

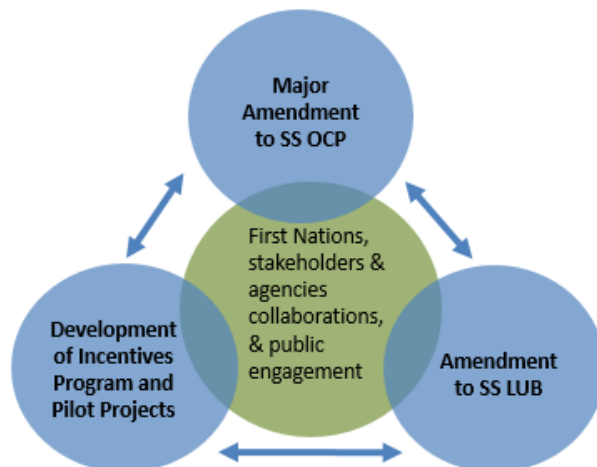
# Housing Action Program Public Engagement Plan

## 1. What is this Engagement Plan?

The Salt Spring Local Trust Committee, at their special meeting on January 22, 2021, approved the Project Charter for the Housing Action Program to address a number of issues relevant to the housing challenges in Salt Spring Island. Among them, the lack of affordable housing, low diversity in housing types, and low rental vacancy; the report pointed to the social, environmental, economic and cultural conditions that also impact the housing challenges on the island.

To ensure a holistic approach to be taken, the “Housing Action Program” will explore three main categories of actions:

- A major amendment to the Salt Spring Island Official Community Plan (SSI OCP) to provide policies and objectives that support housing development and to address issues impacting housing conditions on the island;
- Potential amendments to the Salt Spring Island Land Use Bylaw (SSI LUB) intend to offer immediate action to help alleviate the housing crisis, as well as long-term measures to promote sustainable development design;
- Potential incentive programs to promote sustainable development and innovative pilot projects.



To ensure success of the Program:

- Early and on-going consultation with First Nations
- On-going collaboration, partnership with agencies, stakeholders, community groups
- Meaningful on-going community outreach

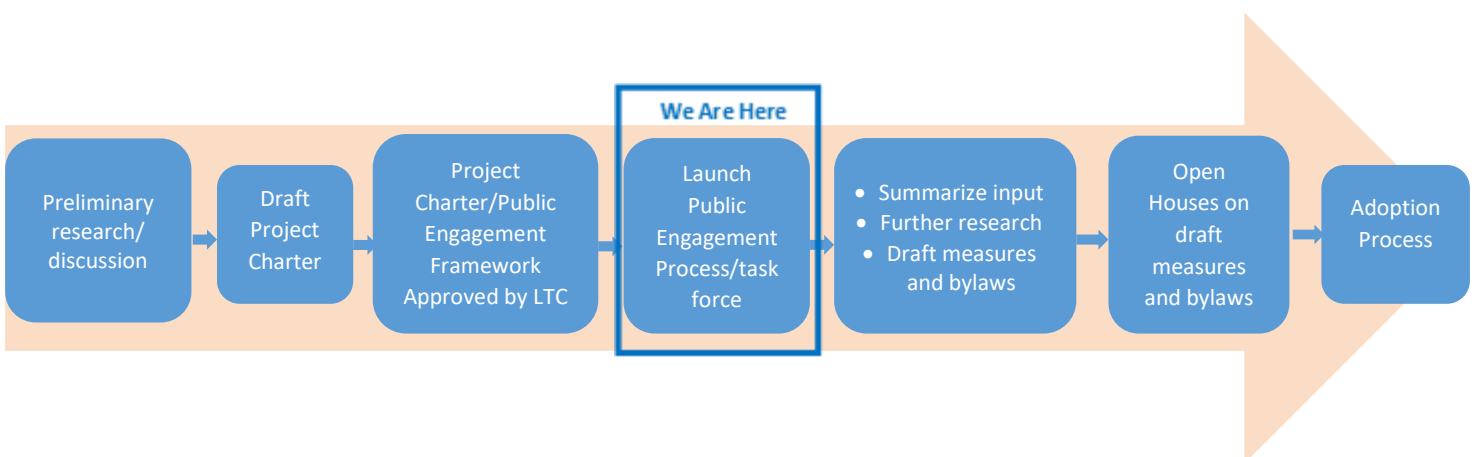
This Engagement Plan intends to implement the principles identified in the approved [Housing Action Program Public Engagement Framework](#) by providing a detailed plan of engagement activities with the stakeholders, agencies and the general public. To ensure a meaningful consultation with First Nations, the engagement processes will include on-going consultation with First Nations with treaty and territorial interests in the area of Salt Spring Island. The collaboration and consultation will be reflective of the Trust Council adopted policy on [First Nations Engagement Principles](#), and the foundation documents of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Truth and Reconciliation Commission Calls to Action, and Missing and Murdered 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, collaborative relationship building framework. Finally, this Engagement Plan intends to allow for flexibility to respond to any unforeseen circumstances and changes in the resource capacity, to adjust any gaps in the strategies, or to improve any deficiency in the process midstream. The Plan will also be revised should funding become available for a consulting service to take over the public engagement process.

