



DATE OF MEETING: November 10, 2020
TO: Salt Spring Island Local Trust Committee
FROM: Louisa Garbo, Island Planner, Salt Spring Island Team
COPY: Stefan Cermak, Regional Planning Manager, Salt Spring Island Team
SUBJECT: Ganges Village Area Plan Project

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee approves the proposed Ganges Village Area Plan Project Charter and project budget.
2. That the Salt Spring Island Local Trust Committee approves the proposed Ganges Village Area Plan Public Engagement Program.
3. That the Salt Spring Island Local Trust Committee approves the proposed Terms of Reference for the Ganges Village Planning Task Force.
4. That the Salt Spring Island Local Trust Committee supports the grant applicant for the Regional Community-to-Community Forum Program 2020/21.

BACKGROUND

Salt Spring Island Local Trust Committee Direction

On October 6, 2020, staff sought Salt Spring Island Local Trust Committee (LTC) direction on the scope of the Ganges Village Planning project in order to refine the Project Charter, to develop a public engagement plan and a project budget. Staff sought specific input from the LTC on whether the project would involve an amendment to the existing policies and objectives within the OCP, or to create a separate Ganges Village Local Area Plan to be by reference in the OCP. In order to ensure a holistic approach to the issues impacting the social, economic, cultural and environment sustainability of the Ganges Village community, LTC directed staff to develop a separate Ganges Village Local Area Plan. In addition, at the same meeting, the LTC passed the following resolutions:

that the Salt Spring Island Local Trust Committee directs staff to amend the draft Ganges Village Planning Project Charter as follows:

Under "Objectives":

- *Add new "Complement the CDF Protection and the Housing Challenges and Solutions projects by densifying Ganges village and discouraging sprawl."*
- *Edit draft "Re-examine the objectives, and policies regarding Ganges Village (including the Education, Hospital Services designated areas and some Parks and Recreation Designation areas) to create a healthy, resilient and environmentally sustainable village for this and future generations."*
- *Edit draft "Consider policies to advance Islands Trust's and the community's efforts to adapt to and mitigate climate change."*

Under “In scope”:

- Add “Ganges harbour interface, including Ganges Harbour Walk”
- Add “Potential inclusions or exclusions of areas within Ganges or Upper Ganges Village designations”.

that the Salt Spring Island Local Trust Committee requests staff to develop a Ganges Village Planning project budget that reflects the project charter as amended and identify potential funding sources.

that the Salt Spring Island Local Trust Committee requests staff to develop a preliminary consultation/engagement plan recommending early and on-going engagement with First Nations, the Capital Regional District, the Agricultural Land Commission and School District #64, Salt Spring Island Fire Protection District, Salt Spring Island Arts Council, the Chamber of Commerce and the Ministry of Transportation and Infrastructure.

DISCUSSION

Revised Project Charter for a Ganges Village Area Plan

LTC directed staff to provide a draft project budget for the 2020/2021 budget consideration. The creation of a Ganges Village Area Plan will require substantial time and funding. A revised Project Charter that incorporated comments from LTC along with the project budget has been proposed (see Revised Project Charter and budget on Appendix 1).

Ganges Village Area Plan Public Engagement Program

To ensure the provision of an effective and meaningful public engagement process, LTC directed staff to develop a robust public engagement program for review. The proposed engagement program incorporated the format and essential elements established by the Northern team with the Local Planning Services. The format is modeled after the International Association for Public Participation (IAP2) best practices for public engagement. In addition, the proposed Ganges Village Area Plan Engagement Program intends to comply with statutory requirements set forth in the Local Government Act, the Island Trust [Policy Statement](#) on open, consultative public participation (see Ganges Village Area Plan Public Engagement Program on Appendix 2).

First Nations Engagement

Engagement processes will include providing information and seeking to engage with First Nations with treaty and territorial interests in the area of Salt Spring Island. Engagement will be reflective of the Trust Council adopted policy on [First Nations Engagement Principles](#), and the foundation documents of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Truth and Reconciliation Commission Calls to Action, and Murdered and Missing Indigenous Women and Girls Calls for Justice. Engagement process will be guided by concerns or responses from First Nations on how to proceed in a mutually respectful and relationship building framework.

