



AGENDA

SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Thursday, February 3, 2022
Time: 10:00 AM
Location: Salt Spring Island Baptist Church - Lower Hall, 520 Lower Ganges Road

- 1. AGENDA** **10:00 - 10:05**
 - 1.1. Approval of Agenda
- 2. MINUTES OF PREVIOUS MEETINGS** **10:05 – 10:10**
 - 2.1. Draft minutes of the December 15, 2021 – HAPTF Meeting – For adoption Page 2
- 3. ADMINISTRATIVE UPDATE** **10:10 – 11:30**
 - 3.1. Housing Action Program Task Force Resolutions Page 5
 - 3.2. Conversation with RPM
 - Communication practice (monthly reporting/project webpage v. media)
 - Task Force role in public engagement process
 - Other items from task force
 - 3.3. LTC's resolution
SS 2021-160 "That the Salt Spring Island Local Trust Committee request staff to work with the Housing Action Program Task Force and report back on options to coordinate a multi-jurisdictional meeting with representation from the Province, Capital Regional District and the Salt Spring Island Local Trust Committee, including the Housing Action Program Task Force and Trustees in order to work together and effect change in the supply of diverse housing options on Salt Spring Island"
 - 3.4. OCP review matrix (members to complete the matrix) Page 10
 - 3.5. Public Engagement process Page 11
 - Initial survey/webpage update
 - Open houses planning
- 4. OTHER BUSINESS** **11:30 – 12:00**
 - 4.1 Updates to LTC through Chair's monthly reporting
- 5. ADJOURNMENT**



Salt Spring Island Housing Action Program Task Force Meeting Minutes

Date: Wednesday, December 15, 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
Stanley Shapiro
Daniel Wood
Bryce Chapman
Nejmah Guermoudi
Jessica Terezakis

Absent: Yvonne Saunders

Staff Present: Jenn Baddeley, 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 5:09 PM 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

The following amendments were proposed under Other Business:

- 4.1 Membership
- 4.2 Tiny Home Village Pilot Project & OCP Review
- 4.3 Letter of Rationale
- 4.4 Matrix Update (time permitting)

By general consent, the agenda was adopted as amended.

Member Guermoudi arrived at 5:13 PM.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Approval of Draft Minutes for December 2, 2021

DRAFT

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By general consent, the minutes of the December 2, 2021 Housing Action Program Task Force meeting were adopted.

3. ADMINISTRATIVE UPDATE

3.1 Housing Action Program Task Force Resolutions

The Housing Action Program Task Force (HAPTF) Resolutions to November 17, 2021 document was presented.

There was a question regarding what level of public engagement the HAPTF is able to currently conduct. There was discussion that the HAPTF is able to provide feedback to staff on what the Task Force would like to see for public engagement and how to make public engagement events more personalized to the Task Force goals. It was also noted that the Ganges Village Planning Task Force is currently conducting public engagement events and that public fatigue is a concern.

It was noted that the public engagement event, 'Coffee with a Planner', has started. There was concern that the timing of the 'Coffee with a Planner' event may not be able to reach all audiences.

It was noted that Chair Heitzmann was invited to speak at the December 14, 2021 Local Trust Committee (LTC) Regular Meeting. Chair Heitzmann noted that while presenting to the Local Trust Committee, he mentioned the concern about reaching all affected public with public engagement methods. Chair Heitzmann noted to the LTC that it is important that the HAPTF be able to share their rationale for the decisions they make with the public.

It was noted that housing is not the only project the HAPTF is working on, but that the Task Force is also participating in an Official Community Plan (OCP) Review.

During the LTC Regular Meeting, the Local Trust Committee asked Chair Heitzmann how the Trustees are able to assist with the HAPTF goals. Chair Heitzmann responded that the Task Force needs:

- A platform to communicate with the community.
- The data which identifies how many accessory dwellings are being used on Salt Spring Island legally and illegally, and if the data isn't available, the resources to obtain the data.

4. OTHER BUSINESS

4.1 Membership

The following discussion points were noted:

- There is concern about the number of members currently participating and how that may affect capacity.

- It was noted that the HAPTF started with 12 members and is now down to 9 members, though a new member has recently joined and will be at the next meeting.
- There was discussion regarding future HAPTF members and the number of members needed.