## 2. Public Engagement Process Objectives

The intent of the engagement process is to provide a meaningful public engagement process and to achieve the following goals:

- a. To **promote** awareness amongst islanders and the general public
- b. To **inform** the community, agencies and stakeholders on relevant issues and critical information in the planning process
- c. To **collaborate** effectively with the community on brainstorming of issues and exploring solutions
- d. To **offer** opportunities for all to be heard and to voice their concerns
- e. To **commit** to a transparent process with ongoing updates and opportunities for feedback

## 3. General Planning Process



## 4. Key Activities in the Planning Process

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



### Phase 1:

- Information gathering
- Early conversation with First Nations
- Engagement with stakeholders and agencies
- Formation of Task Force and Technical Working Group
- Draft Public Engagement Plan
- Develop project webpage and surveys
- Begin community conversation

### Phase 2:

- Research and analysis
- On-going First Nations consultation and community engagement
- collaboration with agencies and stakeholders
- Coordination with CDF, Ganges Village Planning and water sustainability efforts
- Review OCP and LUB for gaps and changes
- Identify integrated options
- Community consultation on proposed measures
- Draft OCP policies and objectives, LUB amendments, potential incentive programs
- Community consultation on draft measures

### Phase 3:

- Provide further timeline on the adoption process
- Final report to Local Trust Committee (fall 2023)
- Public Hearing (fall 2023)

## 5. General Planning Process Timeline

|  | 2021 |     |     |     |     |     |     |     |     |     |     |     | 2022 |     |     |     |     |     |     |     |     |     |     |     | 2023 |     |     |     |     |     |     |     |     |     |     |     |  |
|--|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
|  | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |
| <b>Phase 1</b>   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Early stakeholders/agencies conversation                                       |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Form Task Force  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Formal project kick-off with Task Force  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| C2C forum  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Background research and analysis   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Issue RFP and select consultant if budget is approved                          |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Public open house/design charrette (COVID-proof)                               |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Develop communication, survey, and outreach info                               |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| LTC progress update  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| <b>Phase 2</b>   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Collaboration with agencies /partnership with universities or community groups |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Work-study with LTC  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Develop Area Plan/implementation measures                                      |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Public outreach on proposed measures/bylaws                                    |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Revise the Area Plan/proposed measures   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Receive Final Public Feedback  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Public Hearing and Adoption  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| <b>Phase 3</b>   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Public engagement process  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Draft amendment to OCP and relevant governing documents                        |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Open houses on draft amendments  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Revise draft amendments  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| LTC Public Hearing   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| Ministry Approval  |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |
| LTC adoption   |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |  |

## 6. Who are We Engaging?

| Approaches  | Timeline           | Activities   | Comments/status   |
|---|--------------------|--|---|
| Early engagement with First Nations (12 Nations with treaty and territorial interest) | 12/2020 – 02/ 2021 | <ul style="list-style-type: none"> <li>Email &amp; ground mail of Project Charter</li> <li>Zoom</li> </ul>                               | <ul style="list-style-type: none"> <li>Zoom meetings with Halalt, Malahat, W̱SÁNEĆ Leadership Council, and Cowichan Nation Alliance</li> <li>Process is on-going</li> </ul> |
| Early conversation with agencies/stakeholders   | 12/2020-02/2021    | <ul style="list-style-type: none"> <li>Email Project Charter</li> <li>Zoom</li> </ul>  | <ul style="list-style-type: none"> <li>Zoom/telephonic meetings with agencies responded</li> <li>Invite to Technical Working Group</li> </ul>                               |
| Early conversation with community groups  | 02/2021            | Phone/zoom/email   | In progress   |
| Develop outreach communication on project   | 12/2020            | <ul style="list-style-type: none"> <li>Public meeting on Project Charter</li> <li>Project webpage</li> <li>Subscribers notice</li> </ul> | Posted on project webpage   |
| Community-to-community forum between First Nations representatives and LTC            | 03/2021            | Preparation of forum in progress   | Zoom meeting to be held on March 15, 2021   |
| Formation of Task Force   | 03/2021            | Appointments of members from community at-large  | Application submission in progress  |
| Technical Working Group   | 04/2021            | Collaboration with Agencies  | In progress   |

