STAFF REPORT

File No.: 6500-20-2007
OCP-LUB Project

DATE OF MEETING:	July 9, 2026
TO:	Salt Spring Island Local Trust Committee
FROM:	Peter Thicke, Island Planner Salt Spring Island Team
COPY:	Mary Storzer, Regional Planning Team Lead
SUBJECT:	OCP-LUB Project Update

RECOMMENDATION

1. **That the Salt Spring Island Local Trust Committee endorse the updated SSI OCP-LUB (Phase 2) Project Charter dated June 30, 2026 and attached as Attachment 1 to the staff report titled "OCP-LUB Project Update" dated July 9, 2026.**

2. **That the Salt Spring Island Local Trust Committee receive the updated SSI OCP-LUB Workplan attached as Attachment 2 to the staff report titled "OCP-LUB Project Update" dated July 9, 2026.**

3. **That the Salt Spring Island Local Trust Committee request staff to bring forward a business case for the 2027/2028 Fiscal Year for the Salt Spring Island OCP-LUB Update Project.**

REPORT SUMMARY

This report presents an updated Project Charter and Workplan for the Salt Spring Island OCP-LUB Project, reflecting the current staffing, project status, and direction.

BACKGROUND

The SSI OCP-LUB project has been underway for several years. Following the primary consultant's decision not to renew their contract and subsequent changes to the project team and approach, the project has pivoted from its previously approved plan. As a result, the foundational project documents — including the Project Charter, Terms of Reference, Workplan, and Project Business Case — are outdated, misaligned, or both.

The updated Project Charter and Workplan are attached as Attachments 1 and 2 and will guide the project through its next phase and beyond, maintaining momentum and continuity into the next political term. Staff are proposing bringing an updated Project Business Case forward for LTC consideration at its August regular meeting.

ANALYSIS

Project Charter

A project charter is a short document that authorizes and describes a project, serving as a foundational roadmap for its purpose, scope, team, and process. The most recent SSI OCP-LUB Project Charter dates to 2023 and no longer reflects the project currently underway.

The updated Charter maintains the same overall purpose and focus while reflecting the project's current trajectory, updated Workplan, and revised Project Team. It builds on work already completed — including preliminary engagement, background research, and the draft Vision and Guiding Principles — and charts a course forward under the Regional Planning Team.

Several specific changes are listed below:

- The "Purpose" section has been rewritten to clarify that the project is a major amendment designed to provide a major review of the OCP (and subsequent updates to the LUB) including policies to address attainable housing, growth and infrastructure alignment, reconciliation and environmental stewardship (including climate change and natural systems). This is a clarification as the purpose[1] stated in the 2023 project charter, necessarily requires a look across the whole OCP and LUB. In addition, this clarification reflects the mandate of the regional planning team which is now assigned, i.e., to undertake major reviews of an official community plan and/or land use bylaws
- The "Background" section has been shortened to acknowledge the work completed to date while describing the work to come in the next phase.
- "Objectives" have been rewritten to describe and clarify the desired outcomes from the project process and characteristics of the final project deliverables.
- "In Scope" and "Out of Scope" sections have been revised to clarify specific outcomes appropriate to those two sections, instead of describing processes.
- "Workplan Overview", "Project Team", and "Budget" sections have been revised to reflect the current status of the project and align with the actual budget numbers.

While the updated Charter revises the process and further clarifies the scope from the initial version, it represents an extension of completed work, not a revision of what was previously considered. The current proposed Project Charter is included as Attachment 1, and, for reference, the previous version is included as Attachment 3.

Terms of Reference

A Terms of Reference (ToR) document was prepared in 2024 to provide a detailed outline of the project's goals, process, timeline, and related information. Upon review, the Regional Planning Team determined that the ToR is largely repetitive in its content when compared with the project charter and workplan documents and that by merging the elements of the ToR into the Project Charter, Workplan and Communications and Engagement Plan, it will create greater clarity and efficiency for guiding and decision-making in the project.

