

Introduction and Background

SS LTC has been awarded a grant administered by the Union of British Columbia Municipalities (UBCM) to undertake a [Complete Communities Assessment](#) for Salt Spring Island. The Government of British Columbia's [Complete Communities guide](#) lays out the prescribed methodology that local governments should follow to undertake a geospatial analysis across four required themes:

- Housing
- Transportation
- Daily needs
- Infrastructure

According to the Complete Communities guide, the goal of the complete communities concept is to foster communities that “provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk.”

On Salt Spring Island, the results of the Complete Communities Assessment will provide a fact-based foundation to inform subsequent discussions about community development options and appropriate policy responses. Information derived from the Complete Communities Assessment process will provide data and context to inform an upcoming major OCP-LUB Update Project.

SS LTC has signalled that the province's concept of a complete community is not appropriate for a rural island context like Salt Spring Island. Therefore, it will be important to hear from residents during Phase 2 of the project as alternative scenarios for community change begin to emerge.

Approach, Methods, and Tools

A variety of methods and tools will be used to communicate and engage during the Complete Communities Assessment process. These methods and tools are divided into three approaches.

Information Sharing – The SSLTC will share information about the project at key intervals in the process. The project website will be updated periodically and will act as the main source of information for the project. SSLTC may use local print and online media to provide information about the project.

Online Consultation – SSLTC will solicit comments and feedback online through the project website using tools such as online surveys and feedback forms.

Live Events – SS LTC will hold workshops and public meetings at key intervals in the process. SS LTC will also communicate with local non-governmental organizations that may have valuable input or information to provide. SSLTC may provide the opportunity for interest holders to undertake self-led engagement activities to inform complete community context. Finally, SS LTC will assemble a working group of staff from agencies with some jurisdiction related to community completeness, to be convened as needed.

Commitment to the Community – SS LTC has resolved to strive for ‘equity in participation’ for all its public engagement processes.

Beyond Inclusion Principles

SS LTC will adhere to the principles of public engagement as described in [Beyond Inclusion: Equity in Public Engagement](#). An overview of these principles and how we will act in accordance with each are outlined below.

1. Invite participation within an authentic and accountable engagement process:

- **Explanation:** To foster authentic participation, we will clearly communicate the purpose of the assessment process to the community. We will use multiple channels (online, in-person, etc.) to reach diverse audiences. We will be transparent about decision-making processes and how community input will be used. Accountability involves ensuring that promises made during engagement are upheld.
- **Implementation:** We will start by articulating the assessment's purpose and goals. We will engage community members early and consistently. We will provide regular updates on progress and decisions made based on their input. We will show appreciation for their contributions.

2. Plan early and proactively:

- **Explanation:** Early planning ensures adequate time for meaningful engagement. Proactive steps prevent last-minute efforts that may exclude certain groups.
- **Implementation:** We will begin planning well in advance of carrying out the assessment. We will identify key milestones and allocate sufficient time for each phase. We will anticipate potential challenges and plan mitigation strategies.

3. Establish respectful relationships with Indigenous Peoples:

- **Explanation:** Recognize and honour Indigenous knowledge, culture, and sovereignty. Building respectful relationships is essential.
- **Implementation:** Staff will work with Nations with treaty and territorial interests in the Salt Spring Island Local Trust Area to determine their interest in this project and facilitate opportunities for their participation.

4. Engage the internal diversity of a community:

- **Explanation:** Communities are diverse, with varying needs and perspectives. Effective engagement considers this diversity.
- **Implementation:** We will use targeted outreach to engage marginalized and difficult to reach groups. We will consider language accessibility, cultural differences, and socioeconomic factors. We will do our best to ensure representation from diverse community members in planning and decision-making.

5. Work in reciprocal relationship with communities:

- **Explanation:** Engagement should be a two-way street. Communities contribute, and their input informs decisions.
- **Implementation:** We will actively listen to community feedback. We will provide timely updates on progress and how input is being used. We will show appreciation for community contributions, whether through formal channels or informal interactions.

6. Tailor engagement plans to the context:

- **Explanation:** Each community has unique characteristics and needs. One-size-fits-all approaches may not be effective.
- **Implementation:** We will understand Salt Spring Island's specific context (geography, demographics, history). We will customize engagement methods (surveys, workshops) to fit the community's preferences. We will be flexible and adaptive as needed.

