



Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

Thursday, May 8, 2025

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

MS Teams Link: [Click here](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [25-0516](#) Minutes of March 13, 2025 Salt Spring Island Local Community Commission

Recommendation: That the minutes of March 13, 2025 meeting be adopted as circulated.

Attachments: [Minutes; March 13, 2024](#)

4. Chair, Director, and Commissioner Reports

5. Senior Manager Report

6. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address for "Addressing the Salt Spring Island Local Community Commission" no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca.

7. Commission Business

7.1. [25-0517](#) SSI Local Community Commission Services External Grants 2025 Spring

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: SSI Local Community Commission Services External Grants 2025](#)
[Appendix A: 2025 SSI External Grants Tracker Spring](#)

7.2. [25-0518](#) Windsor SSI - Parking & Entrance Widening

Recommendation: That the Salt Spring Island Local Community Commission approve Windsor Plywood's request to widen the westerly entrance to 166 Rainbow Road by approximately six feet, reducing available street parking.

Attachments: [Staff Report: Windsor SSI - Parking & Entrance Widening](#)
[Appendix A: Drawing of proposed changes to 166 Rainbow road](#)

7.3. [25-0521](#) Salt Spring Island Harbours Roundtable Workshop - Outcome

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: SSI Harbours Roundtable Workshop - Outcome](#)
[Appendix A: SSI Harbours Roundtable Workshop – Outcome Notes from the Ap](#)

7.4. [25-0437](#) Housing Now HomeShare Registry Project

Recommendation: The Salt Spring Island Local Community Commission approved a \$23,724 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Attachments: [Staff Report: Housing Now HomeShare Registry Project](#)
[Appendix A: Housing Now HomeShare Registry Project Work](#)

7.5. [25-0527](#) Parking on Saturdays in Ganges

Recommendation: Verbal Discussion

7.6. [25-0528](#) Local Community Commission Webpage Review

Recommendation: Verbal Discussion

8. Notice(s) of Motion

9. Rise and Report

10. Adjournment

Next Meeting:

-Thursday, May 15, 2025, at 9:00am in the Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, March 13, 2025

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

PRESENT:

COMMISSIONERS: E. Rook, G. Holman (Director), G. Baker, B. Corno, B. Webster,

STAFF: S. Henderson, Senior Manager, Real Estate, SGI Administration and LCC, D. Ovington,
Manager, SSI Parks and Recreation, L. Taylor, Receptionist, (Recorder)

GUEST: J. Roy-Allen, SSI Chamber of Commerce

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

The meeting was called to order at 05:00 pm.

1. Territorial Acknowledgement

2. Approval of Agenda

**MOVED by Commissioner Baker, SECONDED by Commissioner Webster,
That the agenda for the March 13, 2024, meeting of the Local Community
Commission be approved as presented.
CARRIED**

3. Adoption of Minutes

**3.1. Minutes of February 13, 2025 and February 28, 2025 Salt Spring Island
Local Community Commission**

**MOVED by Commissioner Baker, SECONDED by Commissioner Webster,
That the minutes of the February 13, 2025 meeting be adopted as circulated
AND**

**That the minutes of the February 28, 2025 meeting be adopted as amended by
the addition of the words " - LCC considering meeting with Provincial officials
regarding implications of bill 35" after the words " ... license feasibility study"
and before the words "- possible joint meeting..."**

4. Chair, Director, and Commissioner Reports

Commissioner Rook spoke of an information meeting regarding short term vacation rental with Province.

Director Holman spoke of the following items:

- CRD final budget
- Alternative Approval Process for Regional Transportation Service
- Capital Regional Hospital District Capital Plan
- BC Ferries

Commissioner Webster spoke of the following items:

- Housing tour on island for unconventional housing options
- Salt Spring Island social media issues

Commissioner Baker spoke of the following items:

- Transport Canada and Harbour Authority Salt Spring Island (HASSI) meeting
- Harbour clean up
- Mooring safety in Saltspring Harbour
- Met with Southern Gulf Island Tourism Partnership (SGTP) meeting
- Spoke with the local Girl Guide meeting

5. Senior Manager Report

D.Ovington spoke for the following items:

- Centennial park washroom hours, they are now open until 12 am
- 163 Drake Road (Phoenix) elementary expression of interest
- Recruitment for Manager of Engineering, interviews underway

S. Henderson spoke of the following items:

- "Buying Canadian" CRD staff are looking at alternatives for sourcing
- Harbours round table workshop set for April 10
- Betterments grant issued for bus shelters
- Street sweeping has commenced in Ganges