Ganges Village Planning Task Force

Due to the complex nature of developing an area plan and the plan’s potential impacts on land use planning for the Ganges Village community, LTC recommended the establishment of a task force encompassing members from a diverse background that could offer broad-range of points of views from the community to assist in the process. The members on the task force will apply objectively their expertise, experience and knowledge of the subject matter as related to the development of the “Ganges Village Area Plan” process. As part of the decision to establish the Task Force, staff is directed to develop a Terms of Reference prior to LTC’s appointments of the task force members (see Proposed Terms of Reference on Attachment 3). Staff proposes that the LTC appoints five members from the current Advisory Planning Commission, as the current members have already been selected based on their diverse background and expertise, and that the creation of an area plan is within the Commission’s

purview. Staff also recommends one member to be appointed to have expertise or understanding of the cultural or Indigenous concerns.

Community-to-Community Forum

The Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized a province-wide program called the “Community to Community (C2C) Forum” to help bring together the leaders of First Nations and local governments from across BC to discuss common goals and opportunities for joint action. Seeking to engage early with First Nations in a respectful way that ensure the building of an enduring relationship with First Nations that is based on trust, honour and goodwill is a commitment of Islands Trust Council. Moreover, LTC also prioritized the Housing Challenges and Solutions initiatives at the October 6, 2020 meeting, with both the Ganges Village Area Plan and the creation of a housing action plan will require coordination and collaboration with First Nations, staff is proposing to hold a forum to discuss both projects between LTC and First Nations.

UBCM provides grant funding to support such an endeavour and the grant program is based on a matching fund of fifty percent from a local government; the next application deadline is on December 4, 2020. Staff is requesting LTC to endorse the effort to compete for the grant by adopting the proposed resolution. Details of the forum will be provided to LTC at a later date upon confirming with the First Nations’ administrative staff. Regardless of whether the grant will be rewarded, staff will still conduct early conversation and on-going collaboration with First Nations.

NEXT STEPS

Upon approval of the resolutions proposed above, in addition to organizing the community-to-community forum, staff will conduct the following tasks as identified in the Project Charter:

- Arrange for the early conversations with First Nations staff, the North Salt Spring Waterworks District, Capital Regional District (CRD), School District (SD64), Agricultural Land Commission (ALC), Salt Spring Fire Rescue (SSIFR), Salt Spring Island Arts Council, the Chamber of Commerce, the Ministry of Transportation and Infrastructure, harbour agencies, and health service agencies.
- Invite members to submit applications to join the Ganges Village Project Task Force (similar to the application form and process for boards and commissions), to establish a timeline for the inaugural meeting, and to launch the public engagement program.
- Launch the Ganges Village Area Plan Public Engagement Program which includes the development of the first phase survey and the development of all outreach tools as identified in the Program.
- Research and analysis on existing conditions, and issues relating to land use development, transportation and mobility, housing, cultural and archeological protection, climate resiliency, infrastructure servicing, protection of aquifers and biodiversity.

Submitted By:	Louisa Garbo, Island Planner	October 23, 2020
Concurrence:	Stefan Cermak, Regional Planning Manager	October 27, 2020

ATTACHMENTS

1. Proposed Ganges Village Planning Project Charter and project budget
2. Ganges Village Area Plan Public Engagement Program
3. Proposed Terms of Reference for the Ganges Village Planning Task Force

Ganges Village Planning Project Charter

Salt Spring Island Local Trust Committee

Approval Date: November 10, 2020

Purpose: *Update objectives and policies that help shape the vision for Ganges Village including foreshore (assumed 300m).*

Background: Previous Ganges Village Planning projects include feedback from a 1995 Ganges Focus Group and 2006 Ganges Village and Harbour Focus Group. Much has changed since 2006. In 2015 Trust Council implemented First Nations Engagement Principles Policy followed by a Reconciliation Declaration in 2019. Also in 2019, Trust Council declared a Climate Emergency. Both the declarations will significantly shape the Ganges Village planning effort. Furthermore, issues such as the moratorium on new connections to the community water system, future development of the community sewer system, ongoing development of active transportation infrastructure, affordable housing, the relocation of the Salt Spring Island Fire Hall #1, potential uses for the School District #64 properties, impacts from COVID-19, will all need to be taken into consideration in planning the future of Ganges Village.

