



Islands Trust

AGENDA

SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Thursday, April 07, 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 March 3, 2022 – HAPTF Meeting – For adoption Page 2
 - 2.2. Draft minutes of the March 16, 2022 – HAPTF Meeting – For adoption Page 7
- 3. ADMINISTRATIVE UPDATE** **10:10 – 11:10**
 - 3.1. Housing Action Program Task Force Resolutions – For Information Page 12
 - 3.2. Strategic Priority Matrix Discussion
 - 3.3. Collaboration with Ganges Village Housing Task Force in April
- 4. OTHER BUSINESS** **11:10 – 12:00**
 - 4.1. Report on Tiny Homes (Member Bordeleau)
 - 4.2. Eco-village zoning
 - 4.3. Updates to LTC through Chair’s monthly reporting
- 5. ADJOURNMENT**



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.

Rhonan Heitzmann, Chair

CERTIFIED CORRECT:

DRAFT



Salt Spring Island Housing Action Program Task Force Meeting Minutes

Date: Wednesday, March 16, 2022

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

Members Present: Rhonan Heitzmann, Chair
Bryce Chapman
Nejmah Guermoudi
Stanley Shapiro
Jessica Terezakis
Daniel Wood

Regrets: Maïkan Bordeleau
Kerrie Proulx, Vice Chair
Yvonne Saunders

Absent: Frejya Skye

Staff Present: Sarah Shugar, Recorder

Others Present: Laura Patrick, Local Trustee

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

The meeting was called to order at 5:07 p.m. Chair Heitzmann welcomed the task force members and humbly stated gratitude to live and work in Coast Salish First Nations treaty and traditional territory.

1. AGENDA

By general consent, the agenda was adopted.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Housing Action Program Task Force Resolutions – For Information

The Housing Action Program Task Force Resolutions document was presented.

3. OTHER BUSINESS

3.1 Updates to LTC through Chair's monthly reporting

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

3.2 Tiny Homes Project Update – No update

3.3 Housing Spectrum – Definition of Affordable Housing

In discussion the following items were noted:

- It was noted that the Task Force resolution from the March 3, 2022 meeting regarding draft Bylaw No. 528 has not been included in the March 22, 2022 agenda package;
- An increase supply of housing would help to lower rental rates;
- There is a BC Housing Rental Assistance Program (RAP) that is based on annual income;
- There was a suggestion that an eco-village model based on social enterprise and mixed income would be a more sustainable model. There was a question regarding whether eco-village is within the Islands Trust mandate. Trustee Patrick spoke to the “in cooperation with” language in the Islands Trust mandate. The Task Force can make recommendations and request what is needed to fulfill the Islands Trust mandate to support healthy ecosystem that includes healthy communities;
- There could be opportunity to advocate for strata ownership of a dwelling so that one family could own the house and one family could own the cottage on a property;
- There was a question regarding the status of the Dragonfly Commons affordable housing project. The intent is to have a small dwelling ownership model. The applicant has proof of water although the Province would require the development to be a community small water system. The applicant has requested North Salt Spring Waterworks District (NSSWD) to manage the small water system and the CRD is another possibility to manage the small water system;
- There was discussion regarding water availability. It was noted NSSWD cannot apply for infrastructure grants due to the governance model;
- There was discussion regarding the difference between water availability by piped water and holding tanks. It was noted the Province regulates small water systems to ensure safe water quality;
- There was a question regarding whether there is another model for sharing water such as a co-op;
- It was noted it is permitted to have 30 apartments serviced by one well although it is not permitted to have 30 cottages serviced by one well;
- It was noted the barriers to affordable housing on Salt Spring Island are the rules and regulations of various levels of government;
- There was discussion regarding communication of a message such as “Operation 1000” to set up a target to limit the number of new dwellings and to measure success. This could also reduce the pushback regarding excess;
- The Housing Needs Assessment identified the need for 600 units;

- A Housing Council could provide a landlord-tenant matching program that would support landlords to rent to long term tenants;
- There was a suggestion for a registry of up to 1900 dwellings to encourage landowners to register their existing and new accessory dwelling units. There is no data regarding how many accessory dwelling units are currently in use;
- It is important to have statistics regarding the uptake of accessory dwellings that are actually built;
- It is important to address the spectrum of housing. Accessory dwelling units may not address the lower end of the spectrum;
- Land Trusts would be another option to encourage affordable housing;
- It was noted the Task Force could request a map of multi family zoned properties on Salt Spring Island.

3.4 Ganges Village Plan – Feedback to delegates ahead of workshop

The Ganges Village Area Plan Task Force is hosting a workshop on March 26, 2022. Chair Heitzmann cannot attend. Member Chapman and Member Guermoudi will attend. The following items were noted to discuss:

- Building height;
- To encourage the live, work and play concept in the village and allow residential dwellings above commercial businesses;
- Proactively identify properties to be up zoned for residential use and/or increased density;
- Identify properties that are already zoned for multiple residences.

3.5 Matrix – Identifying and defining main ideas

Members referred to a version of the Matrix that was circulated to members although it was not included in the agenda package. It was noted at the March 3, 2022 meeting the Task Force agreed to 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.

In discussion the following items were noted:

- Add: to define micro-homes/micro-cottages and tiny homes. Tiny homes are generally a tiny home built on a trailer with wheels and are mobile;
- Density transfer item – it was noted there are densities locked up in properties such as Burgoyne Bay Provincial Park that cannot be developed. Density transfers can encourage development in village areas and discourage rural sprawl;
- Add: to offer to work with NSSWD to develop criteria to service affordable housing;
- Add: Creating equitable water policies. This is a long-term issue. The goal would be to encourage alternative water supply other than piped water such as basement cisterns and tanks and converting homes to alternative water systems. It was noted the Salt Spring Island Watershed Protection Alliance (SSIWPA) has created a guide to encourage rainwater collection.

4. ADJOURNMENT

The meeting was adjourned at 7:07 p.m.

Rhonon Heitzmann, Chair

CERTIFIED CORRECT:

Sarah Shugar, Recorder

DRAFT

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
24	16-Feb-22	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.	Members to act as necessary	In progress
23	15-Dec-21	By general consent , staff are requested to provide the list of applicants who have applied to the Housing Action Planning Task Force.	For privacy reasons staff cannot provide this information.	3-Feb-22
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.	Complete	3-Feb-22
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	3-Feb-22

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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
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 possibilites 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 resolutuion to send this to the Trust Council Financial Planning Committee.	9-Nov-21

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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	15-Feb-22
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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