6. Presentations/Delegations

6.1. Presentations

- 6.1.1. Presentation: Jason Roy-Allen; SSI Chamber of Commerce, Re: SSI Visitor Centre
- J. Roy-Allen spoke regarding SSI Chamber of Commerce Visitor Centre funding request.
- MOVED by Director Holman, SECONDED by Commissioner Webster,**
That the proposal be referred to staff to report back to the Salt Spring Island Local Community Commission.
CARRIED

6.2. Delegations

- 6.2.1. Delegation - Myna lee Johnstone, SSI Resident Re: Item 7.1 Salt Spring Island Transit
- M. Johnstone spoke to item 7.1

7. Commission Business

- 7.1. Salt Spring Island Transit
- A discussion ensued regarding Salt Spring Island Transit.
- 7.2. Food and Community Organizations Fee for Service Contract
- MOVED by Director Holman, SECONDED by Commissioner Corno,**
That the Salt Spring Island Local Community Commission approve:
- 1. Neighbourhood Farmer Training Program fee for service contract with Farmland Trust in the amount of \$7,000 for 2025.**
 - 2. Abattoir Skills Training program fee for service contact with the Abattoir Society in the amount of \$5,000 for 2025.**
 - 3. Tuesday Farmers Market Advertising and promotion fee for service contract with the Community Market Society in the amount of \$4,500 for 2025. Subject to not obtaining funding from the Southern Gulf Island Tourism Partnership.**
- CARRIED**

8. Notice(s) of Motion

- 8.1. Motion with Notice: SSI Foundation Meeting (G. Baker)
- MOVED by Commissioner Baker, SECONDED by Commissioner Corno,**
That the Salt Spring Island Local Community Commission requests that staff arrange a meeting involving the Salt Spring Island Foundation, CRD staff and two representatives of the Salt Spring Island Local Community Commission in the near future to discuss Grant-in-Aid.
- MOVED by Commissioner Baker, SECONDED by Commissioner Corno,**
That consideration of this Motion with Notice be postponed until staff can report back on staff to staff meeting with the Salt Spring Island Foundation.
CARRIED

8.2. Motion with Notice: Licensing Feasibility Report (B. Webster)

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission (LCC) request staff to
report back on options for determining the feasibility of the LCC implementing a
business licensing system for Salt Spring Island.

The Motion with Notice was amended by Commissioner Webster.

"That the Salt Spring Island Local Community Commission (LCC) request staff to
update the 2022 feasibility analysis of business licensing on Salt Spring Island."

MOVED by Director Holman

That consideration of this Notice with Motion be postponed until after meeting
with the Province regarding implications of Bill 35 Short Term Rental
Accommodations Act.

FAILED due to lack of seconder

The question was called by the Chair.

" That the Salt Spring Island Local Community Commission (LCC) request staff to
update the 2022 feasibility analysis of business licensing on Salt Spring Island."

CARRIED

OPPOSED Holman

8.3. Motion with Notice: Bill 35 Enforcement and Implications Meeting (G.
Holman)

This Notice of Motion was withdrawn.

9. Adjournment

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Local Community Commission adjourn the meeting at 7:01pm
CARRIED

CHAIR

SENIOR MANAGER



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REPORT TO THE SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF Thursday, May 08, 2025

SUBJECT SSI Local Community Commission Services External Grants 2025 Spring

ISSUE

This report provides an update on new and in progress external grants activity for a period from October 2024 to April 2025.

BACKGROUND

A summary of the external grant applications (Appendix A) details grants submission and the application status. Several projects in the Five-Year Financial Plans under the delegated authority of the Salt Spring Island Local Community Commission (LCC) are reliant on grant funding to proceed.

IMPLICATIONS

Financial Implications

New Grants / Contributions Awarded

1. \$9,727 Island Health- Inclusion Support Funding, Summer Program staff
2. \$7,500 MoTT Minor Betterments- Mobrae Bus Shelter Design
3. \$7,500 MoTT Minor Betterments- Cusheon Lake Bus Shelter Design
4. \$10,000 SSI Foundation Community Grant- Integrated Housing Strategy Action Plan
5. \$7,501 Summer Student Grant – Camp Leaders (applied for \$16,443)

Upcoming Grants that are Pending Approval

1. \$9,625 SSI Foundation Community Grant – Gym Inflatable
2. \$100,000 MoTT Transit Minor Betterments Grant – Mobrae Avenue and Cushion Bus Shelter, Prepare for West Horel
3. \$35,000 ICBC- Ganges Crosswalk study
4. \$40,000 ICBC- Merchant Mews Crosswalks

CONCLUSION

The Capital Regional District (CRD) recognizes grants are a supplementary funding source to address the needs of under the scope of the Local Community Commission services. A number of services under the LCC are reliant on grant funding to proceed.

