



AGENDA

SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Wednesday, June 15, 2021

Time: 5:00 PM

Location: Salt Spring Island Baptist Church - Lower Hall, 520 Lower Ganges Road

- 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 June 2, 2022 – HAPTF Meeting – For adoption Page 2
 - 3. ADMINISTRATIVE UPDATE – None**
 - 4. OTHER BUSINESS** **5:10 – 7:00**
 - 4.1. Glamping Proposal – Member Skye Page 5
 - 4.2. Tiny Home Update – Member Bordeleau
 - 4.3. Strategic Action Matrix
 - 5. ADJOURNMENT**
- ATTACHMENTS**
- 1. Task Force Resolutions** Page 9



Salt Spring Island Housing Action Program Task Force Minutes of a Regular Meeting

Date of Meeting: Thursday, June 2, 2022

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

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

Regrets: Yvonne Saunders
Nejmah Guermoudi
Frejya Skye

Absent: Maïkan Bordeleau

Staff Present: Geordie Gordon, Acting Island Planner
Rob Pingle, 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 10:02 a.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

It was proposed to table the glamping proposal until the return of Member Skye.

By general consent, the agenda was adopted as amended.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Draft Minutes of the May 5, 2022 Meeting

By general consent, the minutes of the May 5, 2022 Housing Action Program Task Force meeting were adopted.

DRAFT

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3. ADMINISTRATIVE UPDATE

There was question about the process for Bylaw 530. It was explained that it is out for referral and will hopefully be brought forward to the July Salt Spring Local Trust Committee meeting.

There was discussion about the items that should be suggested by the Task Force to the Local Trust Committee regarding the Bylaw included applying the bylaw to all zones, all lot sizes and a quota system to address maximum build out potential. The reasons for this is because adequate water supply and safe septic disposal are park of the building permit process. There is also a goal to provide equal access to all land owners.

There was discussion about the need to gather statistics from similar jurisdictions that have made these changes. There was discussion about a BC Housing report that states the uptake of changes like this is less than five percent.

There was discussion about restricting the ability to access the Bylaw based on the size of the current dwelling on the property.

There was discussion about the difference between Accessory Dwelling Units and Secondary Suites. The ability for properties with Duplexes to have access to these changes was raised.

There was discussion about the restriction of accessory dwelling units on wheels.

It was MOVED and SECONDED,

That the Salt Spring Island Housing Action Program Task Force recommend to the Salt Spring Island Local Trust Committee that the proposed Bylaw No. 530 proceed, subject to the following recommendations:

- That it be introduced to all zones.
- That there be no minimum lot size restriction for detached accessory dwelling units.

CARRIED

There was discussion about the Capital Regional District data on buildings that have been built over the past three years.

It was MOVED and SECONDED,

That the Salt Spring Island Housing Action Program Task Force request staff to research the percentage of uptake for accessory dwelling units introduced in similar jurisdictions.

CARRIED

4. OTHER BUSINESS

4.1 Glamping Proposal – Member Skye - Tabled

4.2 Strategic Action Matrix

There was discussion about the work so far on the creation of the matrix. The spectrum of housing required was raised. The need for a multi-jurisdictional housing authority was

raised. There was discussion about the ability to address short term vacation rentals to remove buildings appropriate as accessory dwellings units but expand the definition of bed and breakfast to allow for glamping style accommodation. The process of the development of Bylaw 512 and it's restrictions to building full time rental cottages was discussed. Height and storey restrictions in the current Land Use Bylaw were identified as an issue for building multi-family dwellings to address the issue. Water and sewage capacity was brought up.

There was discussion about the Ganges Village Planning Task Force. It has been paused while the Salt Spring Local Trust Committee works to address the need to coordinate joint planning with the First Nations in the area.

There was discussion about a Tiny Home Sandbox project proposal that has been presented to MLA Olsen. It identifies tiny homes already in use as available for research.

