

#### **AGENDA**

#### SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date:	Thursday, (	October 7,	2021
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Time: 10:00 AM

Location: Salt Spring Island Baptist Church - Lower Hall, 520 Lower Ganges Road

#### 1. AGENDA

2.

1.1 Approval of Agenda

#### MINUTES OF PREVIOUS MEETINGS

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

2.1 Draft Minutes of the September 16, 2021 Meeting – For Adoption

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#### 3. BUSINESS ITEMS

#### 4. OTHER BUSINESS

4.1 General Discussion

Public Engagement Plan
Survey
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Postcard
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#### 5. ADJOURNMENT



# Salt Spring Island Housing Action Program Task Force Meeting Minutes

Date:	Thursday, September 16, 2021
Location:	Baptist Church, Lower Level Meeting Room
	520 Lower Ganges Road, Salt Spring Island
Members Present:	Rhonan Heitzmann, Chair
	Kerrie Proulx, Vice Chair
	Nejmah Guermoudi
	Yvonne Saunders
	Stanley Shapiro
	James Back
Regrets:	Maïkan Bordeleau
	Meror Krayenhoff
	Jessica Terezakis
Absent:	Daniel Wood
	Bryce Chapman
Staff Present:	Louisa Garbo, Island Planner
	Rob Pingle, Recorder
Others Present:	One member of the public

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

The meeting was called to order at 1:13 p.m. Chair Heitzmann welcomed staff and Task Force members and acknowledged the meeting is being held in Coast Salish First Nations treaty and traditional territory. Chair Heitzmann proceeded with a roll call.

#### 1.1 Approval of Agenda

Planner Garbo requested to add 2.2 Survey to the agenda in order to discuss the public engagement process as it related to the survey and postcard to be considered by the Task Force.

By general consent, the agenda was adopted as amended to include 2.2 Survey.

#### 1.2 Approval of Draft Minutes for August 19, 2021

**By general consent,** the minutes of the August 19, 2021 Housing Action Programs Task Force meeting were adopted.

#### 2.1 BYLAW AMENDMENT

Planner Garbo presented the staff memo for a Bylaw amendment to address changes to residential permissions in the Agricultural Land Reserve.

#### It was MOVED and SECONDED,

That the Housing Action Program Task Force recommend to the Salt Spring Island Local Trust Committee that the draft Bylaw No. 526 proceed with a recommendation that the LTC explore options to make more agricultural housing available.

**CARRIED** 

#### 2.2 Survey

Planner Garbo reported that the survey feedback has been received. Planner Garbo asked for approval to distribute the final version to the public. A member requested that the latest revision be shared with the Task Force before approval for distribution.

There was a question about how the survey fits with the overall engagement plan. Staff suggested to include a review of the public engagement plan at the next meeting.

Staff said "Coffee with a Planner" is being worked on to create further engagement with the community to begin no later than November. Staff also explained that a postcard will be available for review by the Task Force at the next meeting and is a further public engagement item. A member asked if more can be incorporated into the public engagement plan. Staff explained that additional items are welcome from the Task Force to expand and improve the public engagement plan.

There was discussion about the ability to improve the data available to the Task Force. There was discussion about the use of a summer student to increase the staff resources for the Task Force and data collection. There was discussion about the need to engage with employers regarding the needs of their staff for housing. It was discussed that Salt Spring Solutions is surveying community businesses by invitation to learn about their issues. There was discussion about the applications Community Services has received for their housing opportunities and if that data could be collected for use by the Task Force. There was discussion about the housing requests postings on the Salt Spring Exchange as a source of data. It was also suggested that the survey be posted on Salt Spring Exchange.

#### 3. ROUNDTABLE DISCUSSION

There was a comment about the need to continually update the strategic priorities matrix. It was suggested another column should be added to address rationale. It was discussed that there is a plan to include extra categories.

The attached correspondence was discussed regarding an eco-village possibility. There was a question whether land could be purchased and then given to a First Nation so that affordable housing could then be created. Staff could not offer an opinion about how that arrangement could be made with such a wide variety of governance structures needing to be addressed. Staff discussed the areas that the Task Force could give direction on how to improve the OCP and LUB to create green buildings and increase housing availability.