Objectives	In Scope	Out of Scope
<ul style="list-style-type: none"> • <i>Re-examine the objectives, and policies regarding Ganges Village (including the Education, Hospital Services designated areas and some Parks and Recreation Designation areas) to create a healthy, resilient and environmentally sustainable village for this and future generations</i> • <i>Consider policies to implement Islands Trust’s commitment to the reconciliation with First Nations, and to advance preservation of First Nation’s heritage</i> • <i>Consider policies to advance Islands Trust’s and the community’s efforts to adapt to and mitigate climate change</i> • <i>Consider policies that complement the Coastal Douglas-fir Protection and the “Housing Challenges and Solutions” projects that densify Ganges village and discourage sprawl</i> 	<p>Phase 1</p> <ul style="list-style-type: none"> • <i>Develop a Ganges Village Area Plan project budget and identify potential funding sources</i> • <i>Develop a preliminary consultation/engagement plan to include early and on-going engagement with First Nations, the Capital Regional District, the Agricultural Land Commission and School District #64, Salt Spring Island Fire Protection District, Salt Spring Island Arts Council, the Chamber of Commerce and the Ministry of Transportation and Infrastructure</i> <p>Phase 2</p> <ul style="list-style-type: none"> • <i>Research and analysis on existing conditions, infrastructure servicing issues, housing, open space, shoreline development, culture, climate change impacts on the island, effective and meaningful public engagement process and collaboration with First Nations</i> • <i>Consider a naming for the Area Plan to better reflect the rich history and cultural heritage of Indigenous Peoples</i> • <i>Develop objectives and policies for the preservation of First Nations’ heritage and cultural sites</i> • <i>Develop objectives and policies to support innovative design solutions that help preserve the limited natural resources on the island</i> • <i>Incorporate Ganges harbour interface, including Ganges Harbour Walk</i> • <i>Potential inclusions or exclusions of areas within Ganges or Upper Ganges Village designations</i> • <i>Develop a separate Ganges Village Local Area Plan</i> • <i>Identify implementation actions for Phase 3</i> 	<ul style="list-style-type: none"> • <i>Ganges Harbour Management Plan</i> • <i>Amending other areas of the OCP including: Heritage Conservation Areas, Amenity zoning, Transfer of Development Potential</i> • <i>Density, use and regulatory amendments</i>

Phase 3

- Amend Ganges Village Core, Ganges Village Upper, Education, Health Services, Shoreline Development, Parks and Recreation land use designations
- Amend Development Permit Area 1 (Ganges Village) and Development Permit Area 3 (Shoreline)
- Amend policies regarding Ganges Alternate route
- Amend policies regarding waterfront development
- Amend OCP objectives and policies to reflect the new Area Plan

; Work Plan Overview

Deliverable/Milestone for Phase 1	Date
Approval of final Project Charter	Fall 2020
Approval of draft Project budget	Fall 2020
Approval of Public and stakeholder engagement plan	Fall 2020
Approval of Terms of Reference for the Ganges Village Planning Task Force	Fall 2020
Approval of application for C2C grant	Fall 2020
Establish the Task Force	December 2020/January 2021
Early outreach with First Nations, CRD, SD64, Chamber, MoTI, and ALC	Fall 2020/Spring 2021
Implementation of the Public Engagement Plan (interviews, meetings, survey, website/social media, potentially forming working group)	Spring to Summer 2021
Progress update to LTC	Spring & Summer 2021
Deliverable/Milestone for Phase 2	Date
Research and analysis	Fall 2020/Spring 2021
Ongoing Task Force and participant meetings	Winter 2020/Fall 2021
Facilitated open houses and design charrette	Spring 2021/Summer 2021
Coordination with agencies/university research teams	Summer 2021/Fall 2021
Drafting of Area Plan and implementation measures	Spring 2022/Fall 2022
Outreach Community Information Meeting on proposed draft amendment	Fall 2021
First Reading of Bylaw and Bylaw Referrals	Fall/Winter 2021
Outreach/Community Information Meeting on revised draft amendment	Spring 2022
Report to LTC – request for 2 nd reading/public Hearing	Spring 2022
Report to LTC – request for 3 rd reading/forward to Executive Committee/forward to Ministry	Summer 2022
Request for 4 th reading/adoption of final draft	Fall 2022
Deliverable/Milestones Phase 3	
Amendment to relevant policies and governing documents	Fall 2022
Outreach/Community Information Meeting on revised draft amendment	Spring 2023

