



Lasqueti Island Local Trust Committee

Regular Meeting Addendum

Date: October 6, 2025
Time: 11:00 am
Location: Judith Fisher Centre
#1 China Cloud Bay Road
Lasqueti Island, BC

		Pages
11.	LOCAL TRUST COMMITTEE PROJECTS	2:05 PM - 2:25 PM
11.1	<i>Business Case for 2026-27 Fiscal Year Project - Official Community Plan Review - Staff Report</i>	2 - 10



DATE OF MEETING: September 26, 2025
 TO: Lasqueti Island Local Trust Committee
 FROM: Renée Jamurat, Regional Planning Manager
 Northern Team
 COPY: Stefan Cermak, Dir. Planning Services
 SUBJECT: Business Case for 2026/27 Fiscal - OCP Review

RECOMMENDATION

1. **That the Lasqueti Island Local Trust Committee endorse the attached business case for the OCP Review Project and that staff forward the business case to the relevant committees and to Trust Council.**
2. **That the Lasqueti Island Local Trust Committee approve the revised Project Charter, for the Lasqueti Island OCP Review Project.**

REPORT SUMMARY

The report attaches 2 items: a draft business case for the allocation of funding and staff resources for the continuation and anticipated completion of the OCP Review Project for the next fiscal year 2026-2027; and a revised Project Charter to reflect the anticipated timelines and work to be completed for the project by the Regional Planning Team as a major project. The project charter may require further revisions for LTC approval once work it is initiated in Fall 2025, and timelines and capacity are confirmed.

BACKGROUND

As a Major Project, Trust Council must approve a business case. Attached is a draft business case for LTC review and consideration. The LTC may approve as presented, amend the business case and approve, or defer consideration. If approved, the next step would be to forward the business case to Regional Planning Committee (RPC) and Financial Planning Committee (FPC) for review and forwarding to Trust Council. If approved, the project would continue April 2026 and be completed by March 2027.

To consider the work already completed and remaining work to be completed within a practical timeframe, the project proposed by staff suggests to instead complete just the OCP review over the next 2 fiscal years, rather than the desired work for both the OCP and LUB reviews up until 2024. A future budget request will be required to complete an update or full review to the Land Use Bylaw in subsequent fiscal years, and has been noted in the business case.

Recall, that since 2018, the project has undergone a series of changes throughout the life of this OCP review project. Most recently in 2024 the LTC amended the project charter to remove some aspects of the project since the scope was too broad to be considered a minor project. Although minor changes to the scope of the project are

expected throughout the course of a multi-year project, it is generally not recommended to add new areas for policy review at this stage of a project. In addition, there have been other influences on the extended timeline such as pausing work until discussions with First Nations occur.

Business Case

A budget of \$14,000 is to provide sufficient funding to complete the anticipated project work that has not yet been initiated by the Regional Planning Team at time of this report and business case submission. Proposed work includes consultation with First Nations, Advisory Planning Committee (APC), community; review of options; analysis; and drafting with anticipated continuation into the next year (2026/27) to complete the work.

As a major project, it would be managed by a planner from the Regional Planning Team, supported by the assigned Island Planner, with additional support and direction from the Regional Planner Manager, and support from mapping, administrative staff, and other staff. No consultants are proposed for the project.

Rationale for Recommendation

The recommendation is for the LTC to endorse the business case and forward to committees and Trust Council.

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. If this alternative is selected, the LTC will miss the deadline for business case approvals for the 2026/27 fiscal year and funding to continue as a major project.

That the Lasqueti Island Local Trust Committee request that staff report back to a future meeting with [...identify information].

2. Proceed No Further

The LTC may choose to not proceed with the project.

That the Lasqueti Island Local Trust Committee proceed no further with an OCP Review project.

3. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If the LTC provides direction, staff will forward the Business Case for review and approval.

Submitted By:	Renée Jamurat, RPP MCIP, Regional Planning Manager	September 26, 2025
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ATTACHMENTS

- 1. Lasqueti OCP Review Project Draft Business Case
- 2. Revised Project Charter - Lasqueti OCP Review Project



Completion of this form initiates a request to the management team, FPC, and ultimately Trust Council for allocation funding in the next fiscal year budget. The form is to be completed and submitted at the start of the decision making process. The business case forms part of the Annual Budget Process (refer to Islands Trust Council Budget Process Policy 6.3.i).