RECOMMENDATION




There is no recommendation. This report is for information only.

Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, BSc, Senior Manager of Real Estate, Southern Gulf Islands Electoral Area and Saltspring Island Local Community Commission

Appendix A – 2025 SSI External Grants Tracker Spring

2025 SSI LCC Services Grants Tracker

(Updated as of 29-Apr-25)

 Approved	 Pending	 Unsuccessful
6	4	3
\$154,228	\$184,625	\$334,139



2025 Approved Grants

Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	Summer Student Grant- Camp Leaders	27-Nov-24	0%	\$7,501
	Island Health -Inclusion Support Funding -Summer Program staff	12-Feb-25	0%	\$9,727
Salt Spring Island Transportation	MoTT Transit Minor Betterments - Mobrae Avenue Bus Shelter Design	14-Feb-25	5%	\$7,500
	MoTT Transit Minor Betterments - Cusheon Lake Road Bus Shelter Design	14-Feb-25	5%	\$7,500
	BC Active Transportation- Merchant Mews Pathway	25-Oct-23	20%	\$112,000
Economic Development	SSI Foundation Community Grant - Integrated Housing Strategy	12-Mar-25	20%	\$10,000
Total				\$154,228



2025 Pending Grants

Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	SSI Foundation Community Grant- Gym Inflatable	12-Mar-25	0%	\$9,625
Salt Spring Island Transportation	MoTT Transit Minor Betterments - Bus Shelters Mobrae, Cushion and Prepare West Horel	24-Apr-25	5%	\$100,000
	ICBC- Ganges Crosswalk Study	24-Apr-25	0%	\$35,000
	ICBC- Merchant Mews Crosswalks	24-Apr-25	0%	\$40,000
Total				\$184,625



2025 Unsuccessful Grants

Service	Grant Program	Date Submitted	Project Status	Amount
Salt Spring Island Parks and Recreation	Island Health -Inclusion Support Funding -Spring Break Program staff	12-Feb-25	0%	\$4,139
Salt Spring Island Transportation	BC Active Transportation- Rainbow Road	31-Oct-24	10%	\$315,000
Economic Development	SGITP Donation Request- Integrated Housing Strategy	12-Mar-25	20%	\$15,000
Total				\$334,139

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MAY 08, 2025**

SUBJECT Windsor SSI - Parking & Entrance Widening

ISSUE SUMMARY

To review a request to widen the entrance to 166 Rainbow Road (Windsor Plywood)

BACKGROUND

The Salt Spring Island (SSI) Windsor Plywood location was destroyed by a fire in June 2021. Operating out of a temporary facility for almost four years Windsor Plywood has begun construction on a replacement building and site upgrades.

A representative from SSI Windsor Plywood and Momentum Design and Build attended the SSI Local Community Commission (LCC) April 17th, 2025, to give a presentation on the new development as well as plans to widen the westerly entrance to 166 Rainbow Road by approximately 6 feet (Appendix A). The purpose of widening the entrance is to improve safety and traffic flow in and out of Windsor Plywood as the current entrance is noted to have limited sightlines.

In May of 2022, the CRD obtained a license through the Ministry of Transportation and Transit (MOTT) for the purpose of constructing a pedestrian pathway and parking stalls along Rainbow Road.

The proposed expansion will eliminate one parking stall fronting Windsor Plywood along Rainbow Road. Eliminating a community amenity would require LCC approval who have delegated authority over the SSI Transportation Service.

Should the LCC approve the removal of a public amenity to support a private business, the LCC could request funds to replace that amenity as part of a future transportation project. When considering this request, the LCC should also consider if there are community benefits to the private development such as improved safety or economic development.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission approve Windsor Plywood's request to widen the westerly entrance to 166 Rainbow Road by approximately six feet, reducing available street parking.

Alternative 2

That the Salt Spring Island Local Community Commission approve Windsor Plywood's request to widen the westerly entrance to 166 Rainbow Road by approximately six feet, reducing available street parking with a contribution of \$15,000 to support future parking development projects on Salt Spring Island.

Alternative 3

That the Salt Spring Island Local Community Commission refers the report back to staff for additional information.

IMPLICATIONS

Financial Implications

The estimated original construction costs for each parking stall on Rainbow Road are estimated to be between \$11,000-\$15,000.

Costs to develop a new parking stall in 2025 are estimated to be over \$15,000.