Report to LTC – request for 2 nd reading/public Hearing	Spring 2023
Report to LTC – request for 3 rd reading/forward to Executive Committee/forward to Ministry	Summer 2023
Request for 4 th reading/adoption of final draft	Fall 2023

Project Team	
Louisa Garbo, Island Planner	Project Manager
Kristine Mayes, Planner 1	Team member/technical support
Jackie O’Neal, GIS Tech	Mapping Support
Lisa Wilcox, Senior Intergovernmental Policy Advisor	First Nations Consultation Support
Office Administrative Assistant/Planning Team Assistant	Administrative Support
RPM Approval: <i>Stefan Cermak</i> Date: Oct. 26, 2020	LTC Endorsement: Resolution #: Date: xxx

Budget		
Budget Sources:		
Fiscal	Item	Cost
2021-2022 (Phase 1)	See cost breakdowns below	\$95,000, or \$100,000 if grant not available
2021-2023 (Phase 2)	See cost breakdowns below	\$27,000
2023 (Phase 3)	See cost breakdowns below	\$24,000
	Total project cost	\$146,000 or \$151,000 if grant not received

PROJECT CHARTER –Budget Breakdowns			
Meeting	Deliverable/Milestone – Phase 1	Target Duration	Cost
10/6/2020 LTC	Preliminary review of Project Charter	-	\$0
11/10/2020 LTC	LTC endorse revised project charter	-	\$0
By end of March 2021	Meeting between LTC and First Nations	One half day	\$10,000 (\$5,000 matching fund with \$5,000 from UBCM grant)
TBD	Consultant selection process for public engagement facilitation/presentation, and consulting contract	Spring 2021 for six months	\$70,000 – consulting contract
TBD	Task Force Project meetings (virtual or COVID-proof meetings) <ul style="list-style-type: none"> • Open to the public • Potential guest presenters (biodiversity, water, fire, First Nations) 	Over the course of 2021	\$3,500 – (Cost anticipates advertising, honoraria for speakers, coffee and snacks, and minutes taking at ±\$25/hr)
	Technology (mapping, data analysis, etc.) and administrative support for public engagement program, design charrettes, task force meetings, meetings with stakeholder groups and agencies	Over the course of 2021	\$3,000

	Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications	Over the course of 2021	\$6,000
	First Nation engagement early and ongoing <ul style="list-style-type: none"> • Coordination with First Nations' staff • Collaborations with First Nations in their preferred methods 	Over 18 months	\$2,500 - Cost anticipates advertising, honoraria for participants, coffee and snacks
	Multiple virtual and/or in-person COVID-safe open houses and community engagement meetings	Over the course of 2021	\$3,000 – technology support, facility rental, and open houses material
	Union staff over-time off business hours meetings	Over the course 2021	\$2,000
LTC meeting(s)	Progress update to LTC	One in spring and one the summer 2021	0
		Total	\$95,000, or \$100,000 if grant not available

Meeting	Deliverable/Milestone – Phase 2	Target Duration	Cost
	Research and analysis/meeting with participants/agencies	Over 18 months	0
	Consulting support and technical analysis and development of policies to address elements such as transportation, climate change (potential partnership with universities)	Summer 2021 to Spring 2022	\$20,000
	Mapping and technological support on the production of the area plan	Over the course of developing the plan	\$4,000
TBD	Open houses on draft Ganges Village Area Plan - virtual and/or COVID-safe meetings	TBD	\$3,000 - Technology support/COVID safety measures/facility rental and set ups
LTC	Progress update and public meetings	Multiple - TBA	\$0
		Total for Phase 2	\$27,000
Meeting	Deliverable/Milestone – Phase 3	Target Duration	Cost
	Draft amendment to governing documents	Over 5 months in 2022	0
TBD	Open houses on draft amendments - virtual and/or COVID-safe meetings	Multiple meetings in 2022	\$3,000 - Technology support/COVID safety measures/facility rental and set ups
	Legal review	Over the course of the project	\$15,000
	Development of communication and educational info, printouts, mailings, brochures, posting of meetings and legal notifications	Over the course of 2022	\$6,000
LTC	Progress update and public meetings	Multiple - TBA	\$0
		Total for Phase 3	\$24,000
TOTAL		18 months	\$146,000 or \$151,000 if grant not received



