

AGENDA

Date: Thursday, September 18, 2025
Time: 1:00 PM
Location: Salt Spring Island United Church - Upper Hall, 111 Hereford Ave

1. **AGENDA** 5 minutes
 - 1.1 Approval of Agenda
2. **MINUTES OF PREVIOUS MEETINGS** 5 minutes

Please propose amendments to the draft minutes as worded resolutions in writing to be presented at the meeting

 - 2.1 Draft Minutes of the August 07, 2025 Meeting – *For Adoption* Page 2
3. **BUSINESS ITEMS** 30 minutes
 - 3.1 Housekeeping: 15 minutes
 - [Terms of Reference](#) Review and Engagement
Verbal Update, Chris Hutton
 - 3.2 Update from [Sept. 11 LTC meeting](#): 15 minutes
 - Items Presented
 - Budget
Verbal Update, Chris Hutton
 - 3.3 Phase 2 Initiation - Community Visioning 45 minutes
 - Input on Next Phase Values
Workshop, McElhanney
4. **OTHER BUSINESS**
5. **ADJOURNMENT**



Salt Spring Island Project Advisory Planning Commission Minutes of a Regular Meeting

Date of Meeting: Thursday, August 7, 2025

Location: United Church, Upper Hall Meeting Room
111 Hereford Avenue, Salt Spring Island

Members Present: Eric March, Chair
Tim Hiltz, Commissioner
Anne Gunn, Commissioner
Robert Steinback, Commissioner
Riley Donovan, Commissioner
Maxine Leichter, Commissioner
John Cade, Commissioner

Regrets: None

Staff Present: Chris Hutton, Regional Planning Manager
Chris Buchan, Acting Island Planner
Rob Pingle, Planning Technician (Recorder)
Kalyaan Selvakumar, Planning Team Assistant (electronic)
Bhumika Joshi, Office Administrative Assistant (electronic)

Others Present: Tyler Brown, McElhanney Consultant Project Manager (electronic)
Sandra Borton, McElhanney Consultant Engagement Lead (electronic)
Laura Patrick, Local Trustee

These minutes follow the order of the agenda although the sequence may have varied.

Chair March called the meeting to order at 1:06 p.m.

1. AGENDA

1.1 Approval of Agenda

There was a request to add introductions to the agenda.

By general consent the agenda was adopted as amended.

2. INTRODUCTIONS

All members of the committee introduced themselves as well as the staff and consultants.

3. BUSINESS ITEMS

3.1 Staff report for the OCP-LUB project

Planner Buchan introduced the report and passed a review of the supporting documents to the consultants.

3.1.1. Discussion regarding consultant's work plan

There was discussion by commissioners related to the following items:

- identity of the consultants on the document
- including the terms of reference for the contract
- a list of key documents and reports related to this work
- the requirement to hold a public hearing for the OCP and LUB bylaws
- the type of housing targeted in the review
- how the committee will be involved in the work
- is the point of amending the OCP to address housing only or is it expanded to include the environment, climate change and First Nations.

A member of staff noted that the issues need to be addressed together as it is part of the mandate of the Islands Trust but the goal is to address housing affordability.

Discussion by commissioners continued related to the following items:

- will the economic climate be included to address the housing issues
- that past documents have identified a housing need on the island and the focus needs to be how to create that housing while meeting the mandate of the Islands Trust
- that addressing the technical issues of the current OCP is not identified in the plan presented
- constraints on the consultation process.

A member of staff noted that the initial process is to identify gaps in the focus areas established that will further focus the work moving forward.

Discussion by commissioners continued related to the following items:

- there are technical terms that make it difficult for the committee members to understand and that may be a challenge for the average person.

3.1.2. Discussion regarding consultant's communication/engagement strategy

There was discussion by commissioners related to the following items:

- that the survey questions should be reviewed by the committee before circulation with the public
- that a third of the population is seniors and targeted engagement needs to be considered for that group

- that the working aged person will find it hard to find time to access the presented engagements.

A member of staff noted that the online survey is viewed as a key way to engage busy people and that the demographics will be monitored to see if anyone is missing, from there a targeted engagement is possible to reach out to a missing group.

A member of staff noted that kitchen table workbooks have been successful in the past as they leverage the connection that already exists in the community.

Discussion by commissioners continued related to the following items:

- that a number of surveys have already been done in the community and they should be reviewed to identify which questions still remain
- if the committee will be involved in the First Nation engagement process.

A member of staff noted that staff have begun the process to engage the First Nations and see how they would like to be engaged to make their voices heard.

Discussion by commissioners continued related to the following items:

- that the outreach includes the pros and cons to any of the proposed solutions
- that a town hall meeting be held to share this information transparently.

A member of staff noted that town halls are difficult to collect data that can be reliably used in the process and can also cause challenges to participants with differing views.

Discussion by commissioners continued related to the following items:

- that the constraints presented by the other local government partners is not clear in the documents.

A member of staff noted that the engagement plan includes marketing and awareness where that messaging can be included.

A member of staff noted that project risk is not often noted in planning projects and it is commonly noted that the risk of town halls is very high and that alternate methods can be used to share information with the public.

Discussion by commissioners continued related to the following items:

- that mailouts and kitchen table books will be challenging to send to people without addresses and engaging the major employers to distribute them might be helpful
- unhoused and unemployed people should also be addressed.

It was MOVED and SECONDED,

that the Advisory Planning Commission refer the Workplan and Engagement Strategy back to staff and the consultant team for revision to address the concerns raised during the meeting and recorded in the minutes.

CARRIED

4. **OTHER BUSINESS - None**

5. **ADJOURNMENT**

By general consent the meeting adjourned at 3:19 p.m.

Eric March, Chair

CERTIFIED CORRECT:

Rob Pingle, Recorder

DRAFT