TO BE COMPLETED BY INITIATOR	
<p>Requested by (Committee or Operational Unit): Lasqueti Island Local Trust Committee</p>	<p>Budget Source (select all that apply):</p> <p><input type="checkbox"/> Specific Project Funding (select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Third Party Contractors <input type="checkbox"/> Staff Travel Expense <input type="checkbox"/> Staff Overtime Expense <input type="checkbox"/> New Staff Member – Temporary for project <input type="checkbox"/> Computer Hardware/Software <p><input type="checkbox"/> Furniture & Equipment</p> <p><input type="checkbox"/> Computer Hardware/Software/Supplies</p> <p><input type="checkbox"/> New Staff Resources (see Staff Costing Tool)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <p style="padding-left: 40px;">Temp Duration: _____</p> <p><input checked="" type="checkbox"/> Other – please describe: _____</p> <p>For fiscal year 2026-2027:</p> <ul style="list-style-type: none"> - Community consultation, shoreline value mapping exercise, First Nations consultation, Capacity agreement if required, support for advisory bodies, and contingency
<p>Department: LPS - Planning Services</p>	
<p>Name of Request: Lasqueti Island OCP Review - Major Project (Year 1 of 4 project)</p>	
<p>\$ Value of Request</p> <p>2026-27: \$14,000 est. 2027-2028 = \$6,000 est.</p> <p>Budget to-date: \$29,500 2025-26 = \$15,500</p>	
<p>Date of Submission to Finance: September 2025</p>	<p>Funding Required for (date range): April 1, 2026 – March 31, 2027</p>
<p>TIE TO ISLANDS TRUST GUIDING DOCUMENTS: The most recent Islands Trust Council Strategic Plan 2018-2022 contains objectives to:</p> <ul style="list-style-type: none"> • Preserve, protect and advocate for forest and terrestrial ecosystems • To preserve and protect marine ecosystems • Mitigate and adapt to climate change impacts • Strengthen Housing Affordability Throughout the Islands Trust Area 	

This project would support the achievement and implementation of these objectives in the Lasqueti Local Trust Area.

ISSUE/OPPORTUNITY:

The Lasqueti Island Local Trust Committee would like to build on the work completed to date regarding minor updates to the OCP and LUB by undertaking a fulsome review of both the Official Community Plan (OCP) and Land Use Bylaw (LUB) to inform necessary updates.

To consider work completed within a practical timeframe, the proposed work is requested to now only complete the OCP review over the next 2 fiscal years, instead of the desired work for both the OCP and LUB reviews.

The continued work on the OCP review will fill gaps that were not addressed in the existing project to review the OCP. The minor project that was undertaken prior to 2025 had a limited scope which has resulted in some emerging issues not being addressed. This project will include opportunities to improve communication and relationships with First Nations, and engage with the Island community in order to address future housing needs, climate change, shoreline planning, and work towards Islands Trust strategic goals.

This project proposes community consultation, First Nations engagement and staff analysis to inform update to the OCP. A future budget request will be required to complete an update to the Land Use Bylaw in subsequent fiscal years.

As a Major Project, the work will be managed by the Regional Planning Team.

LA-2024-005

It was MOVED and SECONDED

that the Lasqueti Local Trust Committee direct staff to prepare a business case for the 2025/26 budget that includes:

1. Completion of any unfinished items from the OCP/LUB Review Project - Charter version 6.1, dated May 2024
2. Items 2, 3, and 4 from the Future Projects Report, dated April 29, 2024
3. Land Use Bylaw review and potential revisions arising from OCP amendments.
4. An updated community vision statement.

CARRIED

PROJECTED RESULTS/DELIVERABLES:

Benefits: The project, when completed would result in a new OCP bylaw that would address First Nations concerns and interests; enhance the protection of marine, forest and terrestrial ecosystems; strengthen policies to support affordable housing; enhance resiliency to climate change; and take proactive action on managing mooring buoys. This will also result in greater clarity to applicants and staff when evaluating planning applications and development proposals.

Anticipated Deliverables could include:

Workplan Overview	
Deliverable/Milestone	Date
First Nations consultation	Fall 2025 - 2027
Topic Focused Engagement with APC and Community	Winter 2026 – Spring 2026

Analysis	Spring – Fall 2026
Milestone: LTC Endorses Engagement Summary, Reviews Policy Options	Winter 2026
Milestone: OCP Bylaw Drafting	Winter 2026 – Spring 2027
Revise & Legal Review	Spring 2027
LTC Reviews Draft OCP Bylaw for final changes	Summer 2027
Milestone: LTC Gives Revised Second Reading & Proceed to PH	Summer 2027
Statutory referrals*, CIM, public hearing, statutory notifications	Fall 2027
Milestone: Second/Third Reading OCP/PH	Winter 2028

RISK ASSESSMENT:

There are several contingencies that could negatively affect the project outcome or deliverables:

Financial implications:

- Costs may exceed the budget due to consultation, change of scope, or other unanticipated factors.