CONCLUSION

The CRD obtained a license through MOTT for the purpose of constructing a pedestrian pathway and parking stalls along Rainbow Road. The SSI Windsor Plywood locations on Rainbow Road was destroyed by a fire in 2021. The redevelopment of the site includes widening the westerly driveway to support two-way traffic and improve safety and visibility.

RECOMMENDATION

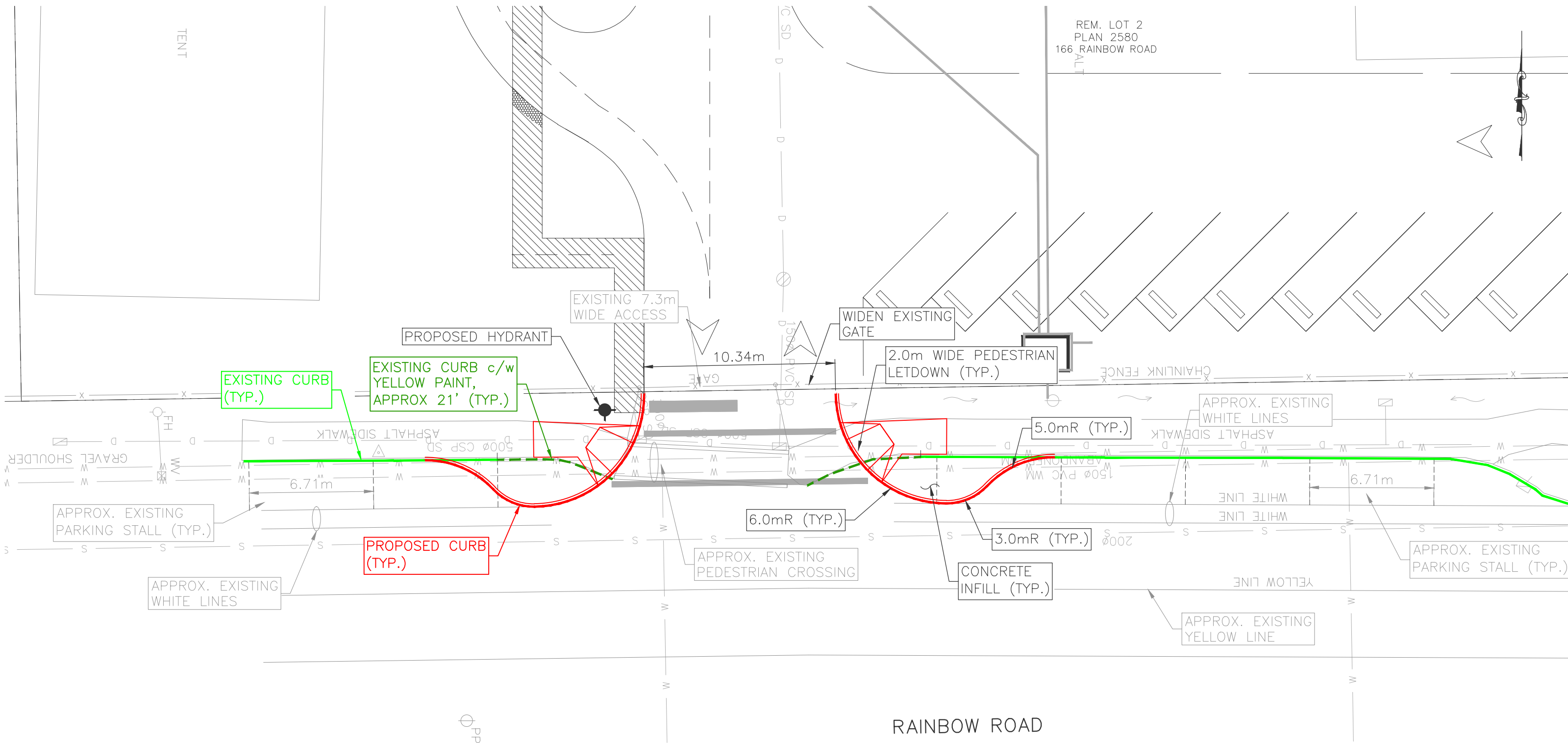
That the Salt Spring Island Local Community Commission approve Windsor Plywood's request to widen the westerly entrance to 166 Rainbow Road by approximately six feet, reducing available street parking.