[1] "to conduct a major amendment to the SS OCP to policies as they relate to forest protection, affordable housing, climate change, and reconciliation, and the amendment to the SS LUB to implement the associated OCP policies"

To reduce the risk of conflicting or duplicated information across foundational documents, staff recommend removing the ToR from the project's foundational document set. The below table outlines the various sections of the ToR and where they have been included in other documents:

Table 1. Location of ToR content in other project documents

Terms of Reference Content	**Location in other documents**
Background/Context	Background section of the Project Charter
Purpose	Purpose section of the Project Charter
Project Goals	Objectives section of the Project Charter
Process Goals	Objectives section of the Project Charter
Project Scope	In/Out of Scope sections of the Project Charter
Planning Process and Timeline	Project Workplan and Workplan Overview section of the Project Charter
Project Communications	Communications and Engagement Plan
Community Engagement	Communications and Engagement Plan
Consultant Led Working Groups	No longer required – no lead consultant engaged on the project
Agency Working Group	Communications and coordination with other agencies to be handled via the “Agency Coordination” work stream in the Project Workplan with further details in the Communications and Engagement Plan
Key Community Interest Holders	Communications and Engagement Plan
Roles and Responsibilities	Project Team section of the Project Charter, individual phase workplans
Relationship to Other Initiatives	Communications and Engagement Plan
Budget	Budget section of the Project Charter, Business Case
Deliverables	Objectives section of the Project Charter, Project Workplan
Project Change Management	Workplan Overview section of the Project Charter

Workplan

An updated Workplan was presented for LTC approval in May. However, through the course of reviewing the Project Charter and Terms of Reference, it became clear that further amendments were needed to bring the Workplan into alignment with the other foundational documents.

The workplan is presented for LTC information. It outlines the workplan charting the full project to completion. The workplan follows the standard Islands Trust project workplan format organizes tasks into defined Work Streams, providing a practical guide to completing required work while maintaining transparency with the LTC and the wider community.

Rationale for Recommendation

This revised Project Charter represents updates that are largely administrative in nature by further clarifying the project team assigned[2] and the scope and timelines of the work. The proposed revisions do not alter the overall direction or rationale for the project. The workplan provides the next level of detail for implementing the project charter and is provided for information.

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. Staff advise that the implications of this alternative are additional time required to get the foundational documents correct that could impact the timing of the business case and subsequent project progress. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

   That the Salt Spring Island Local Trust Committee request that staff provide additional information related to [insert topic] regarding the SSI OCP-LUB Project Charter and Workplan.

2. **Request specific changes to the documents**

   The LTC may request staff make specific changes to either the Project Charter, Workplan, or both. Staff advise that the implications of this alternative are additional time to revise the documents that could impact next steps, including the business case. If this alternative is selected, the LTC should state the specific changes requested. Recommended wording for the resolution is as follows:

   That the Salt Spring Island Local Trust Committee request staff to amend the SSI OCP-LUB Project [Charter or Workplan] as follows: [insert specific required changes].

[2] The regional planning team has now been assigned. The work of the regional planning team is to undertake major reviews of an official community plan and/or land use bylaws.

3. **Keep current project foundational documents**

   The LTC may choose to maintain the existing foundational project documents. Staff advise that this may create further confusion and challenge in completing the project as these documents are misaligned and no longer reflect the current status of the project.

Submitted By:	Peter Thicke, Island Planner	June 29, 2026
Concurrence:	Mary Storzer, Regional Planning Manager and Regional Planning Team Lead	July 2, 2026

ATTACHMENTS

1. Updated Project Charter Phase 2 Version 1 – dated June 30, 2026
2. Updated Overview Project Workplan Version 1 – dated June 30,2026
3. Previous Project Charter – dated 2023
4. Previous Project Workplan – dated May 5, 2026