Resource requirements:

- Staff resources: The regional planning team may not be able to support the project due to other on-going projects or limited staff capacity. In addition, it is anticipated that overtime hours may be required for any engagement events and business meetings that occur outside of regular business hours.
- Unanticipated timing delays or extensions due to change of scope, trustee or staff availability/capacity, coordination with other IT projects, or other factors.
- Overtime hours have not been estimated at this time, however it is reasonable to expect based on a project of this kind.

Other implications:

- First Nations’ capacity, interest/priority, and timing may not align with project timelines.
- Project will not be completed prior to the current LTC term ending, and new elected officials may have different priorities outside of the scope of this project. In this scenario, staff would not prepare a business case until the new LTC requests a review of land use bylaws.
- Once the project is underway, the LTC may choose to not advance the draft bylaw to readings.

ALTERNATIVES CONSIDERED:

Option 1: Status quo. Staff time and funding are not allocated to the project and the work does not proceed this fiscal year.

- Benefits – Staff time will be focussed to completing existing projects and LTC meeting business, and any new approved minor projects. The Regional Planning Team may provide a checklist for all OCPs and prioritize reviews through the Regional Planning Committee (re: Policy 5.9.1, section B.1.3).
- Risks – Restricted time left in LTC term to take on a major project in another fiscal year.
- Financial implications – Trust Council does not budget funding for this project.
- Resource requirements – none.
- Other implications – Regional Planning Team time would be allocated to major projects for other Local Trust Areas.

Option 2: Proceed with specific priority aspects of this request as a Minor LTC Project. This would limit the project budget to a maximum of \$5,000 per fiscal year and limit the scope of the project so that not all LTC identified issues would be addressed.

- Benefits – More chance of success to complete the project within the LTC term.
- Risks – Any new changes that come up through the process that require increased budget, time or engagement would be out of scope. Would not address all the LTC’s requested items. Will be unable to conduct fulsome engagement with First Nations and the community given the limits of minor project resources. Over time, could result in numerous minor projects which will not be efficient use of staff time when compared to a single major project.
- Financial implications – Budget is less than a major project and can be accommodated within the minor project budget through Planning Services.
- Resource requirements – Substantial support staff time may not be available as they will be prioritized to major projects.
- Other implications – potential delay addressing some LTC identified issues with bylaw amendments. Would not allow for all interrelated factors and topics to be considered in a single project.

CRITICAL SUCCESS FACTORS:

The following are identified as critical for this project to be successful:

- OCP Bylaw adoption
- Sufficient capacity and interest from First Nations to engage on the project
- Staff capacity in the Regional Planning Team and staff support

The project would be considered successfully completed if relevant amendments to the OCP are adopted. Success could be measured over the longer term through measurables such as:

- Improved relations with First Nations and updated policy and regulatory bylaws to address their interests and concerns;
- Observation of stable and healthy terrestrial and marine ecosystems.

RECOMMENDED OPTION:

The recommended option is to continue this work as a Major LTC Project at the requested amount of \$14,000 for this 2026-2027 fiscal year. This provides sufficient funding to complete the anticipated project work that has not yet been initiated by the Regional Planning Team at time of this business case submission.

The alternative is for the LTC to be revised in scope as a minor project. If taken on as a minor project, the project scope would be reduced.

COST/BENEFIT ANALYSIS:

Quantitative Analysis: \$14,000 for fiscal 2026-2027

- First Nations Engagement - \$8,000 *to continue project work as needed.
- Consultation (APC, stakeholders, community, communications) – \$5,000 *to continue project work as needed.
- Staff analysis and recommendations – \$1,000

Qualitative Analysis:

- Undertaking the project may include benefits such as improved First Nations relations and implementation of actions towards effective reconciliation, enhanced protection of marine, forest and terrestrial ecosystems;
- The project may also strengthen policies to support affordable housing; and enhance resiliency to climate change.

PURCHASING PROCEDURE:

Not applicable if the work is done in-house by staff. However there may be other financial services required such as legal review and capacity work agreements, as identified through a work program.

PROPOSED IMPLEMENTATION STRATEGY:

The project is proposed to be completed over 3 fiscal years as a major project anticipated as:
FY2025/26 consisting of consultation and review of options, analysis, and drafting. With anticipated continuation into the next year to complete work.

FY2026/27 consisting of final drafting, legal review.