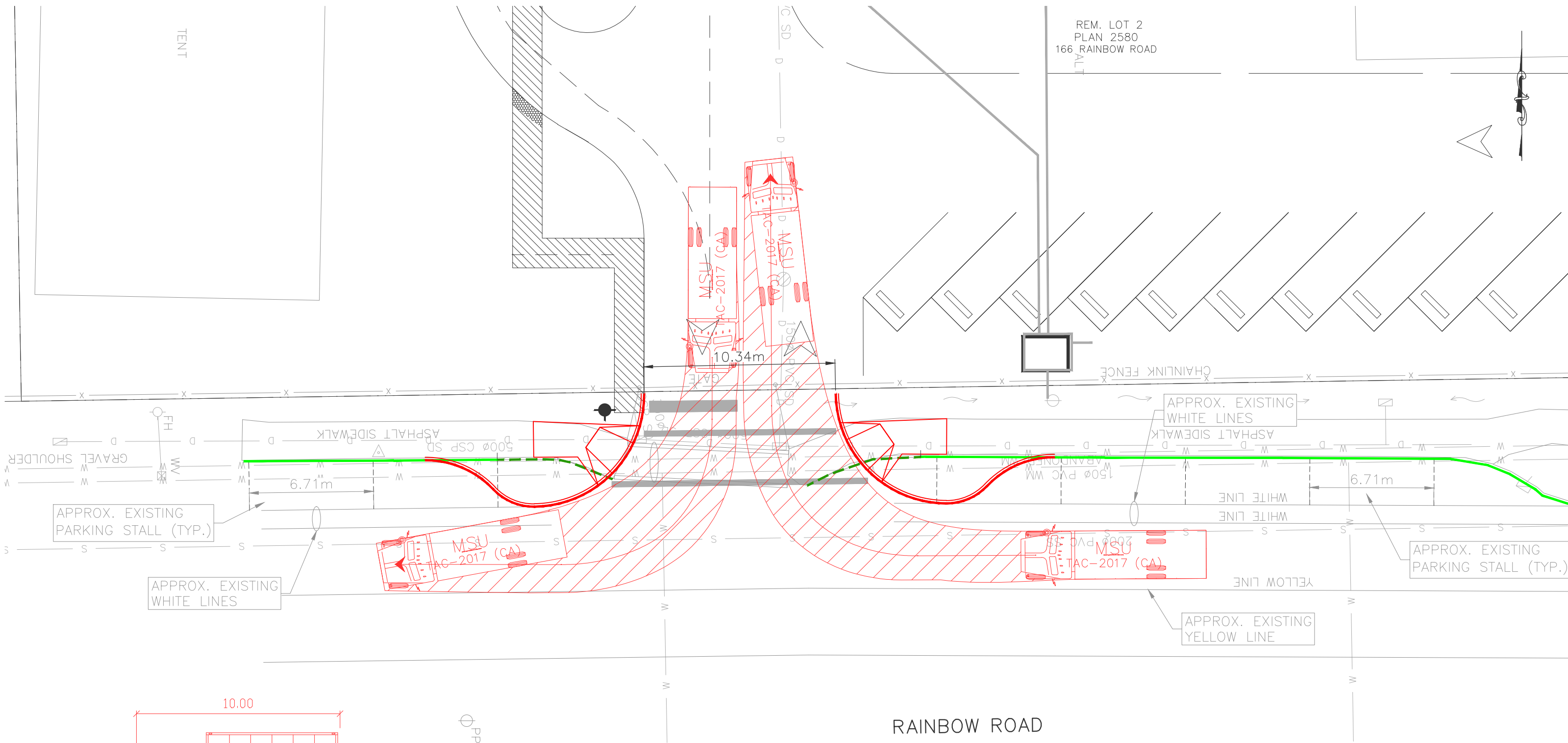
Submitted by:	Dan Ovington, BBA Senior Manager, Salt Spring Island Administration
Concurrence	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands Electoral Area and Saltspring Island Local Community Commission

ATTACHMENTS

Appendix A: Drawing of proposed changes to 166 Rainbow Road.

**Windsor Plywood
166 Rainbow Road
Entrance Widening**











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REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION MEETING OF THURSDAY, MAY 08, 2025

SUBJECT Salt Spring Island Harbours Roundtable Workshop – Outcome

ISSUE

To report on the outcome of the Salt Spring Island Harbours Roundtable Workshop meeting.

BACKGROUND

The Salt Spring Island Local Community Commissions (LCC) strategic plan identifies Economic Sustainability as a strategic priority with an objective to revitalize Ganges Village. This includes an initiative to explore options for an LCC role in Ganges Harbour management. As part of this initiative the LCC wants to better understand the positions and interests of the First Nations, local community groups, neighbours, and users of the harbour. This is to determine what is being done and if there are potential actions that could be progressed. As well as to consider how the LCC can play a role.