## 7. List of Nations, Agencies, Stakeholders and Community Groups (*this list is not meant to be exhaustive*)

| First Nations with treaty and territorial interest   | Agencies   | Community groups   |
|--|--|--|
| <ul style="list-style-type: none"> <li>Ts'uubaa-asatx (Lake Cowichan) First Nation</li> <li>Lyackson First Nation</li> <li>MÁLEXEŁ (Malahat) Nation</li> <li>Penelakut Tribe</li> <li>Stz'uminus (Chemainus) First Nation</li> <li>W̱JOLEŁP (Tsartlip) First Nation</li> <li>S̱ÁUTW (Tsawout) First Nation</li> <li>W̱SIKEM (Tseycum) First Nation</li> <li>BOKÉĆEN (Pauquachin) First Nation</li> <li>W̱SÁNEĆ Leadership Council</li> <li>Halalt First Nation</li> <li>Cowichan Tribes</li> </ul> | <ul style="list-style-type: none"> <li>CRD</li> <li>NSSWD</li> <li>School District (SD64)</li> <li>Salt Spring Fire and Rescue (SSIFR)</li> <li>Agricultural Land Commission (ALC)</li> <li>Chamber of Commerce</li> <li>Ministry of Transportation and Infrastructure</li> <li>Salt Spring Island Harbour Authority</li> <li>Health Service Agencies VIHA (Salt Spring Island Health Unit)</li> <li>Community Services</li> <li>BC Housing</li> <li>Ministry of Municipal Affairs</li> <li>Islands Trust Conservancy</li> <li>FLRNORD - provincial authority of crown leases)</li> <li>Coast Guard (federal authority)</li> </ul> | <ul style="list-style-type: none"> <li>Wagon Wheels Society</li> <li>Salt Spring Conservancy</li> <li>Development community</li> <li>Salt Spring Island Arts Council</li> <li>Salt Spring Island Housing Council Society</li> <li>Salt Spring Island Watershed Protection Alliance (SSIWPA)</li> <li>Water Preservation Society</li> <li>Green Community Design</li> <li>others</li> </ul> |

## 8. Housing Action Program Task Force

Given the complex nature of the housing issues, with many contributing factors to the housing crisis and how they are all interrelated - be it social, environmental, economic and cultural, SSI LTC is forming a task force composed of a diverse group of people to help guiding the process.

| Task Force                                     | Timeline | Status                             |
|--|----------|------------------------------------|
| Formation of Housing Action Program Task Force | 04/2021  | Application submission in progress |

## 9. Tentative Timeline on Outreach Process

| Methods   | Date                                 | Locations          | Status   |
|---|--------------------------------------|--------------------|--|
| Virtual open houses, and/or in-person if proper physical distancing is achievable                             | Summer/fall 2021                     | TBA                | Have yet to develop RFP for consulting service |
| Virtual design charrettes, and/or in-person if proper physical distancing is achievable                       | Summer/fall 2021                     | TBA                | Have yet to develop RFP for consulting service |
| Virtual/telephonic conversation with the planner and/or in-person if proper physical distancing is achievable | Every Thursday<br>9:30 am – 11:30 am |                    | Website update in progress                     |
| Online survey   |                                      |                    | Upon appointment of Task Force                 |
| Subscribers option  | On-going                             |                    | Website update in progress                     |
| Direct mail (to properties affected by the planning process)  | Prior to public hearings             |                    |  |
| New release   |                                      |                    |  |
| Letter to editor/editorial  |                                      |                    |  |
| Webpage   |                                      |                    | Ongoing updates                                |
| Paid ad   |                                      |                    | Ongoing updates                                |
| Brochures   |                                      | Online/hard copies |  |

## 10. Public Engagement Tools

Various engagement tools will be utilized to ensure a meaningful outreach and engagement process. The tools utilized below are not exhausted, should additional resources become available to the project for additional public engagement activities, this Public Engagement Plan will likely expand and more tools could be incorporated.