Attachment 1

***SSI Official Community Plan (OCP) and Land Use Bylaw (LUB) Review (Phase 2)* - Project Charter**

Salt Spring Island Local Trust Committee (LTC) Date: June 30, 2026

Purpose: This project will update Salt Spring Island's Official Community Plan (OCP) and Land Use Bylaw (LUB) to reflect current community priorities and provide a clear framework for land use and growth. The update will improve document readability and usability, and refresh the vision, goals, and policies including to address:

- Attainable housing — expanding access to housing that meets community needs
- Growth and infrastructure alignment — ensuring development is matched by supporting infrastructure
- Reconciliation — incorporating policies that reflect First Nations interests and rights
- Environmental stewardship — responding to climate change and protecting natural systems

The update will be informed by targeted engagement with the community, First Nations, and key partners to ensure the OCP and LUB serve both present and future needs over the next decade and beyond.

Background: Salt Spring Island's OCP was adopted in 2008, the LUB in 1999, and neither have been meaningfully updated since. In 2023, staff were directed to begin this update to reflect evolving community priorities, address housing and infrastructure needs, and align with current provincial legislative requirements.

Work completed to date includes project initiation, consultant procurement, background research, preliminary community consultation, and the development of a draft Vision and Guiding Principles document — the key deliverable from the first phase of work completed in 2025/2026.

This next phase builds on that foundation and will focus on policy and regulatory development through targeted engagement, identification and implementation of First Nations interests, and the preparation of an updated OCP document along with the LUB amendments needed to implement it.

Objectives

1. Engage meaningfully with the community, First Nations, and key partners agencies, building trust in the process and support for the OCP and strengthening relations.

- Involve the community in a substantive and ongoing way throughout the process.
- Strengthen relationships with area First Nations through early and continuous engagement that identifies and integrates their interests.
- Collaborate with partner agencies and organizations.

2. Produce an updated OCP and LUB that:

- Reflects current community interests, including housing, growth and infrastructure alignment, climate resilience, and ecosystem integrity and connectivity.
- Incorporates First Nations interests
- Meets current legislative requirements
- Considers best practices in planning
- Is clear, user-friendly, and easy to navigate.

In Scope

- Identify First Nations interests and identify recommended policy and regulatory changes for consideration of implementation in updated OCP policies and LUB regulations.
- Update the OCP — including existing Development Permit Areas (DPAs) — to improve readability and usability, and refresh the vision, goals, and policies to meet current legislative requirements and best practices, including targeted community engagement to support the work.
- Introduce new DPAs and associated guidelines where appropriate.
- Amend the LUB to implement the goals and policies established in the updated OCP.
- Develop a monitoring plan to evaluate whether the OCP is functioning as intended.

Out of Scope

- Substantial new Development Permit Area (DPA) mapping and guidelines
- Substantial LUB amendments beyond what is required to achieve consistency with the updated OCP
- Additional studies or plans that would require significant time and budget and are not necessary to achieve the objectives of this project

Workplan Overview	
Deliverable/Milestone	**Date**
Updates[1] to Project Charter, Project Workplan, and Project Business Case.	Summer 2026
Development of First Nations Interest Framework, determination of First Nations interests, and ties to policy tools.	Ongoing
Development of Communications and Engagement Plan (based in principles *Beyond Inclusion – Equity in Public Engagement*) and associated materials.	Summer/Fall 2026
Milestone: PAPC[2] and LTC Review of Communications and Engagement Plan	**Summer/Fall 2026**
Development of OCP Policy Framework and refinement of Vision and Guiding Principles	Summer/Fall 2026
Milestone: LTC and PAPC review and endorsement of draft OCP Policy Framework and Vision and Guiding Principles	**Fall 2026**
Targeted Public Engagement Activities	Winter 2026–27
Further draft Policy Development based on public engagement, First Nations interests, best practices, and legal requirements.	Winter/Spring 2027
Milestone: PAPC and LTC Review of Draft OCP Policy language	**Summer 2027**
LUB updates, including content framework and updated regulations	Summer 2027
Public meetings and engagement related to Draft Policy language	Summer/Fall 2027
Further updates to draft Policies and LUB regulations based on LTC, PAPC, and engagement responses	Fall/Winter 2027
Public Review of draft bylaws/referrals	Winter 2027-28
Milestones: First and Second Readings of Draft Bylaws	**Winter 2027-28**
Milestones: Public Hearing and Third Readings of Draft Bylaws	**Winter/Spring 2028**
Milestone: Adoption and implementation	**Summer 2028 - ongoing**