Islands Trust

Ganges Village Area Plan Public Engagement Program

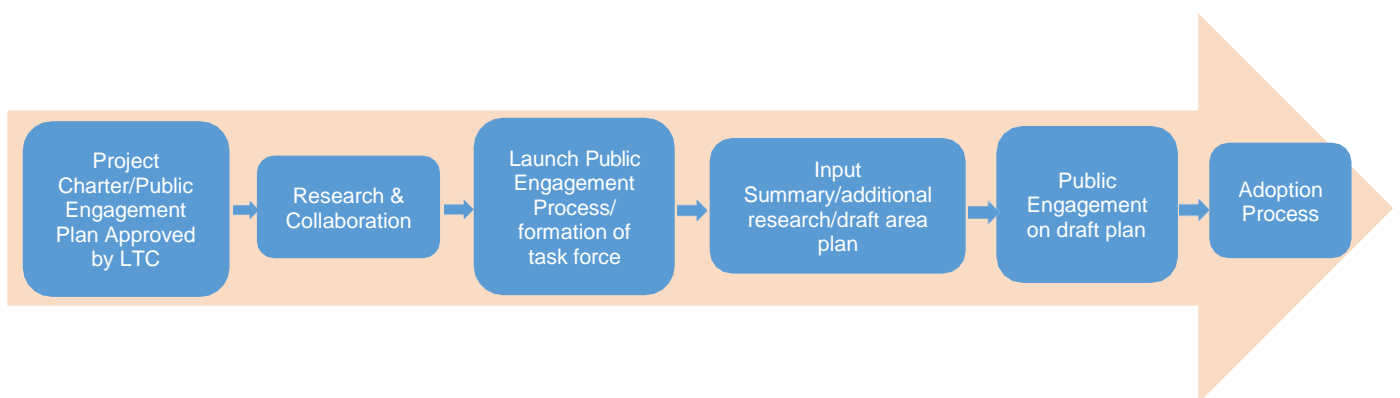
PROJECT DESCRIPTION

On June 8, 2020, the Salt Spring Island Local Trust Committee (LTC) prioritized Ganges Village Planning as a top priority project and subsequently passed the resolution requesting staff to develop a budget level project charter for the Trust Council budget process for 2021/22. In order to develop a budget, and to seek direction on the project scope, staff presented a draft Project Charter to LTC on October 6, 2020. To ensure a healthy, resilient and environmentally sustainable village and future generations, LTC directed staff to develop a separate area plan to be referenced in the Official Community Plan for Ganges Village.

GANGES VILLAGE AREA PLAN

The goal of the Ganges Village Area Plan is to provide a planning document that ensures the community within Ganges Village will grow and develop sustainably through objectives, policies and holistic measures. The parameters for this village planning initiative include the Islands Trust's commitment to preserve and protect the unique and fragile environment of the island; to address the [climate emergency](#) (passed March 2019); and to advance reconciliation efforts set forth in the [Reconciliation Declaration](#) (passed March 2019) and the [Reconciliation Action Plan 2019-2022](#) (passed June 2019). This project will build on work by community groups, government agencies and collaboration with First Nations and stakeholders.

GENERAL PLANNING PROCESS



KEY ACTIVITIES

The project will be implemented in three key phases over the next two years:

Phase 1

- Approval of Project Charter, project budget, public engagement plan, Terms of Reference for Ganges Village Planning Task Force
- Meeting between LTC and First Nations
- Early conversation with First Nations, the North Salt Spring Waterworks District, Capital Regional District (CRD), School District (SD64), Agricultural Land Commission (ALC), Salt Spring Fire Rescue (SSIFR), Salt Spring Island Arts Council, the Chamber of Commerce, the Ministry of Transportation and Infrastructure, harbour agencies, and health service agencies
- Launch public engagement program
- Develop vision and objectives for the Ganges Village Area Plan