There was discussion about an eco-density bonus as a way to incentivize building in more environmentally friendly ways. The ability to introduce dual plumbing and using reclaimed Ganges Sewer water to the Ganges area was raised.

5. ADJOURNMENT

The meeting was adjourned at 12:00 p.m.

Rhonan Heitzmann, Chair

CERTIFIED CORRECT:

Rob Pingle, Recorder

Housing Vs. Tourism – does there need to be a conflict?

While I understand that we are a HOUSING task force and not necessarily concerned with other economic issues on the island, I have found it striking that there appears to exist a war between long-term housing and tourism.

Tourism is being vilified as a source of the housing crisis.

Yes, it is concerning when whole houses and apartments that could be long-term rental housing are only rented to tourists.

However, vilifying all sorts of tourism and types of accommodation because of this and cracking down on owners who offer small-scale tourist accommodation to support themselves and their families is not helping anything, rather undermining the livelihood of our community!

Our OCP very clearly states that the general community should benefit from tourism, and it not be concentrated in only a few locations (Hotels in Ganges). As such, offering tourist accommodation in a small scale, low-impact way should be accessible to all property owners especially those with enough land.

A.4.4.1 to ensure that growth, including the growth of tourism, is managed in a way that does not displace or detract from our community's important function as a home for its residents.

Bed and Breakfast businesses in one's residence are not accessible to everyone (not enough bedrooms, privacy issues with families, health concerns, etc.)

And especially in these interesting times of the Pandemic, staying in a stranger's house or having strangers staying in your house is much less attractive.

In my opinion, there is one solution to all of these:

Glamping!

A relatively new term that was not even coined or known during the time of writing the OCP or LUB, Glamping has taken the tourism industry by storm all over the world. Other areas in Canada, such as in particular the Maritime Provinces, have very successfully adopted Glamping and are allowing it on rural properties with some simple regulations.

Benefits of Glamping are:

- **Not displacing** long-term rental housing
- Low-impact on nature/ the environment
- Affordable and fairly easy to set up for the owners, good profitability
- Temporary in nature

- Attractive and creative
- Can be used in more than the summer season with heaters
- Guests are able to appreciate the natural beauty of the island up close without having to 'rough it'

Examples of glamping units are Wall Tents, bell tents, Yurts, Domes, tipis, tree houses, tent platforms, canopies, ...

My suggestion is as follows:

Re-write the regulations around Bed and Breakfast home-based business to include Glamping as an equivalent of a bed and breakfast room:

3.13.8 *Bed and Breakfast home-based businesses* are subject to the following additional conditions:

1. (1) Not more than 1 *bed and breakfast home-based business* is permitted on any *lot*.
2. (2) Despite Subsection 3.13.1, all bedrooms used to accommodate guests must be located only within a *principal dwelling unit* or within a *seasonal cottage*, if one is permitted on the *lot*.
3. (3) Not more than 3 bedrooms **Or glamping units** may be used to accommodate guests on *lots* that are 1.2 ha or less in *area*; not more than 4 bedrooms **Or glamping units** may be used to accommodate guests on *lots* that are greater than 1.2 ha in *area*.
4. (4) Despite Subsection 3.13.2, the total *floor area* dedicated primarily to the accommodation of guests on any *lot*, including bedrooms, ensuite bathrooms, closets and common areas, is not to exceed 50 per cent of the total *floor area* of the *single-family dwelling* and *seasonal cottage* on the *lot*, up to a maximum of 100 square metres.
5. **A glamping unit may consist of a tent up to 50 square meters which may be placed on a permitted deck, a recreational vehicle, or a tiny home on wheels of up to 25 square meters.**
6. **(No more than 1 recreational vehicle may be rented as a glamping unit on each lot)**
7. **The minimum setback for a Glamping Unit from the lot line is 10m.**
8. **A vegetation screen of at least 5m wide must be maintained between any glamping unit and the lot line**
9. **The owner of a *Glamping Unit* must provide for a *disposal* of all waste water and of all human waste generated by ensuring all sewage and wastewater is discharged into a *public sewer* or into a private sewage *disposal* system in compliance with the *Health Act* or *Waste Management Act*.**
10. **Proof of potable water per glamping unit 225l (consistent with camp site and Bed&Breakfast room)**

