



Salt Spring Island

Project Advisory Planning Commission

AGENDA

Date: Tuesday, July 21, 2026

Time: 9:00 a.m.

Location: Boardroom - Salt Spring Islands Trust Office

1. AGENDA **Pg. 1**

- 1.1 Approval of Agenda

2. MINUTES OF PREVIOUS MEETINGS **Pg. 2**

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

- 2.1 Draft Minutes of the May 26, 2026 Meeting – For Adoption

3. BUSINESS ITEMS **Pg. 6**

- 3.1 Review of draft updated Project Charter
Verbal Presentation
Attachment – draft updated Project Charter
- 3.2 Review of updated Project Workplan
Verbal Presentation
Attachment – draft updated Project Workplan
- 3.3 Review of PAPC Terms of Reference
Verbal Presentation
Attachment – PAPC Terms of Reference

4. OTHER BUSINESS

5. ADJOURNEMENT

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

DRAFT

Date of Meeting: Tuesday, May 26, 2026

Location: Boardroom, Salt Spring Office
111 Hereford Avenue, Salt Spring Island, BC

Members Present: Eric March, Chair
Tim Hiltz, Commissioner
Robert Steinbach, Commissioner
Riley Donovan, Commissioner

Regrets: Anne Gunn, Commissioner
Maxine Leichter, Commissioner
John Cade, Commissioner

Staff Present: Peter Thicke, Island Planner
Kalyaan Selvakumar, Planning Team Assistant (Electronic)
Michael Bukit, Summer Planning Services Student
Katherine Vogt, Recorder (electronic)

Others Present: There were no members of the public present

1. AGENDA

Chair March called the meeting to order at 9:12 a.m. He acknowledged that the meeting was being held on the territory of the Coast Salish First Nations.

1.1 Approval of Agenda

By general consent the agenda was adopted as presented.

A commissioner requested further clarification regarding provincial electronic participation legislation that is restrictive for commissioners.

- The Planner updated that the Islands Trust Chief Administrative Officer (CAO) had reached out to a provincial adviser who is currently on holiday leave; and offered to follow up on this ongoing issue;
- A Commissioner requested email updates as new information became available

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the April 21, 2026 Meeting-For Adoption

By general consent the Advisory Planning Commission adopted the minutes of April 21, 2026 as presented.

3. BUSINESS ITEMS

3.1 Review of the updated project workplan-Verbal Presentation

The Planner acknowledged that Regional Planning Manager (RPM) Hutton was no longer with the Islands Trust; and that Stefan Cermak, Director, Planning Services, would be temporarily filling in for the RPM role.

The Planner noted that the Salt Spring Island Local Trust Committee (LTC) had recently approved the revised workplan for completing the Salt Spring Island Official Community Plan and Land Use Bylaw Update Project; and provided the following updates regarding the project:

- First Nations engagement will be strengthened in accordance with provincial expectations for itemized documentation of every communication; formal referrals to First Nations; and the achievement of consensus;
- Approximately 13 First Nations have interest in Salt Spring Island;
- The unknown outcomes of trustee elections in the fall may possibly lead to adjustments or redirection of the project;
- More consistent, Trust-wide Official Community Plan (OCP) policy frameworks are being considered as supportable from a staff perspective;
- It is expected that an OCP draft could be completed by early spring of 2027 for general referral; and that the bylaw adoption process could occur in the early summer of 2027;
- Planner Thicke is currently working with the Islands Trust Communications Specialist to draft a communications and data plan to best accommodate the further public engagement recommended by McElhanney in their March 2026 “Salt Spring Island Official Community Plan and Land Use Bylaw Amendment Project: What We Heard Report.” It is expected that the communications plan will be ready for the June LTC meeting; and then for Project Advisory Planning Commission (PAPC) review within a month;

Commissioners asked or noted the following:

- Are there any updates regarding why the consultant company McElhanney decided not to renew their contract with the Islands Trust for further work on the Salt Spring Island Official Community Plan and Land Use Bylaw Amendment Project?
 - The Planner speculated that the complexity and small-scale of Salt Spring in comparison to larger-scale municipal/developer processes may have led to a business decision by McElhanney that, given the amount of further work to do on the project, a renewal of the contract would not be economically viable.