### Project Webpage

A project webpage will be maintained for the duration of the planning process. The webpage will provide information about the project, including the Ganges Village Planning Project Charter, Ganges Village Planning Task Force Terms of Reference, Ganges Village Planning Public Engagement Framework, and a list of relevant documents. The webpage will also provide an online survey, as well as various public engagement updates to keep the community informed. Understanding some people

may not have access to the internet, the Project Webpage provides a cost-effective means to post notifications, project updates and various community outreach activities, and to reach a diverse population on the island and beyond.

#### Brochures/Paper Mails

An easy-to-understand and graphically-engaging document that highlights key elements of the project, updates and general information will be made available online, printed copies may also be available at various locations such as Salt Spring Island Local Planning Office, community centers, and various community-organizations. Paper mailings on legal notifications will be available to properties on public hearings and on properties that will be affected by any particularly proposed regulatory requirements.

#### Advertising

Paid advertising from local newspaper will be provided on any public meetings and may be utilized to promote upcoming project events.

#### Survey

Various surveys related to different phases of the project will be posted on the Project Webpage to seek input from the community. At different stages of the project, a set of questions will be posted online in an attempt to seek input from the respondents. Well-crafted questions can elicit a wealth of valuable insight with statistical validity. This technique is effective for understanding public opinion and preferences to help identify key issues.

#### Workshops

A variety of workshops such as community events, stakeholders' workshops, classroom workshops, and design charrettes will be held throughout the duration of the project. Café-style workshop is often a great way to bring a diverse group of people together to have simultaneous conversation, to share community's concerns and to explore alternative solutions. Each round of discussion per table or small group focuses on one key question, before each person moves to a new different group for the next round. This type of setting has been proven to be very successful in allowing diverse perspectives to be heard and collaborating on collective solutions. Design charrettes have been a popular part of a public engagement process as they bring together a diverse range of expertise (architects, landscape architects, engineers, planners, content specialists, educators, students, community representatives, and governmental staff) to collaborate on innovative design solutions that are based on mutual interests. Design charrette helps translating ideas into visual form which and is an effective form of engagement in generating creative solutions to difficult problems in the least amount of time. Classroom workshop is another option to partnering with local schools, which offer a fun and interactive means to engage with students, and a great way to stimulate ideas from the future generation while fostering youth in civic engagement.

#### Open House

Open house is an informal setting with the project team present to highlight specific topics. The public is free to peruse the various areas and interact with the project team. This is a good technique for seeking input on specific options or alternatives, but it is fairly resource-intensive and capturing all public comment in this format may be challenging.














### Virtual Coffee with Planner

In an attempt to provide additional opportunities for the public to discuss the project with the project planner, a web-based (Zoom) or telephonic ½ hour conversation will be available every Thursday morning from 9:30 a.m. to 11:30 a.m. A request to have the conversation can be email to the project planner via the Project webpage by noon of the Wednesday before. Due to the limited time available, conversation should germane to the project in question and not outside the scope of the project such as bylaw enforcement issues, development application or permit on a specific property.

### Public Hearing

Public hearings allow affected citizens to provide their views to their elected representatives on any proposed bylaw. It is a formal meeting with a presentation and dedicated time for public comment. At the public hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard. This involves an opportunity to make a speech or presentation to the elected officials or to present a written submission. In many cases, notices about the public hearing may also indicate a time and location to submit comments prior to the public hearing.

## 11. Summary of Public Engagement Tools *(the list of the tools is not meant to be exhaustive)*

| Community Engagement Events   |   |   | On-going Efforts  |   |   |   |
|---|---|---|---|---|---|---|
|  |  |   |  |  |  |  |
| Stakeholders Workshops  | Community Design Charrettes   |   | Online Survey   | Social Media  | Letters   | Phone Calls   |
|  |  |  |  |  |  |  |
| Virtual Open Houses   | Open Houses   | Virtual coffee with Planner   | Website update  | Press Release/Editorial   | Email   | Virtual/in-person Public Meetings   |