By general consent, staff are requested to provide the list of applicants who have applied to the Housing Action Planning Task Force.

4.2 Tiny Home Village and OCP Review

The following discussion points were noted:

- Member Bordeleau reported on the meetings they had with various levels of government regarding tiny homes.
- The environmental sustainability of tiny homes.
- Discussed the definition of what a tiny home is and the difference.
- Ensuring affordable rent controls and the prevention of Airbnbs.
- Finding a proponent and acquiring land to place the tiny home village on.
- Concerns regarding water and the North Salt Spring Water Works.

4.3 Letter of Rationale

The following discussion points were noted by Chair Heitzmann, drafted by Vice Chair Proulx:

- Concerns regarding house pricing.
- Concerns regarding keeping employees due to limited housing.

There was general discussion regarding the points drafted by Vice Chair Proulx and the letter of rationale.

4.4 Matrix Update

The Housing Action Program Task Force did not have time to discuss this item.

5. ADJOURNMENT

The meeting was adjourned at 7:10 PM.

Rhonan Heitzmann, Chair

CERTIFIED CORRECT:

Jenn Baddeley, Recorder

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
22	2-Dec-21	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.	Member to report as required	Ongoing
21	2-Dec-21	By general consent , the Draft Bylaw No. 527 – Fees Bylaw - Staff Memorandum was accepted for information and would be kept in mind when the Task Force reviews the Official Community Plan.	Members to act as necessary	Ongoing
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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

OCP REVIEW MATRIX

OCP CHAPTERS	Task Force Volunteer(s)
PART A - OVERALL GOALS AND OBJECTIVES	
A.4 COMMUNITY OBJECTIVES	Rhonan
A.5 THE ISLAND ENVIRONMENT	
A.6 CLIMATE CHANGE AND ENERGY EFFICIENCY	Maikan
A.7 NATURAL HAZARD AREAS	
A.8 ISLAND HERITAGE	
PART B - LAND USE OBJECTIVES AND POLICIES	
B.1 GENERAL LAND USE OBJECTIVES	Rhonan/Yvonne/Stan
B.2 RESIDENTIAL LAND USE OBJECTIVES AND POLICIES	Rhonan/Maikan/Yvonne/Stan
B.3 NON-VILLAGE COMMERCIAL AND GENERAL EMPLOYMENT LAND USE OBJECTIVES AND POLICIES	Stan
B.4 COMMUNITY & INSTITUTIONAL LAND USE OBJECTIVES AND POLICIES	Stan
B.5 VILLAGE LAND USE OBJECTIVES AND POLICIES	
B.6 RESOURCE LAND USE OBJECTIVES AND POLICIES	Maikan
B.7 PARK AND RECREATION LAND USE OBJECTIVES AND POLICIES	Yvonne
B.8 CONSERVATION LAND USE OBJECTIVES AND POLICIES	
B.9 SHORELINE AND AQUATIC USE OBJECTIVES AND POLICIES	
PART C - INFRASTRUCTURE AND SERVICING OBJECTIVES AND POLICIES	
C.1 GENERAL INFRASTRUCTURE AND SERVICING OBJECTIVES	Maikan
C.2 TRANSPORTATION SERVICING OBJECTIVES AND POLICIES	
C.3 POTABLE WATER QUANTITY AND SUPPLY OBJECTIVES AND POLICIES	Rhonan/Maikan
C.4 WASTE MANAGEMENT OBJECTIVES AND POLICIES	Maikan
C.5 POWER AND TELECOMMUNICATIONS OBJECTIVES AND POLICIES	Maikan

Finding Solution to the Housing Crisis on Salt Spring Island



Islands Trust

First Step - We Want To Hear From You!

Take a moment to circle yes or no to the following questions and drop it in a mailbox or to our office:

1. Do you currently have stable, safe, and permanent housing? Y/N
2. Does Salt Spring Island need more housing? Y/N
3. If so, should secondary suites be permitted everywhere on the island?
4. Should cottages be allowed for full-time residential use everywhere on the island? Y/N
5. Should more small lots be created for small residential homes (e.g., tiny home village)? Y/N

Keep the Conversation Going! Take the Full Survey:

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

Got a Smartphone?

Hover over the QR code with your camera app:

