costs for APC meetings	\$2,000
Year 2	Phase 4: Drafting	2027		\$10,000
	LTC Review of consultation results and policy options	Apr- June		
	Direction to prepare bylaw(s)	June		
	LTC Review of draft bylaw language	Sept - Dec	Special meetings	\$1,000
	Legal review (if required)	Sept - Oct	Legal Review	\$5,000
	Phase 5: Legislative	2027-28		
	LTC Review of draft bylaws, early referrals, on-going First Nations consultation	Oct- Dec		
	Community Information Meetings	Nov - Dec	Meeting costs	\$2,000
	Consideration of revisions and 1 st reading - formal referrals to FN; agencies, APC, other LTCs etc	Jan - Mar		
	Consideration of amendments and 2 nd reading	March		
	Community Information Meeting/Public Hearing	March	Meeting and advertising	\$2,000

OCP Review Project Draft Work Plan Outline

	PROJECT WORK PLAN			
Meeting	Milestone	Target Dates	Comments	Cost
	3 rd reading, Executive Committee, Minister	March		
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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