Project Team	
Project Manager	Mary Storzer
Project Lead	Peter Thicke
Planning Support	Regional Planning Team members
Technical Support	William Shulba, Senior Freshwater Specialist
Communications Support	Morgana van Niekerk, Communications Specialist
Indigenous Advisor Support	Joe Elliott, Senior Indigenous Relations Advisor
Administrative Support	Kalyaan Selvakumar
GIS Support	Aislyn King, Kendra Hopper
IT Support	Daphne Shaed

Budget		
Budget Sources:		
26/27	Communications and Engagement	$35,000
	First Nation Capacity Funding	$55,000
	Legal + contingency	$5,000
	Freshwater Footprint Study	$52,000
TOTAL		$147,000

[1] Substantial proposed changes that affect budget or timeline will be brought forward with analysis of impacts for consideration by the LTC as part of ongoing project updates to the LTC that are planned throughout the duration of the project

[2] This PAPC is a special advisory planning commission established to provide advice to the SS LTC through a standing directive to provide advice to SS LTC on draft project materials, and to review any additional project products referred to it by the SS LTC.

Attachment 2

SSI OCP-LUB Update Overview Project Work Plan

Work Stream[1]	Milestone	Target Dates
Phase 1: Work to Date (2023-26)		**Completed**
PM	Adjustments to Regional Planning Team organization to better support the project	Completed
FNE	Initial outreach and relationship building with First Nations	Completed
PD	Background research, Gap analysis document, Draft Vision and Guiding Principles	Completed
CE	Engagement activities during fall 2025, culminating in the "What We Heard so Far" report	Completed
AC	Initial outreach and discussions with NSSWD, CRD, and others	Completed
Phase 2: Draft OCP framework with vision, guiding principles with targeted engagement		**Summer/Fall 2026**
PM	**To LTC** - Updated Project Charter, Updated Work Plan for information and endorsement	Summer
	To LTC – Business Case for endorsement	Summer/Fall
FNE	Develop Interest Framework approach and associated materials; continue meetings and discussions with affected Nations	Summer/Fall
PD	Research and analysis to develop the proposed OCP policy framework (content structure) including any updates to draft Vision and Guiding Principles	Summer/Fall
	To LTC[2] - OCP Policy Framework, draft Vision and Guiding Principles for endorsement	Fall
CE	Develop draft Communications and Engagement Plan including specific areas for engagement, based on policy work needs	Summer
	To LTC – Communications and Engagement plan for endorsement	Summer
AC	Continue specific issues and policy area discussions with agency partners.	Summer/Fall
Phase 3: Drafting of OCP policies, and LUB review with targeted engagement		**Fall/Winter 2026-27**
PM	Ongoing project management activities	Ongoing
	To LTC – Updates on project including on policy work	Ongoing
FNE	Initiate Interest framework work with affected Nations	Fall/Winter
PD	Drafting of OCP policies based on review and categorization of existing policies within the OCP, insertion into the new framework where appropriate. This work includes consideration of work to date, input received (including any additional targeted engagement), and technical review (for legislative requirements, best practices)	Fall
CE	Implementation of the Communication and Engagement Plan – targeted engagement activities (and materials) to support policy drafting as needed	Fall/Winter
AC	Refer OCP framework and relevant policies to affected agencies as needed, continue open communications and meetings where appropriate. Specific areas of coordination to include (but not limited to) roads, active transport, community water and sewer, solid waste disposal, indigenous cultural heritage, and wildfire considerations.	Winter
Phase 4: Draft OCP and LUB, Engagement, and Review		**Spring/Summer 2027**
PM	Ongoing project management activities	Ongoing

[1] Project Management (PM); First Nations Engagement (FNE); Policy Development (PD); Communications and Engagement (CE); Agency Coordination (AC)

[2] Staff will work with PAPC following any review of materials by the LTC as appropriate.