- Is the raw data from McElhanney's public engagement processes available?
 - The Planner affirmed that the raw data had been received a week ago and would be presented to the LTC for their next meeting; and would be put on the agenda for the next meeting of the PAPC;

3.2 Review of the draft Vision and Guiding Principles-verbal presentation

The Planner explained the significance of the Vision and Guiding Principles portion of the Official Community Plan (OCP), noting the following:

- All OCP public policies going forward would be aligned with it;
- A community vision statement is aspirational;
- The current Vision and Guiding Principles draft, as written by McElhanney from their initial public consulting activities, is considered a very rough draft; planning staff have added some language to it;
- The LTC has thus far expressed concern that the draft acknowledges historical First Nations interests but does not address current and ongoing First Nations interests

Commissioners asked or noted the following:

- The draft vision statement describes Salt Spring as a "rural" island; however, Salt Spring is actually rural and semi-rural. The word "rural" has powerful implications and may lead to lesser housing development flexibility in the future;
- Existing rural designations are currently conflicting with housing needs;
- Current noise restrictions are similar for large farms as for small more suburban plots;
- Given that the entire Salt Spring Island Official Community Plan and Land Use Bylaw Amendment Project was initiated by a lack of local housing, Guiding Principle 5. Community Resilience, Diversity, and Well-Being should be moved to the number one position because housing needs fall under this category;
 - The Planner noted that while the numbering of the guiding principles was not intended to suggest priority, that there is an implied perception of priority;
 - A Commissioner suggested that an explanation of priority be embedded in the draft document itself;
- A Commissioner suggested that Guiding Principle 2. Deep Connection to Place and Environmental Stewardship be placed in the number one position;
- The existence of the McElhanney draft of Guiding Principles infers that the entire OCP is being rewritten; which is conflictual given that the entire project was initiated by the request for a focus on housing;
 - The Planner responded that part of the process, outside of improving housing options, was to improve the readability of the OCP;
 - The planner added that the weighting of the Guiding Principles is better conveyed in the policies that follow;
- The lack of progress on housing has been harmful to the community;

- Housing protections should be more explicitly mentioned in the Guiding Principles; because previous policy frameworks, such as the 2008 Salt Spring OCP, have been so narrow as to completely preclude housing needs over the last 20 years;
- Both gentrification and sub-standard housing are significant issues on Salt Spring;
- Economic realities in most locales outside of Salt Spring force developers to build multi-story;
- Appropriate processes and documents of outside government agencies could be taken into consideration by the PAPC and the LTC, for example, the B.C. government's integrative housing strategy

3.3 Materials review process-Verbal Presentation

The Planner expected that the Salt Spring Island Official Community Plan and Land Use Bylaw Update Project would, going forward, be divided into four or five sections, each to be worked on alone for some months at a time.

The Planner explained that draft sections would be given first to the LTC for review, and then to the PAPC for additional review, and then back to the LTC for further review, and possibly back to the PAPC for more review, until the draft section was considered finished enough to be referred formally to First Nations. Outside consultants would only be used for minor technical aspects of the project.

4. OTHER BUSINESS

None

5. ADJOURNEMENT

By general consent the meeting was adjourned at 10:36 a.m.

Eric March, Chair

CERTIFIED CORRECT:

Katherine Vogt, Recorder

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 <i>Beyond Inclusion – Equity in Public Engagement</i>) and associated materials.	Summer/Fall 2026
Milestone: PAPC² 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 2008 - 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.

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 LTC² - 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 1 st /2 nd readings of bylaws	Winter
	3 rd 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



OCP-LUB Advisory Planning Commission
Terms of Reference
March 2024

Salt Spring Island Local Trust Committee Bylaw No. 467 permits the appointment of an Advisory Planning Commission and an Agricultural Advisory Planning Commission, as well as one or more special project Advisory Planning Commissions, to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* referred to it by the Local Trust Committee (SS LTC).

This Terms of Reference guides the purpose and roles of a special OCP-LUB Update Advisory Planning Commission and its Commissioners to advise the LTC on matters related to the “OCP-LUB Update Project.” The roles, responsibilities and procedures of the OCP-LUB APC are pursuant to Salt Spring Island Local Trust Committee [Bylaw No. 467](#) and should be referred to separately, except where this Terms of Reference specifies otherwise.

