

12-12-6500-20-2007
Salt Spring Island Complete
Communities Project

DATE OF MEETING: March 20, 2025
TO: Salt Spring Island Local Trust Committee
FROM: Chris Buchan, A/Island Planner
Salt Spring Island Team
COPY: Chris Hutton, Regional Planning Manager
SUBJECT: Major Projects: Quarterly Update

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee receive the Staff report titled “MAJOR PROJECTS: QUARTERLY UPDATE” dated March 20, 2025 for information.

REPORT SUMMARY

This memo provides the Salt Spring Island Local Trust Committee (LTC) with a quarterly update on the status of major projects, including the OCP/LUB Update Project, the Request for Proposal (RFP) process, the Advisory Planning Committees (APC) recruitment, and the Complete Communities report update.

BACKGROUND

1. OCP and Land Use Bylaw (LUB) Update Project – RFP Process

The Request for Proposal (RFP) for the OCP/LUB Update Project was initially posted for a four-week period, closing on February 20, 2025. However, no submissions were received.

- In response, staff reposted the RFP for another fourweek period to encourage additional interest.
- Staff have been informed that multiple submissions have now been received ahead of the revised RFP closing date of March 17, 2025.
- Staff will evaluate the RFP submissions based on a weighted criteria to rank proponent submissions this month.
- Staff will work to finalize a contract with the highest ranked qualified submission, and Phase Two of the project timeline will commence, leading into a staff/consultant kick-off meeting. Contract finalization average completion time is three weeks. Staff anticipate that a contract will be announced in mid-to-late April.

2. Advisory Planning Committee (APC) Recruitment

The LTC has issued a call for expressions of interest for members to join the following Advisory Planning Committees:

- General Advisory Planning Commission (APC)
- Agricultural Advisory Planning Commission (AAPC)
- Project Advisory Planning Commission (PAPC) for the OCP/LUB Update Project

The call has been advertised via the Islands Trust website, Driftwood, Salt Spring Exchange, Islands Trust Social Media, and email subscriber notices. The application deadline for submissions is March 28, 2025, at 4:30 PM.

- Staff will sort all submissions following the deadline and all received applications will be provided to the LTC at a closed meeting on April 10th to LTC to strike members to each APC.
- Staff will not provide analysis or recommendation other than to provide a table indicating which applicants have applied for which board or commission, and the vacancies available on each.
- Staff will recommend that all applicants be notified of their status in writing following the April meeting.

3. Complete Communities Report Update

The consultant is currently working on finalizing revisions to the Complete Communities report based on LTC feedback received in the February LTC Regular Meeting.

- Once completed, the revised report will be submitted for information to the LTC.
- The final reporting process to UBCM will follow, wrapping up all grant activities associated with the Complete Communities project.

Next Steps Required

- Complete RFP evaluation and consultant selection for the OCP/LUB Update Project.
- Finalize APC member selection following the March 28 application deadline.
- Receive and review the revised Complete Communities report before submitting final reporting to UBCM.
- Commence Phase Two of the OCP/LUB Update Project, beginning with consultant onboarding and an initial kick-off meeting.

Submitted By:	Chris Buchan, A/Island Planner	March 11, 2025
Concurrence:	Chris Hutton, Regional Planning Manager	March 12, 2025