SSI OCP-LUB Update Overview Project Work Plan

Work Stream[1]	Milestone	Target Dates
	Legal review of drafts as needed	Summer
FNE	Ongoing interest framework work including recommended policy and regulatory changes for consideration of implementation in OCP and LUB	Summer
PD	Continued policy drafting based on work to date, engagement results, First Nations interests, legislative requirements and best practices to produce first draft of the new OCP	Spring/Summer
	To LTC – first draft of the revised OCP; and subsequent drafts as needed	Summer
	Policy work to review LUB, propose LUB framework and regulatory wording (based on draft OCP policies and engagement)	Spring/Summer
	To LTC – proposed LUB framework and regulatory wording	Summer
CE	Draft OCP and LUB released for initial public feedback	Summer
AC	Refer draft OCP to affected agencies	Summer
Phase 5: Legislative Process		**Fall/Winter 2027-28**
PM	LTC and PAPC review of revised draft bylaws	Fall/Winter
	Legal review of drafts as needed	Fall/Winter
	Introduction and 1st/2nd readings of bylaws	Winter
	3rd reading and referral to Executive Committee and Minister	Winter/Spring
FNE	Referral package sent and work indicating how interests were incorporated into the draft bylaws	Winter
PD	Final policy drafting changes to both OCP and LUB bylaws based on LTC and PAPC review and public engagement	Fall
CE	Community Information Meeting; Public Hearing	Winter
AC	Referral of proposed bylaws and related communications	Fall/Winter
Phase 6: Implementation		**Spring-Fall 2028**
PM	Final Adoption	Summer/Fall
FNE	Final reporting regarding implementation of interests	Summer/Fall
PD	Procedural bylaw updates	Fall
CE	Public communications regarding adoption and implementation	Summer
AC	Communications and implementation coordination	Summer/Fall

Attachment 3

Amendment to SS OCP-LUB Project Charter

Salt Spring Island Local Trust Committee | Approval Date: XXX XX, 2023

Purpose:

To conduct a major amendment to the Salt Spring Island Official Community Plan (SS OCP) to policies as they relate to forest protection, affordable housing, climate change, First Nations reconciliation, infrastructure servicing, and the amendment to Salt Spring Island Land Use Bylaw (SS LUB) to implement the associated OCP policies.

Background:

An Official Community Plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government. There has been no comprehensive review of the SS OCP since its adoption in 2008; the current document no longer reflects current policy issues, particularly:

- Adapting to the impacts of climate change
- Reconciling and building inter-governmental relationships with First Nations
- Aligning Growth with infrastructure servicing
- Allowing for affordable and available housing to meet workforce needs and support vulnerable populations.

This project is proposed to bring the governing document up-to-date, and complete the final stage of the two local projects (the Protection of Coastal Douglas-fir Zones and Associated Ecosystems and the Housing Action Program), and to bring the Ganges Village Planning together that require an OCP amendment. Issues to be addressed include:

- Housing
- Potable water availability
- Storm-water and sewer servicing
- Active transportation infrastructure
- Innovative site and building design
- Archaeological significance

The project will include a robust engagement planning and execution process, based on IAP2 planning principles, with early and ongoing engagement with:

- Salt Spring Island residents, including Frist Nations members living off-reserve, local businesses, community groups, and local organizations
- adjacent and overlapping governments, including the 13 First Nations governments whose traditional and treaty territory and title intersects with the OCP, applicable ministries of the Province of British Columbia, regional districts, the Islands Trust Conservancy, and local trust areas.