On April 10, 2025, the LCC facilitated a Salt Spring Island Harbours Roundtable Workshop meeting on Salt Spring Island. A group of almost 40 individuals attended with representation from two First Nations Bands, the LCC, Islands Trust, the Harbour Authority, community interest groups, commercial marine operators, environmental stewards, residents of boats living in the harbour, and others. A couple of the attendees took the opportunity to provide brief presentations to enable an expression of their perspectives. Following the presentations a round-table discussion occurred. A list of the participants and a summary of the discussion is attached (Appendix A).

The information and perspectives from the roundtable will be utilized to determine next steps. The primary action was to hold another workshop with a smaller group to identify how to move forward. A summary of the next steps that were expressed included the following:

- Another workshop with smaller break out groups
- Need to ensure the harbour is included in the discussions of the future land use planning bylaws with Islands Trust
- Importance of collaboration and partnerships and the need to involve First Nations, and various stakeholders including: liveaboards, government agencies, commercial operators, local residents, and the tourist industry.
- The need for continued management of pollution and derelict vessels in the harbour
- Further evaluation of innovative approaches to improve the Harbour are required.

CONCLUSION

A Salt Spring Island Harbours Roundtable Workshop was held on April 10, 2025. A diverse representation of the community was present with many different perspectives. A consistent and common interest from the participants was a desire to enhance and improve the stewardship of the Harbour. The outcomes of the meeting will be utilized to determine a way forward. The role of the LCC to support the next steps is being considered.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Stephen Henderson, MBA, BSc, Senior Manager of Real Estate, Southern Gulf Islands and Salt Spring Local Community Commission
Concurrence:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Electoral Area

Appendix A – Salt Spring Island Harbours Roundtable Workshop – Outcome Notes from the April 10th, 2025

Outcome Notes from the April 10, 2025: Harbour Roundtable Workshop

Roundtable started at 5:02pm

Meeting Facilitated by Earl Rook

offered a welcome and reviewed the purpose of the meeting.

Purpose - to explore considerations for managing STR's on SSI and the greater SGI Region

Roundtable Participants

- Ben Corno, LCC Commissioner
- Bert Hollingworth, Harbours user
- Brian Webster, LCC Commissioner
- Celeste, Salt Spring Marina
- Celine Boychuk, Eagle Eye Marine
- Chris Hutton, Senior Planner, Islands Trust
- Corey Johnson, Harbour Authority SSI (HASSI)
- David Wood, Commodore, SSI Sailing Club
- Earl Rook, LCC Commissioner
- Gary Holman, EA Director
- Gayle Baker, LCC Commissioner
- Geoff Oestreicher, Grace Point Strata
- Gillean Proctor, Grace Point Strata
- Glenn Stevens, Clean and Safe Harbours Initiative (CASHI)
- Jack Speirs, Harbours user
- Jennifer Mycyk Oestreicher, Grace Point Strata
- Jill Oakes
- Kurt Irwin, Spune'luxutth Tribe (Penelakut)
- Laura Patrick, Islands Trust Trustee
- Louisa Taylor, Receptionist CRD (Recorder)
- Lorne Underwood, Tsawout Tribe
- Marion James, Spune'luxutth Tribe (Penelakut)
- Nejmah Guermoundi, Harbours user
- Nick Boychuk, Eagle Eye Marine
- Oluwashogo Garuba, Islands Trust Planner
- Patricia Blanchard, Beach Clean-up coordinator
- Pete Cart
- Phillip Ross
- Rick James Spune'luxutth Tribe (Penelakut)
- Riley, Harbours user
- Robert Jones, Grace Point Strata
- Russ Ellis
- Stephen Henderson, CRD Staff
- Terry Grupner, Harbours user

Presentations:

Spune'luxutth (Penelakut)

- Concerns are environment, garbage and pollution and the need to be stewards of the land.
- Hoping for an action plan coming out of this meeting.

Nejmah Guermoundi,

- Discussed a live-abroad community pilot project,
- A grant application has been submitted to a community foundation and if successful is looking for assistance in delivery.