There was a comment about density bonus and how it could be used with green building techniques. Staff explained that there is a possibility but there needs to be proven standards used to ensure legitimacy and safety in the final buildings created.

There was a comment about the Shawnigan Lake eco-village and the exploration of green building techniques. A member discussed the multijurisdictional aspect of housing and the lack of local input within CRD Building Inspection on the use of ecological aspects of the building code. It was discussed that learning from the successes of the Shawnigan Lake eco-village would be helpful to the Task Force. Staff spoke to the ability to update the OCP to include general suggestions for ecological opportunities.

There was a question whether it was possible to build a three story walk up in the Ganges village area. Staff spoke to the infrastructure issues with that design including fire suppression equipment and water pressure capacity.

There was a question whether zoning changes could happen so that the Brinkworthy model could be expanded to other areas of the community. A member suggested that positive models of development could be compiled to share with the community as ways to create additional housing. The Dragonfly Commons application was discussed with regards to the multijurisdictional challenges it is experiencing with aspects of water supply and sewage disposal. Staff spoke about presenting provisions that could be incorporated into the bylaw at the next meeting of the Task Force.

A multijurisdictional housing authority was discussed as a solution for the issues housing providers face. SSIWPA was suggested as a similar model on Salt Spring that could be modified to create a housing authority. Frustration was expressed at the non-incorporated status of the island which creates silos and barriers to collaboration for creating housing solutions.

There was discussion about the difference between trailer park developments and secondary suites as suitable affordable housing solutions.

#### 5. ADJOURNMENT

The meeting was adjourned at 3:09 p.m.

Rhonan Heitzmann, Chair		
CERTIFIED CORRECT:		
Rob Pingle, Recorder		



# **Housing Action Program**Public Engagement Plan

#### 1. What is this Engagement Plan?

The Salt Spring Local Trust Committee, at their special meeting on January 22, 2021, approved the Project Charter for the Housing Action Program to address a number of issues relevant to the housing challenges in Salt Spring Island. Among them, the lack of affordable housing, low diversity in housing types, and low rental vacancy; the report pointed to the social, environmental, economic and cultural conditions that also impact the housing challenges on the island.

To ensure a holistic approach to be taken, the "Housing Action Program" will explore three main categories of actions:

- A major amendment to the Salt Spring Island Official Community Plan (SSI OCP) to provide policies and objectives that support housing development and to address issues impacting housing conditions on the island;
- Potential amendments to the Salt Spring Island Land Use Bylaw (SSI LUB) intend to offer immediate action to help alleviate the housing crisis, as well as long-term measures to promote sustainable development design;
- Potential incentive programs to promote sustainable development and innovative pilot projects.







To ensure success of the Program:

- Early and on-going consultation with First Nations
- On-going collaboration, partnership with agencies, stakeholders, community groups
- Meaningful on-going community outreach

This Engagement Plan intends to implement the principles identified in the approved Housing Action Program Public Engagement Framework by providing a detailed plan of engagement activities with the stakeholders, agencies and the general public. To ensure a meaningful consultation with First Nations, the engagement processes will include on-going consultation with First Nations with treaty and territorial interests in the area of Salt Spring Island. The collaboration and consultation will be reflective of the Trust Council adopted policy on First Nations Engagement Principles, and the foundation documents of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Truth and Reconciliation Commission Calls to Action, and Missing and Murdered Indigenous Women and Girls Calls for Justice. Engagement process will be guided by concerns or responses from First Nations on how to proceed in a mutually respectful, collaborative relationship building framework. Finally, this Engagement Plan intends to allow for flexibility to respond to any unforeseen circumstances and changes in the resource capacity, to adjust any gaps in the strategies, or to improve any deficiency in the process midstream. The Plan will also be revised should funding become available for a consulting service to take over the public engagement process.

