



Islands Trust

AGENDA

SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Wednesday, November 17, 2021
Time: 5:00 PM
Location: Salt Spring Island Baptist Church - Lower Hall, 520 Lower Ganges Road

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| 1. AGENDA | 5:00 - 5:05 |
| 1.1. Approval of Agenda | |
| 2. MINUTES OF PREVIOUS MEETINGS | 5:05 – 5:10 |
| 2.1. Draft minutes of the November 4, 2021 – HAPTF Meeting – For adoption | Page 2 |
| 3. ADMINISTRATIVE UPDATE | 5:15 – 6:00 |
| 3.1. Housing Action Program Task Force Resolutions | Page 7 |
| 4. OTHER BUSINESS | 6:00 – 7:00 |
| 4.1. Public Engagement Plan and Survey | |
| 4.2. Spectrum of Housing needs | |
| 4.3. Short-Term Vacation Rental (STVR) | |
| 5. ADJOURNMENT | |



Salt Spring Island Housing Action Program Task Force Meeting Minutes

Date: Thursday, November 4, 2021

Location: Mahon Hall
166 Lower Ganges Road, Salt Spring Island

Members Present: Rhonan Heitzmann, Chair
Stanley Shapiro
Daniel Wood
Jessica Terezakis
Nejmah Guermoudi
Kerrie Proulx, Vice Chair

Regrets: Maïkan Bordeleau
Yvonne Saunders

Absent: Bryce Chapman

Staff Present: Jenn Baddeley, Recorder
Geordie Gordon, Planner 2
Louisa Garbo, Island Planner

Others Present: Laura Patrick, Local Trustee
Peter Grove, Local Trustee

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

The meeting was called to order at 10:09 a.m. Chair Heitzmann welcomed the 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. CALL TO ORDER

1.1 Approval of Agenda

By general consent, the Housing Action Program Task Force adopted the agenda.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Approval of Draft Minutes for October 20, 2021

By general consent, the minutes of the October 20, 2021 Housing Action Program Task Force meeting were adopted.

3. ADMINISTRATIVE UPDATE

3.1 Options to Amend LUB Section 3.17

Planner Gordon presented a Staff Memorandum on options to amend the Land Use Bylaw (LUB) Section 3.17. Proposed changes would allow large farm operations to utilize subdivision potential to allow for more density.

There was general discussion regarding the potential impacts from the amendments.

There was a question regarding secondary suites. Staff referred to the LUB, which includes secondary suites and Schedule I of the LUB, Secondary Suites Map.

By general consent, the Housing Action Program Task Force received the report for information.

3.2 Tiny Home Village Pilot Project

Planner Garbo presented on the Tiny Home Village Pilot Project.

There was a question regarding the Pilot Project process and if a proponent would be required. Staff responded that no proponent was needed.

Planner Garbo stated that this pilot project is the beginning of many similar projects and presents a learning opportunity.

Member Guermoudi arrived at the meeting at 10:23 a.m.

There was a question regarding the definition of a tiny home in the context of the pilot project. Staff answered that a tiny home would be a maximum of 500 square feet.

There was a question regarding the number of proponents involved and if there will only be one project. Staff answered that there is currently only enough resources to support one development at this time.

There was a question if there will be a cost to the proponent. Staff answered that yes, the developer will have to pay all costs and Islands Trust will not be subsidizing the development. Islands Trust will help streamline the process for rezoning, if required.

There was a question why the tiny homes would be built at 500 square feet. Staff responded that the 500 square feet measurement is universal and there needs to be a threshold for the first project. Staff also noted that the 500 square feet requirement wouldn't be put in place for the whole island, just for this one project.

There was concern regarding how small the homes would be. There was further conversation regarding the size of the proposed tiny homes.

There was a question if some visual designs of 500 square feet tiny homes could be presented to the Housing Action Program Task Force. Staff responded that they could provide some videos of designs for similar housing.

Two questions were raised:

- If the tiny homes are rented out, is there a way to ensure the rent remained affordable?
- Will there will be requirements in place to prevent these homes being used for Airbnb?