Objectives

- Develop or amend policies as they relate to housing to promote and support housing options, including accessory dwelling units, housing for the local workforce and various income and social levels.
- Review relevant policies that will be impacted by the housing policies, including policies on climate change, First Nations Reconciliation,

In Scope

Phase I

- Early conversation and on-going collaboration with First Nations to implement Islands Trust First Nations Engagement Principles.
- Preliminary consultation and on-going engagement with the Capital Regional District, the Agricultural Land Commission and School District #64, Salt Spring Island Fire Protection District, Salt Spring Island Arts Council, Salt Spring Community Services, BC Housing, CRD Housing, the Chamber of Commerce and the Ministry of Transportation and Infrastructure, and various community groups

Out of Scope

- Specific regulatory tools on combating climate change
- Specific transportation studies and measures
- Specific economic development studies or strategies
- Specific ecosystem analysis as it relates to environmental regulations

protection of First Nations archaeological heritage, forest protection, and infrastructure servicing. • Develop policies based on works completed on the CDF project • Update Ganges Village policies based on the Ganges Village area plan project • Update the LUB to reflect changes in the OCP	• Develop and execute a public engagement plan consistent with the IPA2 Core Values and Code of Ethics. • Launch public engagement activities upon LTC's approval of public engagement plan • Gather background resources and obtain available baseline data to inform policy development • Review OCP and LUB for gaps and changes • Update and develop relevant policies on climate change, First Nations Reconciliation, protection of First Nations heritage, forest protection, infrastructure servicing as they relate to housing options • Identify possible immediate LUB amendments **Phase II** • Draft OCP policies and objectives • Draft associated LUB regulations • Community Information meetings/open houses • Formal referrals to agencies and First Nations • Refine draft OCP and LUB amendments based on community and referral input • Prepare for the Public Hearing processes	

Work Plan Overview

Phase I (note that the several steps will likely be processed concurrently)	**Date**
Approval of draft Project Charter	Summer 2023
Research and analysis	Spring/Summer 2023
Draft engagement plan	Summer 2023
Draft RFP	Summer 2023
Procurement process	Late Summer 2023
Selection of consulting team	Late Summer 2023
Consultant finalize engagement plan	Late Summer 2023
Implementation of the Public Engagement Plan (interviews, meetings, survey, website/social media, potentially forming working group)	Late Summer 2023
On-going coordination with agencies/community groups	Summer/Fall 2023
Phase II Draft Amendments	**Date**
Draft OCP policies and potential associated amendments to LUB (under a separate process)	Winter 2023
First Reading of OCP, referrals of draft OCP	Spring 2024
Outreach/Community Information Meeting on revised draft amendment	Summer 2024
LTC meetings/public hearing	Fall 2024
Report to LTC – request for 3rd reading/forward to Executive Committee/forward to Ministry of draft OCP	Winter 2024
Request for 4th reading/adoption of final draft OCP	Winter 2024

FOR DISCUSSION

Draft amendment relevant sections in SS LUB	Spring 2024

Project Team	
Louisa Garbo, Island Planner	Project Manager
Salt Spring Island Office Staff	Local technical and administrative support
IT	Mapping/technical Support
Senior Intergovernmental Policy Advisor	First Nations Engagement Support
Office Administrative Assistant	Administrative Support
RPM Approval: **Date:**	**LTC Endorsement:** Resolution #: **Date:**

Budget		
Budget Sources (Phase I - 2023/2024)		
Early and ongoing consultation with 13 First Nations with territorial interests on SSI	Approximately 8 months	$26,000 (from Ganges planning budget)
Technical analysis with university and agencies	Approximately 6 months	$100,000 (grants)
Consulting contract for public engagement	Spring 2023 for six months	$90,000 – consulting contract
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental, technology support, facility rental, and open houses material	Over the course of 2023	$6,000
	Total	**$222,000**
Budget Sources (Phase II – 2024-2025)		
Consultation with 13 First Nations on draft OCP		$26,000
Consulting contract for public engagement on draft OCP	Summer 2024 for six months	$50,000 –
Development of communication and educational info, printouts, mail-outs, brochures, posting of meetings and legal notifications, facilities rental, technology support, facility rental, and open houses material	Over the course of 2024	$6,000
	Total	**$82,000**