#### 2. Public Engagement Process Objectives

The intent of the engagement process is to provide a meaningful public engagement process and to achieve the following goals:

- a. To *promote* awareness amongst islanders and the general public
- b. To *inform* the community, agencies and stakeholders on relevant issues and critical information in the planning process
- c. To *collaborate* effectively with the community on brainstorming of issues and exploring solutions
- d. To *offer* opportunities for all to be heard and to voice their concerns
- e. To *commit* to a transparent process with ongoing updates and opportunities for feedback

#### 3. General Planning Process



#### 4. Key Activities in the Planning Process

The project will be implemented in three key phases over the next two years:



#### Phase 1:

- Information gathering
- · Early conversation with First Nations
- · Engagement with stakeholders and agencies
- · Formation of Task Force and Technical Working Group
- · Draft Public Engagement Plan
- · Develop project webpage and surveys
- · Begin community conversation

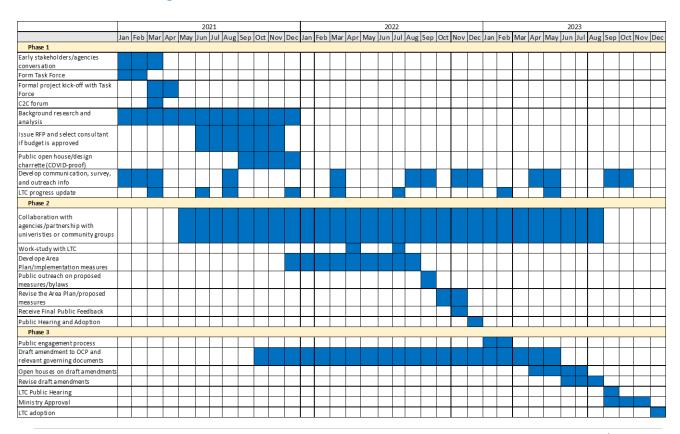
#### Phase 2:

- · Research and analysis
- · On-going First Nations consultation and community engagement
- · collaboration with agencies and stakeholders
- · Coordination with CDF, Ganges Village Planning and water sustainability efforts
- Review OCP and LUB for gaps and changes
- · Identify integrated options
- · Community consultation on proposed measures
- · Draft OCP policies and objectives, LUB amendments, potential incentive programs
- · Community consultation on draft measures

#### Phase 3:

- Provide further timeline on the adoption process
- Final report to Local Trust Committee (fall 2023)
- · Public Hearing (fall 2023)

#### 5. General Planning Process Timeline



#### 6. Who are We Engaging?

Approaches	Timeline	Activities	Comments/status
Early engagement with First Nations (12 Nations with treaty and territorial interest)	12/2020 – 02/ 2021	<ul><li>Email &amp; ground mail of Project Charter</li><li>Zoom</li></ul>	<ul> <li>Zoom meetings with Halalt, Malahat, WSÁNEĆ Leadership Council, and Cowichan Nation Alliance</li> <li>Process is on-going</li> </ul>
Early conversation with agencies/stakeholders	12/2020-02/2021	<ul><li>Email Project Charter</li><li>Zoom</li></ul>	<ul> <li>Zoom/telephonic meetings with agencies responded</li> <li>Invite to Technical Working Group</li> </ul>
Early conversation with community groups	02/2021	Phone/zoom/email	In progress
Develop outreach communication on project	12/2020	<ul> <li>Public meeting on Project Charter</li> <li>Project webpage</li> <li>Subscribers notice</li> </ul>	Posted on project webpage
Community-to- community forum between First Nations representatives and LTC	03/2021	Preparation of forum in progress	Zoom meeting to be held on March 15, 2021
Formation of Task Force	03/2021	Appointments of members from community at-large	Application submission in progress
Technical Working Group	04/2021	Collaboration with Agencies	In progress