Staff responded that there are mechanisms, such as housing agreements, to prevent homes from being rented at too high a rate. Staff mentioned that there are limited resources for monitoring housing agreements for compliance though. For the second question, staff responded that there isn't a direct way to prevent Airbnbs, but that there would be a strata in place for the project.

A question was raised whether there could be a mix of sizes for the tiny homes, from 500 to 900 square feet. Staff responded that as this is the pilot project, there is a need to keep the homes small so that the project can be manageable and ultimately successful.

There was a comment made that there will be an increase in need for housing for hard-to-home people come January 2022.

There was further conversation regarding the affordability of rentals if the tiny homes end up being rented out.

A question was raised as to why there is only one project being implemented at this point, especially when there is such an urgent need for housing. Staff responded that there is not enough resources at this point to implement more than one project at a time.

It was MOVED and SECONDED,

That the Housing Action Program Task Force recommend the Salt Spring Local Trust Committee proceed with the proposed Tiny Homes Village Pilot Project.

CARRIED

There was a proposal that the topic of lower income housing be discussed at the next meeting.

3.3 Review of Official Community Plan (OCP)

Planner Garbo presented on the need to review the OCP and update it in relation to the Local Trust Committee's initiatives and the proposed Islands Trust Policy Statement.

Planner Garbo has asked for volunteers to review the OCP.

A comment was made that the Housing Action Program Task Force is already reviewing the Matrix.

Staff proposed that reviews could be made on sections in the OCP not found in the Matrix.

Volunteers include Members Shapiro, Terezakis, Guermoudi, and Chair Heitzmann.

There was a suggestion that a spreadsheet on the OCP sections be shared so that members can identify which sections they are able to talk to.

There was a suggestion that the volunteers meet together before branching off into individual groups.

Staff stated they will provide updates at each Housing Action Program Task Force meeting on the OCP review to provide transparency.

4. PRESENTATION

4.1 Mairi Welman – Public Engagement

Mairi Welman provided the Task Force with a presentation entitled “Public Engagement Guide”. The presentation concerned effective public engagement strategies.

There was general discussion regarding the presentation and how to implement effective public engagement on Salt Spring Island.

Staff proposed the public engagement technique of ‘Coffee with a Planner’.

There was a question whether the members of the Housing Action Program Task Force could put forward initial communications to the public regarding housing initiatives and recommendations. Staff responded that it is too early for this step yet, but once the initiative has been approved by the Local Trust Committee, staff will work with members to start releasing statements.

There was general discussion regarding public communications.

There was a question whether Planner Garbo could inform the Housing Action Program Task Force when it would be appropriate for the Task Force to make a statement of rationale. Planner Garbo confirmed that the Task Force will know when a statement can be made.

There was a proposal to review the Public Engagement Plan at the next meeting, which is a roundtable.

There was general discussion regarding the survey.

It was MOVED and SECONDED,

That the Housing Action Program Task Force requests staff to start the Coffee with a Planner Program.

CARRIED

There was general discussion regarding the diagram, “The Six Levels of Public Engagement” on pages 6 and 7, from the Public Engagement Guide presented by Mairi Welman.

5. OTHER BUSINESS

5.1 Public Engagement – survey, webpage and activities

Not addressed due to lack of time.

5.2 Housing Authority

Not addressed due to lack of time.

6. ADJOURNMENT

The meeting was adjourned at 12:12 p.m.

Rhonan Heitzmann, Chair

CERTIFIED CORRECT:

Jenn Baddeley, Recorder

Housing Action Program Task Force Resolutions

Meeting Date	Resolution	Work Flow	Date Completed
20-May-21	NA		
17-Jun-21	NA		
15-Jul-21	NA		
6-Aug-21	NA		
19-Aug-21	That the Housing Action Program Task Force request staff to schedule meetings as follows: The next regular meeting will be held on September 16, 2021. The following regular meetings will be held on the first Thursday of each month at 10:00 a.m. (beginning in October 2021.) A second monthly meeting will be scheduled on the third Wednesday of each month at 5:00 p.m. (beginning October 20, 2021).	PTA to schedule meetings	1-Oct-21
19-Aug-21	That the Housing Action Program Task Force accept the volunteer role of Member Guermodi and Member Terezakis to be the keepers of the Strategic Priorities Matrix document, to integrate ideas and keep the document up to date.		
19-Aug-21	That the Housing Action Program Task Force recommend the Salt Spring Island Local Trust Committee defer enforcement on long term use of commercial and seasonal accommodation.	• Staff to take to LTC.	
19-Aug-21	That the Housing Action Program Task Force recommend the Salt Spring Island Local Trust Committee update the existing standing resolution regarding unlawful dwellings to include until sustainable housing solutions are implemented.	• Staff to take to LTC.	