FY2027/28 consisting of continued legislative process and adoption.

STAFF RESOURCING:

- 450 hours (0.33 FTE) Regional Planning Team Project Manager
- Up to 40 hours LTC Planner Support
- 20 hours GIS - Mapping
- Up to 100 hours Administrative Support *subject to other approved major projects
- 40 hours Communications Specialist
- 40 hours Senior Indigenous Relations Advisor (SIRA) Support
- Up to 10 hours Regional Planning Manager

CHANGE MANAGEMENT/COMMUNICATIONS/COLLABORATION:

This project will involve communications with the Lasqueti Island community and with First Nations. The budget request will support the communications and engagement with these communities.

Requested by (Committee or Business unit): Lasqueti Island Local Trust Committee

Prepared by: Renée Jamurat, Regional Planning Manager / September 23, 2024

Reviewed by:

OCP Review Project - Charter **DRAFT**

Lasqueti Island Local Trust Committee

Date: September 23, 2025 (version 7)

Purpose: To review and update the Lasqueti Official Community Plan (OCP) policies in a process which supports community participation, the Object of the Islands Trust, strengthens relations with First Nations and addresses community land use planning priorities.

Background: The “Comprehensive OCP Review” continues ongoing work from 2018. Community engagement and work by the APC has been completed to gather topics for the project scope and APC recommendations. Previous work completed also includes targeted analysis of OCP topics, bylaw drafting, and First and Second Readings. Overarching priorities for this OCP review are to support for the Islands Trust’s “preserve and protect mandate” and strengthening relations with First Nations. The remaining work to complete the project includes engagement with First Nations, specific topics for APC referral, community feedback for a new OCP vision statement, review and bylaw drafting for revised 2nd Reading and subsequent bylaw steps to adoption.

Objectives

- New OCP Vision Statement
- Undertake community engagement on topics from Phase 1 (complete).
- Incorporate the results of 2018 engagement sessions held by the Lasqueti Community Association (complete).
- Determine changes to policy/regulatory to be consistent with First Nations relations and perspectives, Local Government Act, Islands Trust Object and Islands Trust Policy Statement.
- Conduct a technical analysis of the OCP on the topics identified In-Scope.

In Scope

- Identify opportunities for inter-governmental collaboration respecting Treaty and First Nations rights throughout OCP review.
- Update ‘OCP Engagement Strategy’ for focused engagement to prioritize topics and process, and will include creation of a new OCP vision statement.
- Targeted technical analysis of the OCP.
- APC referral for: private docks, their use, and defining how environmental and social effects should be addressed as they relate to 4.4.7 Boats and Maritime Vessels.
- Incorporate comments heard from First Nation into proposed policies.
- Draft OCP policies to support land for community use; environmental and social effects of private docks.
- Amendment to adjust the minimum lot size to from 4.0 hectares to 4.046 hectares.
- Draft amending bylaws for the Official Community Plan.

Out of Scope

- Cannabis regulations
- Review of consistency with Housing Needs Assessment
- Review of consistency with Agricultural Land Commission Act
- LUB Amendments

Workplan Overview

Deliverable/Milestone	Date
First Nations consultation	Fall 2025 - 2027
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Statutory referrals*, CIM, public hearing, statutory notifications	Fall 2027
Milestone: Second/Third Reading OCP/PH	Winter 2028

Project Team	
Regional Planning Manager	Project Sponsor
Regional Planning Team Planner	Project Manager / Planner
Senior Indigenous Relations Advisor	IT First Nations Liaison
Island Planner	Planner Support
GIS Technician	GIS/Mapping support
Planning Team Assistant	LPS Admin Support
Legislative Clerk	Legislative Process / Bylaw Review
RPM Approval: Date: September 23, 2025	LTC Endorsement: Resolution #: LA-2025-xx Date: xxx

Budget		
Budget Sources:		
Fiscal	Item	Cost
2025-2026 2026-2027	Capacity Agreement (if required) First Nations Engagement	\$8,000 *budget to complete
2025/2026 2026/2027	APC and Community Engagement	\$5,000 *budget to complete
2025/2026 2026/2027	Staff Analysis	\$1,000 *budget to complete
2026/2027	OCP Bylaw Drafting	
2026-2027	Total	\$14,000
2027/2028	Final limited engagement (CIM, Communications, if needed)	\$2,000 est.
2027/2028	Legal review, Legislative process (statutory referrals, public hearing, statutory notifications)	\$4,000 est.
	Budgeted FY2025-2026	\$15,500
	Budget Request FY2026-2027	\$14,000
	Budget Anticipated Future Years	\$6,000