## 7. List of Nations, Agencies, Stakeholders and Community Groups (this list is not meant to be exhaustive)

First Nations with treaty	Agencies	Community groups
and territorial interest		
<ul> <li>Ts'uubaa-asatx (Lake Cowichan) First Nation</li> <li>Lyackson First Nation</li> <li>MÁLEXEŁ (Malahat) Nation</li> <li>Penelakut Tribe</li> <li>Stz'uminus (Chemainus) First Nation</li> <li>WJOŁEŁP (Tsartlip) First Nation</li> <li>STÁUTW (Tsawout) First Nation</li> <li>WSIĶEM (Tseycum) First Nation</li> <li>BOKEĆEN (Pauquachin) First Nation</li> </ul>	<ul> <li>CRD</li> <li>NSSWD</li> <li>School District (SD64)</li> <li>Salt Spring Fire and Rescue (SSIFR)</li> <li>Agricultural Land Commission (ALC)</li> <li>Chamber of Commerce</li> <li>Ministry of Transportation and Infrastructure</li> <li>Salt Spring Island Harbour Authority</li> <li>Health Service Agencies VIHA (Salt Spring Island Health Unit)</li> </ul>	<ul> <li>Wagon Wheels Society</li> <li>Salt Spring Conservancy</li> <li>Development community</li> <li>Salt Spring Island Arts Council</li> <li>Salt Spring Island Housing Council Society</li> <li>Salt Spring Island Watershed Protection Alliance (SSIWPA)</li> <li>Water Preservation Society</li> <li>Green Community Design</li> <li>others</li> </ul>
<ul> <li>WSÁNEĆ Leadership Council</li> <li>Halalt First Nation</li> <li>Cowichan Tribes</li> </ul>	<ul> <li>Community Services</li> <li>BC Housing</li> <li>Ministry of Municipal Affairs</li> <li>Islands Trust Conservancy</li> <li>FLRNORD - provincial authority of crown leases)</li> <li>Coast Guard (federal authority)</li> </ul>	

#### 8. Housing Action Program Task Force

Given the complex nature of the housing issues, with many contributing factors to the housing crisis and how they are all interrelated - be it social, environmental, economic and cultural, SSI LTC is forming a task force composed of a diverse group of people to help guiding the process.

Task Force	Timeline	Status
Formation of Housing Action Program Task Force	04/2021	Application submission in progress

#### 9. Tentative Timeline on Outreach Process

Methods	Date	Locations	Status
Virtual open houses, and/or in-	Summer/fall 2021	TBA	Have yet to develop RFP
person if proper physical			for consulting service
distancing is achievable			
Virtual design charrettes, and/or	Summer/fall 2021	TBA	Have yet to develop RFP
in-person if proper physical			for consulting service
distancing is achievable			
Virtual/telephonic conversation	Every Thursday		Website update in
with the planner and/or in-	9:30 am – 11:30 am		progress
person if proper physical			
distancing is achievable			
Online survey			Upon appointment of
			Task Force
Subscribers option	On-going		Website update in
			progress
Direct mail (to properties	Prior to public		
affected by the planning process)	hearings		
New release			
Letter to editor/editorial			
Webpage			Ongoing updates
Paid ad			Ongoing updates
Brochures		Online/hard copies	

#### **10. Public Engagement Tools**

Various engagement tools will be utilized to ensure a meaningful outreach and engagement process. The tools utilized below are not exhausted, should additional resources become available to the project for additional public engagement activities, this Public Engagement Plan will likely expand and more tools could be incorporated.

#### **Project Webpage**

A project webpage will be maintained for the duration of the planning process. The webpage will provide information about the project, including the Ganges Village Planning Project Charter, Ganges Village Planning Task Force Terms of Reference, Ganges Village Planning Public Engagement Framework, and a list of relevant documents. The webpage will also provide an online survey, as well as various public engagement updates to keep the community informed. Understanding some people

may not have access to the internet, the Project Webpage provides a cost-effective means to post notifications, project updates and various community outreach activities, and to reach a diverse population on the island and beyond.

#### Brochures/Paper Mails

An easy-to-understand and graphically-engaging document that highlights key elements of the project, updates and general information will be made available online, printed copies may also be available at various locations such as Salt Spring Island Local Planning Office, community centers, and various community-organizations. Paper mailings on legal notifications will be available to properties on public hearings and on properties that will be affected by any particularly proposed regulatory requirements.

#### **Advertising**

Paid advertising from local newspaper will be provided on any public meetings and may be utilized to promote upcoming project events.