1. Purpose

The OCP-LUB APC will:

- 1.1 On matters referred to it by the SS LTC or Project Coordinator, review and provide general guidance on community engagement plans, community engagement materials, background information, draft materials, draft vision statement, and draft plan sections;
- 1.2 Assist the LTC with the implementation of the Engagement and Communications Strategy and informing the topic priorities and schedule of engagement, consistent with the OCP-LUB Update Project Terms of Reference and Project Charter;
- 1.3 Assist in identifying and connecting the Project Team with key interest holder groups through personal and/or professional contact networks as requested;
- 1.4 Assist in informing the community about the OCP review process and encourage participation by diverse members of the community;
- 1.5 Act in a strictly advisory role. The SS LTC may consider the advice and recommendations of the OCP-LUB APC, but is in no way bound by such recommendations;
- 1.6 Report to and communicate to the SS LTC through the APC chair.

2. Membership, Composition and Qualification

- 2.1 The OCP-LUB APC shall consist of not more than seven (7) members.
- 2.2 The OCP-LUB APC shall be comprised of individuals that demonstrate an understanding of the project themes:
 - Housing Equity and Housing Options
 - Indigenous Reconciliation
 - Ecosystem Integrity and Connectivity

- Climate Change Resiliency

2.3 Interested parties shall apply for membership to the Commission by means of the prescribed form;

2.4 Interested parties will indicate on their application form whether they wish to be considered for appointment as Commission Chair.

2.5 Commission membership is open to individuals who are members of existing commissions of the SS LTC provided that not more than two (2) members from any specific commission are appointed;

3. Appointment and Term

3.1 Members shall be appointed until project close;

4. Remuneration and Expenses

4.1 Members of the Commission shall serve without remuneration, except for pre-approved expenses that arise directly out of the performance of their duties and that shall be reimbursed in accordance with applicable Islands Trust bylaws and policies.

5. Procedures and Conduct

5.1 The Commission is appointed by, and reports to, the SS LTC. The SS LTC reserves the right to recommend amendments to the structure of the Commission as required at any time including the appointment of new members or the termination of the Commission;

5.2 Members have a responsibility to make recommendations based on the object of the Islands Trust and interests of the community. In providing its advice and opinion to the SS LTC, the Commission shall have due regard for applicable bylaws and policies of the Salt Spring Island Local Trust Committee and Islands Trust;

5.3 Members shall conduct themselves in accordance with Robert's Rules of Order which shall govern the conduct of meetings, Islands Trust Meeting Procedures Bylaw [529](#); and the *Community Charter*;

5.4 Only the Chair may speak on behalf of the Commission. Commissioners may not represent themselves as having any authority beyond that delegated by the SS LTC;

5.5 The OCP-LUB APC is not authorized to call public meetings, commit funds, enter into contracts or represent the SS LTC;

5.6 A respectful and cooperative decorum will be maintained at all times between Commission members, Staff and Consultants;

6. Chairperson

6.1 SS LTC shall appoint the Chair from among Commission applicants

6.2 The Chair shall be a voting member of the Commission

7. Meeting Frequency

- 7.1 The Commission shall meet only when matters are referred by the SS LTC or Project Coordinator;
- 7.2 Meetings will occur on an as-needed basis in support of key Project milestones, to be scheduled by the SS LTC or the Project Coordinator. Approximately 12 meetings are anticipated to be required within the project timeline;
- 7.3 At the first meeting of the Commission, members will determine whether in-person or online meetings are preferred. Hybrid meetings will not be permitted.

8. Commission Recommendations

- 8.1 Recommendations and minutes of the Commission will be presented by the Chair at a regular SS LTC meeting;

9. Staff Support and Other Resources

- 9.1 SS LTC will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions;
- 9.2 At the direction of the Project Manager, professional and technical advice may be provided by the appropriate Islands Trust staff person, the Consultant contracted to undertake the project or professional expert to explain or clarify the legislative and technical contexts which affects the review and the implications of recommendations proposed by the Commission;
- 9.3 Additional support and resources may be provided at the discretion of the SS LTC.