FOR DISCUSS

Attachment 4

Salt Spring Island

OCP–LUB Update Project

Workplan 2026

Islands Trust — Salt Spring Island Local Trust Committee

Contents

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3.b Phase 1 – Detailed Community Engagement
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1 Introduction to the Workplan

1.a Workplan Overview

This workplan provides a roadmap to completing the Salt Spring Island Official Community Plan and Land Use Bylaw (OCP-LUB) Update Project. Building on work completed to date, it outlines key progress stages, deliverables, and timelines required to bring the project to completion.

Guiding priorities include:

- Meaningful public engagement
- Consistent engagement with affected First Nation Governments
- Development of clear goals, policies, and regulations that reflect the breadth of community interests on Salt Spring Island

1.b Timeline Philosophy

Advancing this project requires balancing firm deadlines with flexibility to accommodate:

- Community engagement needs and concerns
- First Nation consultation processes that respect Indigenous protocols and allow for meaningful dialogue
- Complexity in policy development
- Provincial Government involvement in regulatory and approvals processes
- Seasonal considerations for community engagement and Local Government Election processes
- Emerging issues or opportunities identified during project development

> **Regular check-ins** with the PAPC, LTC, and other partners will maintain momentum and drive the project toward completion.

1.c Islands Trust Policy Statement

Islands Trust is currently updating its Policy Statement — the overarching document that directs local planning decisions across the Trust area. Close coordination between the OCP-LUB project and this process is essential to ensure alignment.

Project staff will maintain ongoing communication with Islands Trust staff working on the Policy Statement update, monitor relevant background and draft documents, and coordinate as needed to ensure consistency

between the two documents. Alignment from the outset will reduce the risk of conflicts that could complicate adoption and implementation.

1.d First Nation Government Engagement

Islands Trust is committed to engaging with First Nation Governments in a collaborative and meaningful way that reflects their long history and continued connection to the plan area. Engagement will be ongoing and consistent, informed by relevant policy and legislation, and grounded in a genuine commitment to advancing reconciliation through this project.

Where possible, staff will pursue informal collaboration with First Nation Government staff in advance of formal referrals, and will structure engagement practices and response timelines to respect relevant protocols and support meaningful dialogue.

2 Building on Initial Success

2.a Work Completed to Date

Prior to this updated workplan, the consultant delivered all required final deliverables under their contract:

- ✓ Technical Background Review Summary Report
- ✓ OCP Gap Analysis Report
- ✓ What We Heard Report (summarizing initial engagement findings)
- ✓ Draft Vision and Guiding Principles
- ✓ Land Use Bylaw Review Memo

These documents provide a strong foundation and position staff to move efficiently into targeted engagement activities and policy development. The Draft Vision and Guiding Principles, in particular, is anticipated to serve as the first formal referral to First Nation Governments, following LTC review and any necessary refinement.

2.b Outstanding Items

Several items must be addressed to advance the project over the coming months:

- Strengthening communications and engagement with affected First Nation Governments
- Conducting additional consultation on specific policy areas
- Refining the Vision, Guiding Principles, and overarching policy framework in preparation for detailed policy drafting

3 Workplan

3.a Ongoing First Nation Government Engagement

First Nation Government engagement will continue throughout all phases of the project rather than being confined to a single stage. Staff will maintain regular informal communication with First Nation Government staff, share draft materials in advance of formal referrals where appropriate, and adjust timelines to accommodate response and review processes.

Formal referrals will be issued at key project milestones, beginning with the Draft Vision and Guiding Principles. Subsequent referrals will accompany draft OCP policies, the draft updated OCP and LUB amendments, and the formal bylaws prior to adoption. Staff will document engagement throughout the project to support transparency and ministerial approval processes.