#### Survey

Various surveys related to different phases of the project will be posted on the Project Webpage to seek input from the community. At different stages of the project, a set of questions will be posted online in an attempt to seek input from the respondents. Well-crafted questions can elicit a wealth of valuable insight with statistical validity. This technique is effective for understanding public opinion and preferences to help identify key issues.

#### Workshops

A variety of workshops such as community events, stakeholders' workshops, classroom workshops, and design charrettes will be held throughout the duration of the project. Café-style workshop is often a great way to bring a diverse group of people together to have simultaneous conversation, to share community's concerns and to explore alternative solutions. Each round of discussion per table or small group focuses on one key question, before each person moves to a new different group for the next round. This type of setting has been proven to be very successful in allowing diverse perspectives to be heard and collaborating on collective solutions. Design charrettes have been a popular part of a public engagement process as they bring together a diverse range of expertise (architects, landscape architects, engineers, planners, content specialists, educators, students, community representatives, and governmental staff) to collaborate on innovative design solutions that are based on mutual interests. Design charrette helps translating ideas into visual form which and is an effective form of engagement in generating creative solutions to difficult problems in the least amount of time. Classroom workshop is another option to partnering with local schools, which offer a fun and interactive means to engage with students, and a great way to stimulate ideas from the future generation while fostering youth in civic engagement.

#### Open House

Open house is an informal setting with the project team present to highlight specific topics. The public is free to peruse the various areas and interact with the project team. This is a good technique for seeking input on specific options or alternatives, but it is fairly resource-intensive and capturing all public comment in this format may be challenging.

#### Virtual Coffee with Planner

In an attempt to provide additional opportunities for the public to discuss the project with the project planner, a web-based (Zoom) or telephonic ½ hour conversation will be available every Thursday morning from 9:30 a.m. to 11:30 a.m. A request to have the conversation can be email to the project planner via the Project webpage by noon of the Wednesday before. Due to the limited time available, conversation should germane to the project in question and not outside the scope of the project such as bylaw enforcement issues, development application or permit on a specific property.

#### **Public Hearing**

Public hearings allow affected citizens to provide their views to their elected representatives on any proposed bylaw. It is a formal meeting with a presentation and dedicated time for public comment. At the public hearing, all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard. This involves an opportunity to make a speech or presentation to the elected officials or to present a written submission. In many cases, notices about the public hearing may also indicate a time and location to submit comments prior to the public hearing.

#### 11. Summary of Public Engagement Tools (the list of the tools is not meant to be exhaustive)



#### **Housing Action Program Survey**

This survey seeks public input and gathers information to assist the Salt Spring Island Local Trust Committee (SS LTC) develop policies, regulatory options and incentive programs to support the <a href="Housing Action Program">Housing Action Program</a>. The Program seeks to tackle a range of issues including, but not limited to:

- Housing affordability
- · Housing options
- Environmental sustainability as it relates to the locations, sizes, and designs of housing development.

This first round of the survey seeks to learn about your views, concerns, and expectations regarding the affordability of housing, types of housing options, and some of the regulatory requirements on housing development. Another survey will be developed based upon the responses to this survey. For information and updates on the Housing Action Program, please visit the project webpage at: <a href="https://islandstrust.bc.ca/housing-action-program/">https://islandstrust.bc.ca/housing-action-program/</a>

The survey will take approximately 5-8 minutes to complete.

* 1. Please tell us your current housing status on Salt Spring Island by choosing the category that applies to your situation (check all that apply)	
Own and reside full time	
Own and reside part time or visit occasionally	
Own vacant property	
Own and rent out property long-term (more than six months)	
Own and rent out property short-term, including short-term vacation rentals	
Rent and reside here full time	
Rent and reside here part time	
Live elsewhere but work on Salt Spring Island	
Unsure	
Other (please explain)	
Comment:	
t O Milant in command	
* 2. What is your age?	
18-24 years old 55-64 years old	
25-34 years old 65-74 years old	
35-44 years old 75 years or older	
45-54 years old	