Roundtable Considerations:

a. Discussion of Interests

- A consistent and common interest was a desire to enhance and improve the environmental stewardship of the harbour.
- Need to review if boats are housing liveaboards versus what are derelict and abandoned boats.
- More clarity on government agency roles.
 - More clarity on what regulations are in place, and what other regulations are required.
 - Recognition of the diverse residents in the harbour, including those living on boats by choice and those out of necessity.
 - Need for affordable housing solutions on land to relieve pressure on the harbour.
 - Importance of understanding the demographics of harbour residents to address their needs effectively.
 - Concerns with noise and nuisance associated with users of the harbour area.
 - Support for local initiatives to co-ordinate more harbour/beach clean-up events. These have been a great success recently. Mentioned that tonnes of garbage have been removed.
 - Continuous clean-ups and the need for sustainable solutions.
 - Focus on protecting the ecosystem, including eelgrass, crabs, herring, clams, and oysters
 - Impact of pollution on the environment and First Nations cultural heritage.
- Need improved resources for removal of derelict/abandon boats.
 -

b. Roles and Responsibilities

Regulatory and Enforcement Challenges:

- Need for clear regulations and enforcement to manage harbour activities.
- Challenges with enforcing bylaws and holding boat owners accountable for abandoned or neglected vessels.
- Importance of practical enforcement measures and compliance.
- Concerns with lack of holding tanks and lack of use of pump-outs.

Community Collaboration and Support:

- Emphasis on community members working together and taking initiative in harbour management.
- Proposal to form a coalition or working group to manage harbour issues collaboratively.
- Recognition of ongoing clean-up efforts and the need for continued support.

c. Other Agencies / Organizations / Communities**Service Provision and Infrastructure:**

- Request for better services and infrastructure to support harbour residents.
- Discussion on providing access to garbage collection, water supply, sewage management, and other essential services.

First Nations Representation and Perspective:

- Advocacy for environmental protection and stewardship by First Nations.
- Historical context and long-standing presence of First Nations in the area.
- Importance of consulting First Nations regarding the use of traditional territories and involving them in decision-making processes.

d. Desires for the Future

- More collaboration with the various agencies (CRD, Islands Trust, HASSI, Transport Canada, Coast Guard etc.)
- Better planning for waste management within the harbour.
- Affordable housing solutions.

Recommendation/ Next Steps:

- Another workshop with smaller break out groups
- Need to ensure the harbour is included in the discussions of the future land use planning bylaws with Islands Trust
- Importance of collaboration and partnerships and the need to involve First Nations, and various stakeholders including: liveaboards, government agencies, commercial operators, local residents, and the tourist industry.
- The need for continued management of pollution and derelict vessels in the harbour
- Further evaluation of innovative approaches to improve the Harbour are required.

Roundtable ended at 6:36 pm

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, MAY 15, 2025**

SUBJECT **Housing Now HomeShare Registry Project**

ISSUE SUMMARY

To consider a contract to develop a multi-functional housing registry model in support of workforce housing on Salt Spring Island (SSI).

BACKGROUND

In 2022 the Southern Gulf Islands Economic Sustainability Commission developed a Housing Now program with a HomeShare toolkit, home registry, and website. The Housing NOW project gathered data and responses through community engagement with businesses, community organizations, and private residents, to document the Southern Gulf Island housing experience. The program created opportunities for the registry's growth and sustainability by seeking collaboration with the Southern Gulf Island Tourism Partnership (SGITPS) to include Salt Spring Island as an additional service community of the Registry. The financial support supplied by the SGITPS allowed for the creation of a Salt Spring Island coordinator for this new branch of the Housing NOW Registry, as well as an additional advertising and print media budget.

In October 2023, The Salt Spring Island Local Community Commission (LCC) directed staff to work with Housing Now to develop an SSI specific plan. The Housing NOW Project is a multi-functional housing registry model designed for the Southern Gulf Islands and Salt Spring. In 2024 the LCC approved funding of the SSI Housing Now HomeShare Registry project in the amount of \$22,830. This funding was used to produce an SSI housing Now Island associate onboarding and training program, conduct a business housing needs poll, home share community awareness campaign, business housing needs report, employer guarantor registry, SSI Housing Now landing pages, and a HomeSharer Finding Resolutions publication.

The Housing Now HomeShare registry project is requesting \$23,724 in funding in 2025 to implement key initiatives throughout 2025, focusing on digital innovation, enhanced Homeshare support, expanded communication strategies, housing education and the development of a social enterprise model (Appendix A).

ALTERNATIVES

Alternative 1

The Salt Spring Island Local Community Commission approved a \$23,724 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Alternative 2

The Salt Spring Island Local Community Commission refer this report back to staff for additional information

IMPLICATIONS

Financial Implications

The Housing Now HomeShare Registry project will be funded from 1.124 Economic Development Service (EDS) budget.

The Economic Development Service has \$101,652 budgeted for project costs and third-party payments in 2025. \$51,652 of this funding was carried forward from 2024 to support LCC housing strategy initiatives. There is \$50,000 remaining to support fee-for-service contracts through the Economic Development Service in 2025.