Phase 2

- Research and analysis, meeting with stakeholders and agencies
- Draft Area Plan and its implementation measures
- Open houses on draft Ganges Village Area Plan
- Finalize draft Area Plan
- Public outreach and adoption of Area Plan

Phase 3

- Review of public engagement process
- Amendment to governing documents to reflect policies and implementation measures in the new area plan
- Public outreach and adoption of governing documents

GANGES VILLAGE PLANNING TASK FORCE

The Task Force is an appointed advisory working group to the Salt Spring Island Local Trust Committee (LTC), which consisting of 11 members. The Task Force will have a hands-on role in creating and implementing engagement activities in the community under the direction of the LTC and coordinated by Islands Trust staff. The Task Force will facilitate discussions and host community events, review summary documents from the engagement sessions prepared by Islands Trust staff, and provide the LTC with recommendations on plan concepts, policy options, and the draft Ganges Village Area Plan. All discussions and meetings to be held by the Task Force are open to the public, and the Task Force members will objectively apply judgement based on their expertise, experience and knowledge of the subject matter as related to development of the “Ganges Village Area Plan” process.

VALUES AND PRINCIPLES FOR ENGAGEMENT

Values and principles are fundamental norms or rules that guide the perspective of an organized group of people, as well as their actions. This Engagement Program is built upon the following Guiding Principles of the Islands Trust:

- The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection and stewardship of the amenities, environment and resources of the Trust Area.
- When making decisions and exercising judgment, Trust Council will place priority on preserving and protecting the integrity of the environment and amenities in the Trust Area.
- Trust Council will seek information from a broad range of sources in its decision-making process recognizing the importance of local and traditional knowledge in this regard.
- Trust Council believes that to achieve the Islands Trust objective, the rate and scale of growth and development in the Trust Area must be carefully managed and may require limitation.

- Trust Council believes that open, consultative public participation is vital to effective decision making for the Trust Area.

This Engagement Program is also built on the following values of the Islands Trust:

Inclusion

This Public Engagement Program seeks to ensure that every voice can be heard in an authentic way, and to create opportunities for people to contribute when, where and how they feel most heard. The priority interest of First Nations is a key element of the inclusion strategy, and the [First Nations Engagement Principles](#) of the Islands Trust will apply.

Respect

The Public Engagement Program seeks to ensure that every voice is treated equitably, and the feelings, rights and traditions of others are honoured through the engagement process. Input from the engagement will be wholly and broadly considered.

Community Voice

The Public Engagement Program will result in an engagement process that shares relevant and accurate information in order to increase the self-determination of the community so they can better express their diverse interests, needs, and perspectives in the planning process.

Transparent

The engagement process will be communicated clearly and openly, including the purpose, timing, roles and responsibilities, constraints and outcomes. Timely feedback will be provided for the participants including the range of views expressed and how public input will be considered by the decision makers.

Innovation

The options and mechanisms for engagement will provide a range of ways for citizens and stakeholders to effectively participate in this project. Likewise, the strategy encourages innovation from participants as it seeks input around the identified issues, and encourages new approaches in how the Area Plan may be developed for the Ganges Village community.

Wholly and Equitably Involved

The engagement process seeks to ensure that anyone and everyone has access to relevant information on the issues related to this project and around the engagement process itself. Importantly, the public engagement program will ensure relevant information is available in a variety of ways and through multiple sources.

On-going Evaluation

This engagement process will be evaluated on a regular basis to foster ongoing learning and improvement.

PRIORITY ENGAGEMENT THEMES

In order to build a sustainable community in Ganges Village, the development of an area plan for Ganges Village will provide objectives and policies that encompass a wide-range of issues; issues that are interconnected and all are within the context of the Trust Council's "preserve and protect" mandate. For this reason, the framework for the area plan will be outlined in the following Priority Engagement Themes:

Land Use Development

Land use designations and zoning districts are in place to ensure appropriate locations and site setting for different types of uses in order to protect the fragility natural environment and archeological significance of Salt Spring Island. Specific policies and guiding principles established for Ganges Village back in 2006 should be re-examined and strengthened to address current conditions within the Ganges Village community.

Transportation and Mobility

Trust Council is committed to promote local and inter-community transportation systems that reduce dependency on private automobile use, and to evaluate and modify road construction and road systems that encompass the environmental, economic and social values of the community.