	Yes
$\bigcirc$	No
Othe	(please specify)
	In your opinion, what's the biggest cause of Salt Spring Island's challenges impacting the availability of housing? (Check all that apply)
	Housing regulations and land use bylaws
	Real estate prices
	Lack of rental housing
	Rents and house prices outpace local wages
	Short-term vacation rentals
	Unsure
	Other (please explain)
Comi	nont:
Comi	nent:
* 5	Does Salt Spring Island need more diverse types of housing options, such as multi-generational hou
	Does Salt Spring Island need more diverse types of housing options, such as multi-generational hou al apartments, and tiny homes?  Yes
	Al apartments, and tiny homes?  Yes  No
	Al apartments, and tiny homes?  Yes  No  Maybe
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure
renta	Al apartments, and tiny homes?  Yes  No  Maybe  Unsure

* 6. Wl	hat kind of housing does Salt Spring Island need more of? (Check all that apply)
S	Single-family homes
D	Duplexes/triplexes
R	Rental apartments
s	Secondary suites
т	iny homes
c	Condominiums
U	Insure
c	Other (please explain)
Comme	nt:
	,
* 7. Sh	nould increase in density be concentrated in neighbourhoods or spread throughout the island?
O C	Concentrated in and around villages or neighbourhoods
Os	Spread out over the island
O U	Jnsure Control of the
O 0	Other (please explain)
Comme	nt:
	nould secondary suites (located within the footprint of the principal dwelling unit) be permitted where on the island to increase the availability of long-term housing?
	es
	lo
	Unsure Control of the
	Maybe
Comme	nt:

	Should cottages be allowed for full-time residential use everywhere on the island to increase the ability of housing?
	Yes
$\bigcirc$	No
	Unsure
	Maybe
Comm	
* 10.	Should there be new subdivision polices and zoning regulations that support tiny homes subdivision?
	Yes
$\bigcirc$	No
	Unsure
	Other (please explain)
Comm	

agreements to manage occupancy (e.g., workers employed on sland)  Rents that meet an affordability test, such as 30% of a household's or individual's income  Adequate water supply or household uses and ire protection.  Energy and water efficient building design				
affordability test, such as 30% of a household's or individual's income  Adequate water supply for household uses and fire protection.  Energy and water efficient building design				
for household uses and fire protection.  Energy and water efficient building design	0	0		0
efficient building design	0	$\circ$		
Energy and water efficient building design Maximum floor area of			$\bigcirc$	$\circ$
Maximum floor area of		$\circ$		
cottages not to exceed 90 m2	$\circ$	$\bigcirc$	$\bigcirc$	$\circ$
A maximum of two storeys and 50 units in any one development within Villages				
Not degrading a sensitive ecosystem			$\bigcirc$	$\bigcirc$
Not being sited in an area subject to hazardous conditions				0
omment:				
Please let us know in the egarding the Housing Action		below if you have anyt	hing else you want to	share with us

ank you for taking the time to complete this survey. Survey ring Island Housing Action Program.	results will be summarized and shared on the project website at <u>Salt</u>
	ection 26 (c) of the Freedom of Information and Protection of Privacy Act Salt Spring Island Local Trust Committee Housing Action Program Project cted to the Legislative Clerk/Deputy Secretary.
ase direct all questions about this survey to the Salt Spring	Islands Trust Office at 250-537-9144 or ssiinfo@islandstrust.bc.ca
ggested question: $igotimes igotimes$	



Addressing Housing Needs on Salt Spring Island

> Islands Trust Housing Action Program Initial Survey



### First Step — We Need Your Input!

Send us this postcard sharing your thoughts and concerns

regarding the need for affordable and diverse housing types on Salt Spring Island. Please also consider taking the survey linked below to help us fine-tune our Housing Action Program:	

Please drop it in a mailbox or by our office at: Islands Trust Local Planning Services 1-500 Lower Ganges Road Salt Spring Island, BC, V8K 2N8

Join the Conversation! Take the Survey:

https://islandstrust.bc.ca/housingaction-program/

The Housing Action Program Survey was developed by the Islands Trust, in partnership with the Local Trust Committee's Housing Task Force.

Got a Question?

Email: ssiinfo@islandstrust.bc.ca Call: 250-537-9144

Got a Smartphone?

Hover over the QR code with your camera app to link to the survey