Housing Action Program Task Force Resolutions

Meeting Date	Resolution	Work Flow	Date Completed
19-Aug-21	That the Housing Action Program Task Force recommend the Salt Spring Island Local Trust Committee update the existing standing resolution regarding unlawful dwellings (items a, b, c and d) to be more specific as follows: a. does not meet health and safety regulations; b. sewage is not being disposed of in an approved septic or sewage disposal system; c. septic or sewage disposals are being used in excess of capacity or ability as a result of unlawful dwellings d. there is contamination of wells or other drinking water sources;	<ul style="list-style-type: none"> • Staff to take to LTC. 	
19-Aug-21	That the Housing Action Program Task Force recommend the Salt Spring Island Local Trust Committee to direct staff to develop procedures to expedite affordable housing, supportive housing and social housing projects in support of the Salt Spring Island Official Community Plan policy that prioritizes affordable housing rezoning applications.	<ul style="list-style-type: none"> • Staff to take to LTC 	
19-Aug-21	That the Housing Action Program Task Force recommend the Salt Spring Island Local Trust Committee update Secondary Suites Bylaw No 461 as follows: • permit secondary suites in all zoning districts or districts chosen by the Salt Spring Island Local Trust Committee; • allow secondary suites in accessory buildings; • protect water for secondary suites and mandate that an alternative supply must be used where water concerns exist; • update water requirements to align with Island Health regulations for multi family dwellings; and • require a Housing Agreement to specify that the secondary suite is to be used for long-term use.	<ul style="list-style-type: none"> • Staff to take to LTC 	
16-Sep-21	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.	<ul style="list-style-type: none"> • Staff to take to LTC 	

Housing Action Program Task Force Resolutions

Meeting Date	Resolution	Work Flow	Date Completed
7-Oct-21	To request staff to provide data regarding how many potential densities were provided as a result of the Secondary Suites Bylaw and the Affordable Housing - Cottages Bylaw and how many housing units have actually been permitted and added to the housing pool.	<ul style="list-style-type: none"> • Staff to provide densities. 	
7-Oct-21	By general consent , the Housing Action Program Task Force agreed to add Short-Term Vacation Rental (STVR) data to the next meeting agenda. Member Proulx will share data regarding STVR impacts in other communities.	<ul style="list-style-type: none"> • PTA to add placeholder on next agenda. 	
7-Oct-21	By general consent , the Housing Action Program Task Force request staff to look into the Norton Road property regarding affordable housing potential.	<ul style="list-style-type: none"> • Staff to review. 	
7-Oct-21	The Housing Action Program Task Force recommend the Salt Spring Island Local Trust Committee endorse Trustee Patrick's resolution regarding a business case for a SSI Housing Authority including the following recommendations: · Invite the Capital Regional District Housing Corporation to participate in the process; · Consider how other communities in BC such as Whistler as an example of a community that has been successful in providing affordable housing for workers; · Document the process and identify successes and challenges.	<ul style="list-style-type: none"> • Staff to review. 	
7-Oct-21	The Housing Action Program Task Force request the Salt Spring Island Local Trust Committee to add the creation of an inter-jurisdictional Housing Authority to the scope of the Housing Action Program Project Charter as recommended by the Housing Working Group report phase two.	<ul style="list-style-type: none"> • Staff to review. 	
7-Oct-21	The Housing Action Program Task Force request staff to follow up on the request to find a more neutral meeting place.	<ul style="list-style-type: none"> • PTA reviewed possibilities and spoke with Task Force about them 	20-Oct-21
20-Oct-21	NA		