Housing

The population on Salt Spring Island has increased over time, with more people living and working in the Ganges Village area, but housing options have not been able to meet current needs. Increasing the diversity of housing options, especially secure and affordable rental housing will be examined in the development of the Area Plan for Ganges Village.

Cultural and Archeological Protection

Ganges Village has a rich First Nations history; Trust Council, through the Reconciliation Declaration, is committed to incorporate Indigenous perspectives, knowledge, stewardship, and understanding in the land use planning and policies guides, and to preserve and protect the cultural sites and archeological significances.

Climate Resiliency and Adaptation

The Islands Trust Council has joined thousands of governments around the world declaring a climate emergency with a goal to “pursue an absolute reduction in greenhouse gas emissions in this very special area.” Accordingly, every Islands Trust project must be carried out with a view to minimizing the project’s impacts on the climate and possibly anticipating adaption to them.

Infrastructure Servicing

Efficient and cost-effective infrastructure servicing is vital to development growth in Ganges Village, but the provision of such services must not be at the expense of the environment, especially with the limited water, waste-water and storm-water systems on the island and within the Ganges Village core. Land-use planning, infrastructure design, and service delivery go hand-in-hand in creating and maintaining a healthy community.

Protection of Aquifers and Biodiversity

For all the islands in the Salish Sea, the impacts of a changing climate mean serious threats to our already limited aquifers. Furthermore, land conservation and more robust land use planning tools to minimize loss of species and their habitat are critical to allow for resilience of our ecosystems particularly as they relate to sustainable growth within the Ganges Village community.

PURPOSE OF ENGAGEMENT

The primary reason for public engagement is to **inform** the LTC’s decisions in the planning process. In order to make an informed decision, the LTC is committed to **consulting** with the community, to **building** relationships in the community, to **involving** the stakeholders, and to **collaborating** with First Nations.

EVALUATION OF THE ENGAGEMENT PROGRAM

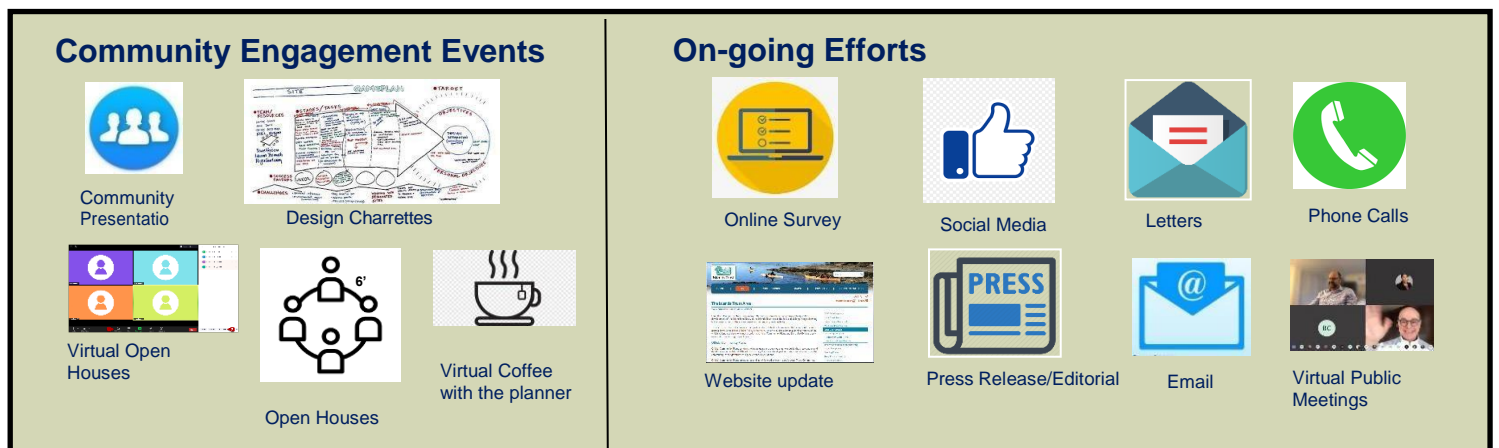
An on-going evaluation will be performed on the public engagement process, and the evaluation framework will include:

1. Evaluation sessions to examine, diagnose, discuss, and dialogue the cause-and-effect links and assumptions regarding the engagement process, outcomes, and intended and unintended consequences and impacts;
2. A plan to organize and allocate resources for total evidence-based evaluation of the engagement process (who was engaged, how many, number of responses, depth and quality of responses);
3. Incorporation of lessons learned to be included in future engagements;
4. Development of an ongoing engagement strategy to support current and future LTC processes and projects.

