



Islands Trust

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## AGENDA

### SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Thursday, August 4, 2022  
Time: 10:00 AM  
Location: Salt Spring Island Baptist Church - Lower Hall, 520 Lower Ganges Road

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| <b>1. AGENDA</b>  | <b>10:00 - 10:05</b> |
| 1.1. Approval of Agenda   |                      |
| <b>2. MINUTES OF PREVIOUS MEETINGS</b>                                | <b>10:05 – 10:10</b> |
| 2.1. Draft minutes of the July 7, 2022 – HAPTF Meeting – For adoption | Page 2               |
| <b>3. ADMINISTRATIVE UPDATE</b>                                       | <b>10:10 – 10:15</b> |
| 3.1. Task Force Resolutions   | Page 5               |
| <b>4. OTHER BUSINESS</b>  | <b>10:15 – 12:00</b> |
| 4.1. Strategic Action Matrix  |                      |
| <b>5. ADJOURNMENT</b>   |                      |



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

**Date of Meeting:** Thursday, July 7, 2022

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

**Members Present:** Rhonan Heitzmann, Chair  
Kerrie Proulx, Vice Chair  
Bryce Chapman  
Stanley Shapiro  
Jessica Terezakis  
Yvonne Saunders  
Daniel Wood  
Maïkan Bordeleau  
Frejya Skye  
Nejmah Guermoudi

**Regrets:** None

**Absent:** None

**Staff Present:** Geordie Gordon, Acting Island Planner  
Rob Pingle, Recorder

**Others Present:** Peter Grove, Local Trustee

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

The meeting was called to order at 10:01 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

By general consent, the agenda was adopted.

## 2. MINUTES OF PREVIOUS MEETINGS

### 2.1 Draft Minutes of the June 15, 2022 Meeting

By general consent, the minutes of the June 15, 2022 Housing Action Program Task Force meeting were adopted.

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### **3. ADMINISTRATIVE UPDATE**

#### **3.1 Task Force Resolutions**

There was discussion regarding future meeting scheduling.

Member Skye arrived at 10:10 a.m.

Member Guermoudi arrived at 10:14 a.m.

There was discussion regarding the Task Force resolutions and the spreadsheet was updated accordingly.

### **4. OTHER BUSINESS**

#### **4.1 Glamping Proposal**

Member Skye spoke to the concern regarding Short-Term Vacation Rentals removing long term rental stock and the need for many properties to provide tourism rental opportunities. She spoke to the low impact of glamping opportunities that won't remove units from the long term housing stock but still provide income to properties in need.

The following points were raised during discussion:

- The need to address the affordability of properties by providing diverse options to make a living.
- Creating flexibility for long term rental and glamping rental opportunities on properties.
- The current accommodation licencing discussion occurring.
- The positive aspects of providing this opportunity to the community.
- The data that states short term rentals increases the challenge to provide affordable housing.
- The challenge for commercial rental providers to access housing for their staff.
- The challenges for farmers to be productive on their land and access workers.

#### **4.2 Tiny Home Update**

Member Bordeleau spoke to the document he has prepared. It presents the rationale to allow for inclusion of tiny homes as dwelling units. It will be included in the next agenda package for further discussion and forwarding to the Local Trust Committee.

The following points were raised during discussion:

- The challenge of meeting the building code while maintaining affordability.
- The idea of proposing building code light to increase affordability.
- If limits to density were included in the document.

- That this document addresses tiny homes on wheels and not micro homes with foundations.

#### **4.3 Strategic Action Matrix**

There was discussion about the advancement of proposed Bylaw 530 at the upcoming Local Trust Committee meeting on July 12, 2022.

There was discussion about the progress of the Dragonfly Commons (SS-RZ-2017.2 - 221 Drake Road) housing project.

### **5. ADJOURNMENT**

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

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Rhonan Heitzmann, Chair

**CERTIFIED CORRECT:**

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Rob Pingle, Recorder

# Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
32	2-Jun-22	It was MOVED and SECONDED, That the Salt Spring Island Housing Action Program Task Force requests staff to research the percentage of uptake for accessory dwelling units introduced in similar jurisdictions.		
31	2-Jun-22	It was MOVED and SECONDED, That the Salt Spring Island Housing Action Program Task Force recommends to the Salt Spring Island Local Trust Committee that the proposed Bylaw No. 530 proceed, subject to the following recommendations: <ul style="list-style-type: none"> <li><input type="checkbox"/> That it be introduced to all zones.</li> <li><input type="checkbox"/> That there be no minimum lot size restriction for detached accessory dwelling units.</li> </ul>	Contemplated for Bylaw 530 second reading amendments	12-Jul-22
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.	Inlcuded in Minutes received by the LTC	17-May-22

# 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"> <li>• Intent to rent long term;</li> <li>• Using existing unit or begin building permit within 2 years;</li> <li>• Use of alternative water supply where existing supply is a concern;</li> <li>• Adequate waste treatment;</li> </ul> <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>	Contemplated for Bylaw 530	17-May-22

# Housing Action Program Task Force Resolutions

Number	Meeting Date	Resolution	Work Flow	Date Completed
28	3-Mar-22	<b>By general consent</b> , 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	Ongoing
27	3-Mar-22	<b>By general consent</b> , 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	Occurred
26	3-Mar-22	<b>By general consent</b> , the task force agreed to add “explore options regarding Temporary Use Permit (TUP) application fees” to the Solutions Matrix.	Members to address as needed	Ongoing
25	3-Mar-22	<b>It was MOVED and SECONDED</b> , 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"> <li>• Align the bylaw with the Agricultural Land Commission (ALC) permissions and do not add additional restrictions;</li> <li>• Remove the need for a covenant and only require proof of farm status for the secondary dwelling;</li> <li>• Amend the definition of sleeping unit to include temporary accommodation structures such as recreational vehicles (RV’s), tiny homes, yurts, domes and glamping tents.</li> </ul>	Included in staff report to LTC	12-Jul-22
24	16-Feb-22	<b>By general consent</b> , 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	<b>By general consent</b> , 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	<b>It was MOVED and SECONDED</b> , 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	<b>By general consent</b> , 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	<b>By general consent</b> , 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	Due to budget issues this has been delayed
19	17-Nov-21	<b>By general consent</b> , 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	<b>By general consent</b> , 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	<b>By general consent</b> , 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.	Complete
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	<b>By general consent</b> , 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	<b>By general consent</b> , 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	12-Jul-22

# 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