



# Salt Spring Island Housing Action Program Task Force Meeting Minutes

**Date:** Thursday, March 3, 2022

**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  
Bryce Chapman  
Nejmah Guermoudi  
Yvonne Saunders  
Stanley Shapiro  
Frejya Skye  
Daniel Wood  
Jessica Terezakis

**Staff Present:** Louisa Garbo, Island Planner  
Geordie Gordon, Planner 2  
Sarah Shugar, 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 10:03 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. ELECTION OF CHAIR

Planner Garbo opened the floor for nominations for the position of Chair. Member Heitzmann was nominated, it was seconded and Member Heitzmann accepted the nomination. Planner Garbo called three times for further nominations. Hearing none, she declared the nominations closed. Member Heitzmann was declared Chair by acclamation.

Planner Garbo then opened the floor for nominations for the position of Vice-Chair. Member Proulx was nominated, it was seconded and Member Proulx accepted the nomination. Planner Garbo called three times for further nominations. Hearing none, she declared the nominations closed. Member Proulx was declared Vice-Chair by acclamation.

## 2. AGENDA

### 2.1 Approval of Agenda

By general consent, the agenda was adopted.

## 3. MINUTES OF PREVIOUS MEETINGS

### 2.1 Approval of Draft Minutes of the February 16, 2022 Meeting

The following item was presented for consideration:

- Replace “By general consent, the task force agreed to have a motion prepared that supports Accessory Dwelling Units in all zones with a mechanism to provide a cap to provide feedback when the draft bylaw is referred to the task force for comment.” with “By general consent, the task force agreed to have a motion prepared that supports Accessory Dwelling Units in all zones with a mechanism to provide a cap to provide feedback for the next meeting.”

By general consent, the minutes of the February 16, 2022 Housing Action Program Task Force meeting were adopted as amended.

## 4. ADMINISTRATIVE UPDATE

### 4.1. Housing Action Program Task Force Resolutions – For Information

The Housing Action Program Task Force Resolutions document was presented.

N. Guermoudi arrived to the meeting at 10:15 a.m.

### 4.2. Farmworker Housing Bylaw 526

Planner Gordon presented a memorandum dated February 3, 2022 regarding draft Bylaw No. 526 – Changes to Residential Permissions in the Agricultural Land Reserve & Bylaw Amendment Options for Dwellings on Large Farms.

In discussion, the following comments and questions were noted:

- Concerns were expressed regarding the use of covenants including impacts to buying, selling, and financing property that potentially complicate access to land for farmers. Planner Gordon reported the Agricultural Alliance has requested additional dwellings be used for farmworker housing and covenants would be the best tool at this time;
- Concerns were expressed regarding monitoring and enforcing covenants;
- Support was expressed for proof of farm status to be used for a secondary dwelling;
- There was a question regarding whether farm tax status is the only way to track farm use;
- Support was expressed for a mechanism to ensure that farm properties are used for farming and do not become speculative development properties;

- Support was expressed for aligning the bylaw with the Agricultural Land Commission (ALC) permissions;
- Support was expressed for the task force to focus on affordable housing;
- There was a question regarding whether the task force should recommend the Temporary Use Permit (TUP) fee to be waived for farms and what is the cost and turn around time for TUP applications. Planner Gordon reported the TUP application fee is \$1200 and the TUP application process is approximately 4 to 6 months;
- There was a comment that sustainable farms support local businesses and employment;
- There was a comment that any use that is above the ALC permissions would require a non-farm use application to the ALC.

**It was MOVED and SECONDED,**

That the Housing Action Program Task Force recommend to the Salt Spring Island Local Trust Committee that proposed Bylaw No. 526 proceed, subject to the following recommendations:

- Align the bylaw with the Agricultural Land Commission (ALC) permissions and do not add additional restrictions;
- Remove the need for a covenant and only require proof of farm status for the secondary dwelling;
- Amend the definition of sleeping unit to include temporary accommodation structures such as recreational vehicles (RV's), tiny homes, yurts, domes and glamping tents.

**CARRIED**

**By general consent,** the task force agreed to add “explore options regarding Temporary Use Permit (TUP) application fees” to the Solutions Matrix.