PUBLIC ENGAGEMENT TOOLS

- Virtual open houses, and/or in-person if proper physical distancing is achievable
- Virtual design charrettes, and/or in-person if proper physical distancing is achievable
- Virtual/telephonic conversation with the planner and/or in-person if proper physical distancing is achievable
- Online survey
- Subscribers option
- Email
- Direct mail
- New release
- Paid ad
- Letter to editor/editorial
- Webpage

SUMMARY OF PUBLIC ENGAGEMENT TOOLS





Islands Trust

Ganges Village Planning Task Force Terms of Reference

November 2020

1. Purpose

This Terms of Reference guides the Ganges Village Planning Task Force (Task Force hereinafter) to assist in the development of the “Ganges Village Area Plan,” and to advise the LTC on matters related to Ganges Village planning process. The Task Force is an appointed advisory working group to the Salt Spring Island Local Trust Committee (LTC) with final decisions in all matters brought before the Task Force rest with the LTC. In addition to this Terms of Reference, other roles, responsibilities and procedures of the Task Force are governed by [Bylaw No. 467](#) and should be referred to separately.

2. Roles and Responsibilities of Task Force Members

- a) Serve and attend Task Force meetings for the duration of the planning process;
- b) Participate in LTC sponsored community consultation events on emerging Ganges Village issues;
- c) Promote the project and public engagement opportunities within the community;
- d) Review summary of findings from community engagement sessions;
- e) Provide feedback to staff on plan concepts, policy options, and the draft plan;
- f) Hold discussions at a scheduled meeting which are open to the public;
- g) Objectively apply judgement based on members’ expertise, experience and knowledge of the subject matter as related to development of the “Ganges Village Area Plan” process;
- h) Be guided by the general policy intent as set out in the Salt Spring Island Official Community Plan and Land Use Bylaw;
- i) Respect multiple stakeholder perspectives, the broader policy context of the planning process, and its implications on local area land use issues;
- j) Ensure an environment where all members feel comfortable expressing their views; and,
- k) Request information from other agencies only through, or as directed by, Islands Trust Staff. The establishment of policy and liaison with other levels of government, non-government agencies and community interest groups is the responsibility of the Local Trust Committee.

3. Roles and Responsibilities of the Chair

- a) Leading and facilitating discussion at meetings;
- b) Ensuring that all points of view are heard;
- c) Ensuring that good order and civility are maintained at meetings;
- d) Ensuring that discussion is relevant and addresses the questions laid out in these terms of reference; and
- e) Ensuring that there are available resources to assist the Task Force at each meeting through advanced request and approval for such resources from the Salt Spring Island Local Trust Committee.

4. Work Plan Overview

- a) At the inaugural meeting of the Task Force, there will be member introductions and background presentation/orientation by Islands Trust staff. Establishment of a meeting schedule to achieve goals set forth in the work plan, and a nomination of the Chair and Vice-Chair of the Task Force.

5. Appointments

- a) The members of the Task Force shall be appointed by resolution of the Salt Spring Island Local Trust Committee;
- b) The total number of members shall not exceed 11;
- c) Five of the members should be appointed from the current Advisory Planning Commission, the rest of the membership shall represent a wide cross section and the varied interests, perspectives, opinions and values of the community;
- d) The Local Trust Committee may, by resolution, remove a member at any time;
- e) If a member resigns, or an appointment is otherwise terminated, the Local Trust Committee may, by resolution, appoint a member to serve for the remaining term of the project; and
- f) Other Islands Trust staff, experts, community stakeholders, and consultants may attend the Commission meetings at the request of staff.

6. Quorum and Attendance

In accordance with Bylaw No. 467 Conduct of Meeting, a majority of the appointed members shall constitute a quorum of the members and a quorum must be in attendance at a meeting for the Task force to proceed with its agenda.