3.b

Phase 1 — Detailed Community Engagement

Duration: Approximately 2 months | **Start:** November 2026

- → Confirming priority topic areas for detailed engagement in coordination with the LTC and PAPC
- → Designing and delivering topic-specific engagement opportunities (workshops, open houses, online tools, and other meetings)
- → Continuing engagement with affected First Nation Governments on policy areas of mutual interest
- → Synthesizing input into a follow-up engagement summary to inform Phase 2 drafting

Phase 1 will build on the initial engagement summarized in the What We Heard Report by undertaking focused consultation on specific policy areas identified through the OCP Gap Analysis and earlier engagement. Timing this phase to follow the October 2026 local government elections allows new LTC members to be briefed and confirm direction before significant public engagement resumes.

3.c

Phase 2 — Drafting Core OCP Elements

Duration: Approximately 2–3 months | **Start:** Alongside latter portion of Phase 1

- → Drafting the framework, policies, and supporting maps, organized around the structure confirmed through background studies and engagement
- → Ensuring alignment with the updated Islands Trust Policy Statement

→ Reviewing draft sections with the LTC and PAPC at regular check-ins to confirm direction before further drafting

→ Issuing a formal referral of the draft OCP to affected First Nation Governments, with sufficient time for review and response

→ Preparing a consolidated draft OCP for presentation in Phase 3

Where Land Use Bylaw amendments are clearly required to implement emerging policy directions, preliminary drafting of those amendments may begin in this phase to support an efficient transition into Phase 3.

3.d

Phase 3 — Formal OCP Introduction and Land Use Bylaw Amendments

Duration: Approximately 3 months | **Start:** February 2027

→ Presenting the consolidated draft OCP and LUB amendments to the LTC for review and first reading

→ Confirming that all required referrals — including to First Nation Governments, the Province, neighbouring local governments, and other affected agencies — are issued and tracked

→ Coordinating with Islands Trust staff to confirm consistency with the Policy Statement and to prepare for Provincial review

→ Compiling responses from referrals and incorporating revisions as appropriate

→ Preparing materials for the public hearing required under the Local Government Act

This phase concludes with the bylaws positioned for second reading and public hearing.

3.e

Phase 4 — OCP and Land Use Bylaw Adoption Process

Duration: Approximately 3–4 months | **Start:** May 2027

→ Holding the public hearing on the OCP and LUB amendments, with appropriate public notice

→ Receiving, summarizing, and responding to public hearing input through a report to the LTC

→ Proceeding to further reading of the bylaws, with any revisions reported and considered in accordance with applicable requirements

→ Submitting the OCP bylaw for Ministerial approval, and addressing any feedback or required changes

→ Bringing the bylaws forward for adoption following all required approvals

→ Communicating the adopted OCP and LUB to the community, First Nation Governments, and project partners, and transitioning into implementation

Phase 4 concludes the project with the adopted planning documents providing a clear regulatory framework for Salt Spring Island land use planning going forward.

4 Conclusion

This workplan sets out a pathway to completion for the Salt Spring Island OCP-LUB Update Project. Building on the foundation of work already completed, the project will move through focused community engagement beginning in winter 2026, drafting of the updated OCP and corresponding LUB amendments, formal introduction and referral, and a statutory adoption process culminating in Ministerial approval.

Prior to the detailed engagement anticipated following the Local Government elections in the fall of 2026, Islands Trust staff will focus on engagement with affected First Nation Governments, developing a Communications and Engagement plan for detailed engagement activities with support from the PAPC and LTC, and relationship building with various community partners.

> **Two principles will guide the project through to completion:**
>
> 1. Meaningful and consistent engagement with affected First Nation Governments will remain central at every phase.
> 2. The schedule will retain enough flexibility to respond to First Nation consultation timelines, policy complexity, Provincial approval processes, seasonal engagement windows, and emerging issues — without losing the momentum needed to bring the project to a successful conclusion.

Regular check-ins with the LTC, PAPC, and project partners will keep the project on track and ensure that the final OCP and LUB reflect a clear, well-considered vision for Salt Spring Island.