



Islands Trust

AGENDA

SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Wednesday, December 15, 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 December 2, 2021 Meeting – For adoption | Page 2 |
| 3. ADMINISTRATIVE UPDATE | 5:10 – 5:15 |
| 3.1. Housing Action Program Task Force Resolutions | Page 6 |
| 4. OTHER BUSINESS | 5:15 – 7:00 |
| 5. ADJOURNMENT | |



Salt Spring Island Housing Action Program Task Force Meeting Minutes

Date: Wednesday, December 2, 2021

Location: Baptist Church, Lower Level Meeting Room
520 Lower Ganges Road, Salt Spring Island

Members Present: Rhonan Heitzmann, Chair
Kerrie Proulx, Vice Chair
Maïkan Bordeleau
Yvonne Saunders
Stanley Shapiro
Daniel Wood

Absent: Bryce Chapman

Regrets: Nejmah Guermodi
Jessica Terezakis

Staff Present: Louisa Garbo, Island Planner
Geordie Gordon, Planner 2
Rob Pingle, Recorder

Others Present: None

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

The meeting was called to order at 10:10 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.

1. CALL TO ORDER

1.1 Approval of Agenda

By general consent, the agenda was adopted as presented.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Approval of Draft Minutes for November 17, 2021

By general consent, the minutes of the November 17, 2021 Housing Action Program Task Force meeting were adopted.

3. BUSINESS ITEMS

DRAFT

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3.1 Housing Action Program Task Force Resolutions

The Housing Action Program Task Force Resolutions to November 4, 2021 document was presented.

3.2 Draft Bylaw No. 527 – Fees Bylaw - Staff Memorandum

Staff presented the updated Fees Bylaw for comment on the language of community benefit in the Official Community Plan.

There was discussion about the ability for applicants to have reduced fees when making applications for affordable housing, as well as the feasibility of housing agreements to regulate affordable housing.

Additional discussion ensued:

- Concerning the addition of beach access as being a suitable suggestion of community benefit, as was proposed by the Advisory Planning Committee.
- There was discussion about the timeline for making a suggestion of expanding the language of community benefit by the Task Force.
- There was discussion about requesting staff to report back to the Task Force on language used by other local governments regarding community benefit.

By general consent, the memorandum was accepted for information and would be kept in mind when the Task Force reviews the Official Community Plan.

3.3 Official Community Plan review matrix

Staff spoke to a matrix process to review the Official Community Plan (OCP).

- There was discussion about how many members could comment on each section of the OCP.
- There was discussion about the equity and efficiency of the matrix presented. The members agreed that they would contact staff regarding the two sections of the OCP that they were most interested in providing feedback and staff would coordinate the work to ensure all relevant sections of the OCP were addressed.

4. OTHER BUSINESS

4.1 Vision Statement

There was a challenge to bring the selected members together to draft a vision statement since the last meeting.

- There was discussion about the Housing Action Plan page on the Islands Trust website.

- There was discussion about how public communication is delivered to the Task Force.
- There was discussion about members submitting comments to Vice Chair Proulx to include in the vision statement.

4.2 Public Engagement

The following discussion points were noted:

- There was discussion about community engagement through the Driftwood newspaper and Salt Spring Exchange website.
- There was discussion about the need to provide context to the work on which the Task Force has already begun.
- There was discussion about the process that staff will take to implement the Task Force ideas with the Local Trust Committee.
- There was discussion about holding a charrette. Meeting to discuss the resolutions that the Task Force have made.

4.3 Lower Income Housing

The following discussion points were noted:

- There was discussion about the issues with Seabreeze Inne and the conflict between social housing and hospital staff housing. Other options for hospital staff housing was discussed.
- There was discussion about the need to move Short-Term Vacation Rentals back into long term housing.
- There was discussion about the Lady Minto having a portal for property owners to identify housing space available to hospital staff for rent.
- There was discussion about the proposed Housing Authority and how it could guide expanded understanding of the building code.
- There was discussion about the ability for tiny homes to fill the gap and members connecting with elected officials to discuss ideas and ways to bridge the gap.
- There was discussion that housing needs to be not only affordable but healthy.
- There was discussion that the anonymous complaint procedure be replaced by a mediation process.