7. Commit to ongoing learning and improvement:

- **Explanation:** Engagement processes evolve, and continuous learning is essential.
- **Implementation:** We will reflect on what worked well and what did not after each phase. We will seek feedback from participants. We will adapt strategies based on lessons learned. We will invest in capacity-building for our team to enhance engagement practices.

8. Advance systemic equity:

- **Explanation:** The results of this Complete Communities Assessment are meant to feed into Official Community Plan and Land Use Bylaw updates that are prioritizing increasing housing options and housing equity on Salt Spring Island.
- **Implementation:** We will analyze how policies and decisions impact different groups. We will mitigate disparities by intentionally considering equity in all aspects of the assessment. We will collaborate with community organizations working on equity initiatives.

Phase 1: PREPARE

The purpose of community engagement and consultation in Phase 1 is to:

- Inventory and share relevant data
- Determine what indicators additional to the 16 required by the Province should be measured

Table 1: Engagement Methods for Phase 1

Method	Details	Who	When
Information Sharing	• E-mail Subscriber notification of the award of contract • Update website • Local media, Salt Spring Exchange and Driftwood (op-ed)	• Staff-organized	By May 31, 2024
Live Events ¹	• Indicator workshop (Introduce project, invite interest holders to review 16 core indicators, and if needed, create additional indicators²)	• Advocacy group representatives	By June 30, 2024

¹Workshop could be facilitated virtually.

²The number and nature of additional indicators created will be determined during the workshop.

Phase 2: ASSESS

The purpose of community engagement and consultation in Phase 2 is to:

- Solicit community, advocacy groups, and agencies input on findings
- Define "complete community" in the Salt Spring Island context

Table 2: Engagement Methods for Phase 2

Method	Details	Who	When
Information Sharing	• Update website as needed	• Staff-organized	As needed
Online Consultation	• Post findings / maps to website with opportunity to provide comment (e-mail subscribers, SS Exchange)	• Salt Spring residents	By July 31, 2024
Live Events	• Presentation of findings / map and interactive opportunities to comment	• Salt Spring residents (multiple sessions, different locations across the Island) • Advocacy groups and citizen groups • Agencies	By July 31, 2024

Phase 3: ACT

The steps of Phase 3 are as follows:

- Solicit community input on different community change scenarios
- Ensure that agency data is accurately used in scenario development
- Develop an implementation plan, monitor, and report

Staff anticipate limited community engagement and consultation in Phase 3 as the consultants will develop their professional recommendations based on the outcomes of Phase 1 and 2 and SS LTC will have to decide whether its wishes to apply these recommendations to its OCP-LUB Update Project.

Table 3: Consultation Methods for Phase 3

Method	Details	Who	When
Online Consultation	• Post scenarios / maps to website with opportunity to provide comment (e-mail subscribers, SS Exchange)	Salt Spring residents	By August 30, 2024
Live Events	• Presentation of scenarios / maps and interactive opportunities to comment	• Salt Spring residents (multiple sessions, different locations across the Island) • Advocacy groups and citizen groups • Agencies	By August 30, 2024
Information Sharing	• Post final report to website		September 30, 2024

Table 4: Those Who Will be Engaged by Activity

Indicator Workshop (Phase 1)	Surveys / Interactive Community Sessions (Phase 2 and 3)	Agency Working Group (Phases 2 and 3)	Community-Led Group Workshops (Phase 2 and 3)
• Salt Spring Solutions • Transition Salt Spring • Salt Spring Island Community Services • Salt Spring Foundation • Salt Spring Island Community Health Services • Salt Spring Island Agricultural Alliance • Salt Spring Island Chamber of Commerce • Island Pathways • Salt Spring Water Preservation Society • Salt Spring Housing Council Society • Salt Spring Arts Council Society • Salt Spring Conservancy	• Open to all community members	• Islands Trust Conservancy • Islands Trust Freshwater Specialist • North Salt Spring Waterworks District • CRD Water Services • CRD PARC • Island Health • Ministry of Transportation and Infrastructure • BC Transit • School District 64	• Open to all advocacy groups or self-organized interest groups