TABLE 1 POTABLE WATER SUPPLY STANDARDS FOR SUBDIVISION	
USE	VOLUME (litres per day per lot)
<i>Dwelling unit</i>	1600
<i>Secondary Suite</i>	1200
<i>Seasonal cottage</i>	680
<i>Bed and breakfast home-based business</i>	225/bedroom
<i>Commercial or General Employment use</i>	900
<i>Community hall or church</i>	1590
<i>School</i>	50/classroom
<i>Commercial guest accommodation units</i>	450/unit
<i>Campground</i>	225/campsite

Additional Suggestion:

On properties zoned for a Campground, up to 5 Glamping Tents are allowed per ha in lieu of temporary camp sites.

These changes are in line with the following excerpts from the OCP:

B.3.1.2.1 The Local Trust Committee will support the development of informational materials and programs that encourage low-impact tourism on Salt Spring Island.

Glamping Accommodation is perfectly aligned with the OCP guidelines on tourism and the Trust Committee should adopt it as an official program, as mentioned above!

B.3.1 Tourism - Accommodation and Facilities

B.3.1.1 OBJECTIVES

B.3.1.1.1 To recognize and welcome the **economic value** to our community of tourism that is compatible with **preserving and protecting the island's natural environment**, authentic **resident-based** sense of community, and the **aesthetic values** that attract visitors.

B.3.1.1.2 To allow visitor accommodation to develop in a way that will best retain and **distribute the resulting economic benefits** and reduce any negative impacts; to avoid concentrating benefits and impacts in only a few locations.

B.3.1.1.3 To **retain and maximize the economic benefits** of tourism **to the community**.

B.3.1.1.4 To make land use decisions that would **encourage tourism in the shoulder and off-seasons** and discourage any significant increase in the peak period.

B.3.1.1.5 To encourage tourism that **blends well with the community** and complements the **rural, peaceful nature** of the island, and to avoid the development of tourist attractions that are unrelated to the island's natural environment, social base or cultural heritage.

B.3.1.2.1 The Local Trust Committee will support the development of informational materials and programs that encourage low-impact tourism on Salt Spring Island.

B.3.1.2.5

Campgrounds are permitted by zoning in some Agriculture-zoned locations. The Local Trust Committee **should consider rezoning applications** from property owners wishing to develop **small, low impact campgrounds** on larger properties in the following Designations:

Rural Neighbourhoods

Agriculture (subject to approval of the Agricultural Land Commission) Forestry

Uplands

If Glamping accommodation becomes part of Campground accommodation, further possibilities open up through rezoning as per the guideline above.

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
30	7-Apr-22	It was MOVED and SECONDED, That the Housing Action Program Task Force recommend to the Salt Spring Island Local Trust Committee that a letter be drafted to Hon. Selina Robinson Minister of Finance to include Salt Spring in the speculation and vacancy tax.		

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
29	3-Mar-22	<p>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:</p> <p>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;</p> <p>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:</p> <ul style="list-style-type: none"> • 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; <p>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);</p> <p>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.</p>		

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
28	3-Mar-22	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.	Members to act as necessary	In progress
27	3-Mar-22	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.	Invitation altered to include all members at the April 21, 2022 Ganges Task Force Meeting	In progress
26	3-Mar-22	By general consent , the task force agreed to add “explore options regarding Temporary Use Permit (TUP) application fees” to the Solutions Matrix.		
25	3-Mar-22	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: <ul style="list-style-type: none"> • 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. 		
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

Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
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
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 Guer mou di 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