It was MOVED and SECONDED,

That the Housing Action Program Task Force appoint Member Bordeleau to research the obstacles to approving tiny homes as lawful dwellings.

CARRIED

5. ADJOURNMENT

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

Rhonan Heitzmann, Chair

CERTIFIED CORRECT:

Rob Pingle, Recorder

DRAFT

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
20	17-Nov-21	By general consent , the Housing Action Program Task Force agreed to email feedback regarding the public engagement plan including red flags and suggestions to Planner Garbo and that the Task Force would prefer to not to take up more in person meeting time.	Members to act as necessary	Ongoing
19	17-Nov-21	By general consent , the Housing Action Program Task Force agreed Chair Heitzmann would talk to RPM Cermak and Planner Garbo regarding the consensus of the Task Force is that the draft public engagement plan is too complex and the Task Force would prefer to simplify the plan and encourage staff to lean on community groups for public engagement. The Task Force request staff to provide clarity on communication channels the Task Force can use.		
18	17-Nov-21	By general consent , the Housing Action Program Task Force agreed to invite RPM Cermak to attend the next meeting to discuss implementation of accessory dwelling units and impacts to staff workload.	RPM Cermak to attend a meeting in 2022	In progress
17	17-Nov-21	By general consent , the Housing Action Program Task Force agreed that Member Chapman, Member Proulx and Member Terezakis will meet to draft a vision statement that focuses on permitting accessory dwelling units on all areas of Salt Spring Island, to be presented to staff and at the December LTC meeting. The statement could be communicated on various communication channels. Member Bordeleau volunteered to help with economics such as cost and benefit per square foot.	Members to report as required	Ongoing
16	4-Nov-21	That the Housing Action Program Task Force requests staff to start the Coffee with a Planner Program.	Library Meeting room reserved from 1-2:30pm on Jan 6 & 20, Feb 3 & 17, Mar 3 & 17, Apr 7 & 21. Zoom meetings to be scheduled for 2nd and last Thursdays. Meetings to be promoted to the public.	In progress

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
15	4-Nov-21	That the Housing Action Program Task Force recommend the Salt Spring Local Trust Committee proceed with the proposed Tiny Homes Village Pilot Project.	Staff preparing to refer to agencies and FN for comment on project criteria	In progress
14	7-Oct-21	The Housing Action Program Task Force request staff to follow up on the request to find a more neutral meeting place.	PTA reviewed possibilities and spoke with Task Force about them	20-Oct-21
13	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.	The LTC passed a resolution to send this to the Trust Council Financial Planning Committee.	9-Nov-21
12	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.	LTC addressed the issue at their public meeting	9-Nov-21
11	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.	Property has Zone Variation – R6(c) (26) Despite Section 9.9.1 – Permitted Uses of Land, Buildings and Structures - of this bylaw, the only principal uses permitted within lands zoned R6(c) are: (a) not more than 26 affordable housing dwelling units which may be single or duplexes; (b) one single-family dwelling; (c) non-commercial outdoor active recreation; (d) public service uses.	25-Oct-21

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
10	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.	Members to report as required/ staff recommended to pause until report from UBCM	Ongoing
9	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.	Staff provided information to members by email	25-Oct-21
8	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.	Staff to take to LTC at relvant meeting for further bylaw consideration	In progress
7	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.	Staff report to LTC	9-Nov-21
6	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.	Staff report to LTC referred to RPC	9-Nov-21

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
5	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;	Staff report to LTC	9-Nov-21
4	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 report to LTC	9-Nov-21
3	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 report to LTC	9-Nov-21
2	19-Aug-21	That the Housing Action Program Task Force accept the volunteer role of Member Guermoudi and Member Terezakis to be the keepers of the Strategic Priorities Matrix document, to integrate ideas and keep the document up to date.	Members to report as required	Ongoing
1	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