**4.3. Public Engagement Activities**

Planner Garbo presented an update regarding project public engagement activities. The LTC approved the use of unspent project funds on a consultant to lead the public engagement process. Planner Garbo circulated the Housing Action Program postcard that includes a links to a survey and project updates. The survey will be open until the project is complete. Chair Heitzmann will circulate the link to members. Please share the survey link with contacts. The task force will finalize details regarding a Meet and Greet/ Open House event at the next meeting. Planner Garbo reported there is an opportunity for task force members to meet with the Ganges Village Planning Task Force.

**By general consent,** the task force appointed Chair Heitzmann and Member Guermoudi to meet with Ganges Village Planning Task Force on March 26 or 27, 2022.

**By general consent,** the task force agreed the next meeting would focus on the refining the Solutions Matrix with a goal to have a public facing document and a more detailed document for task force use.

- 4.4 Discuss LTC Resolution: 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.**

Planner Garbo presented an update regarding coordination of multi-jurisdictional meetings.

## **5. OTHER BUSINESS**

### **5.1 Updates to LTC through Chair’s monthly reporting**

Planner Garbo reported Housing Task Force Chair update will be a standing item on the LTC regular meeting agenda and it is an opportunity for the Chair to provide an update on Committee activities.

### **5.2 Discussion on draft Bylaw 528**

A suggested draft motion re: HAPTF recommendations to LTC to amend Draft bylaw 528 was presented.

In discussion the following comments and questions were noted:

- Concern was expressed regarding limiting the total combined number of bedrooms and bathrooms contained in both principle residence and ADU in Rural Uplands and Rural Watershed zones as a criteria to minimize increase in intensity of use in these zones;
- There was discussion regarding including “Intent to rent long term in such a way that the island as a whole has sufficient affordable housing at an affordable rate”. Concerns were expressed that “sufficient affordable housing at an affordable rate” is difficult to measure and could slow down implementation of the bylaw.

**It was MOVED and SECONDED,**

That in order to increase the uptake of Bylaw No. 528 so that the numbers of dwellings permitted translate to actual built and lived in affordable rental units, and to give maximum opportunity to property owners with intent to rent long term to make use of existing buildings, the Housing Action Program Task Force recommend that the Salt Spring Island Local Trust Committee:

- a. Adopt the suggested definition of Accessory Dwelling Units in the draft bylaw, recognizing that this includes suites, suites in accessory buildings and cottages. All of these types of dwellings are accessory to the principal residence and all have a comparable environmental impact;
- b. Respect the limitations on numbers of suites and cottages permitted that is described in the current Official Community Plan by limiting the total numbers of Accessory Dwelling Units to the total numbers already permitted by the suites pilot Bylaw No. 471 and the cottages pilot Bylaw No. 512, but distributing them island wide in all zones, on a first come first serve basis to property owners expressing intent to rent long term according to defined conditions such as:
  - Intent to rent long term;
  - Using existing unit or begin building permit within 2 years;
  - Use of alternative water supply where existing supply is a concern;
  - Adequate waste treatment;
- c. Request the resources necessary to create and maintain a registry of Accessory Dwelling Units. (Note direction from OCP section B.2.2.2.13 n. "The Local Trust Committee will consider an annual registration system in order to remain informed about the number and location of occupied suites" OCP Section B.2.2.2.14 contains a similar quote regarding cottages);
- d. Require an automatic review of the allotted quota of Accessory Dwelling Units after the release of each new provincially mandated Housing Needs Assessment (every 5 years) and increase the quota incrementally if needed.

**CARRIED**

**Member Bordeleau and Member Guermoudi OPPOSED**

Member Bordeleau presented a verbal update regarding Tiny Homes. Concern was expressed that there was insufficient time to consider this item and it was agreed to add a Tiny Homes Briefing to the beginning of the next meeting agenda.

**6. ADJOURNMENT**

The next meeting will be held on March 16, 2022 at 5:00 p.m. The meeting was adjourned at 12:20 p.m.

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Rhonan Heitzmann, Chair

**CERTIFIED CORRECT:**

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Sarah Shugar, Recorder