Table 1: Salt Spring Island 2025 Economic Development Service Summary

2025 Economic Development Service	2024 Carried Forward	2025 Budget	Total 2025 Project Cost	Committed Funds *	Remaining
SSI (\$)	51,652	50,000	101,652	51,652	50,000

The CRD funded four fee-for-service contracts through the EDS in 2024 totaling \$62,830:

Table 2: Salt Spring Island 2024 Economic Development Service Spent for 2024

2024 Economic Development Service		
Contract	Description	Amount (\$)
SSI Chamber of Commerce	Visitor Information Centre 2024 Operating Season	10,000
SSI Farmland Trust Society	Farmland Trust Grow Local Food Aggregation	20,000
Southern Gulf Islands Tourism	DMMO Annual Funding	10,000
SIGI Community Resources	Housing NOW Home Share Registry	22,830
Total Spent 2024		\$62,830

The LCC has approved four fee-for-service contracts through the EDS in 2025 totaling \$25,500:

Table 3: Salt Spring Island Economic Development Service Approved for 2025

2025 Economic Development Service		
Contract	Description	Amount (\$)
SSI Farmland Trust Society	Neighborhood Farmer Training Program	7,000
Southern Gulf Islands Tourism	DMMO Annual Funding	10,000
Salt Spring Abattoir	Abattoir Skills Training	5,000
Tuesday Market Society	Tuesday Farmers Market Advertising and Promotion	3,500
Salt Spring Island Chamber of Commerce	Visitor Information Centre 2025 Operating Season	10,000
Total Spent 2025		\$35,500

Additional grant funding has been secured in the amount of \$10,000 to support housing strategy initiatives in 2025. Securing this additional funding will free up an additional \$10,000 of funding to support fee for service contracts.

Table 5: Post Approval and Pending Funds Remaining

2025 Economic Development Service Summary	2025 Budget	New Funding	Spent	Housing NOW HomeShare Registry	Remaining Funds
SSI (\$)	50,000	10,000	35,500	23,724	776

Economic Development Operating Reserve Balance = \$10,224

Social Implications

The Housing Now Homeshare Registry will support building a workforce housing toolkit of resources specific to Salt Spring Island and guide the creation of a fee-for-service payment structure that will apply to a diverse size range of employers in the region.

CONCLUSION

Seed funding from the SGI Community Economic Sustainability Commission and the SGITP, in 2023, allowed for the foundations of a Home Share Registry. With additional funding in 2024, the SSI Housing Now HomeShare Registry has continued to improve its function and be better equipped to address Salt Spring's more immediate workforce housing needs more broadly.

The LCC has received a request for additional funding to implement key initiatives throughout 2025 and to enhance and expand existing services.

RECOMMENDATION

The Salt Spring Island Local Community Commission approved a \$23,724 contract with the Southern Gulf Islands Community Resource Centre for a Housing Now HomeShare Registry for Salt Spring Island.

Submitted by:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Stephen Henderson, BSc, MBA, Senior Manager of Real Estate, Southern Gulf Islands and Salt Spring Local Community Commission

ATTACHMENT(S)

Appendix A: Housing Now HomeShare Registry Project Work

Housing NOW

Statement of Work

Project Name: Housing NOW Enhanced Homeshare Platform Pilot

Contractor Name: Southern Gulf Island Community Resource Centre

Dept./ Division: SSI/LCC Capital Regional District

Budget: **\$ 23,724.00**

Prepared by SGICRC Staff: Janey Rowland, PPA

Project Overview:

The Southern Gulf Island Community Resource Centre (SGICRC) and the Housing NOW (HN) Project aim to establish a streamlined, accessible Homeshare platform that enhances housing stability, fosters community connections, and promotes sustainable housing solutions for residents across Salt Spring and the Southern Gulf Islands.

Housing NOW is committed to expanding its capacity to provide tailored support for homeowners and tenants within the region. In response to evolving community needs, Housing NOW will implement key initiatives throughout 2025, focusing on digital innovation, enhanced Homeshare support, expanded communication strategies, housing education, and the development of a social enterprise model.

Scope of Work:

1. Improved Digital Platform

- Implement digital security features to increase homeowner confidence.
- Establish automated rent collection and secure deposit management.
- Integrate background checks and affordable tenant insurance services.

2. Enhanced Homesharer Support

- Expand facilitation of Homeshare services to match homeowners and tenants effectively.
- Conduct home inspections and provide direct homeowner support.
- Strengthen homeowner engagement to improve program participation.

3. Expanded Communication Strategy

- Develop targeted marketing campaigns to increase awareness and participation.
- Implement direct engagement efforts to improve community outreach.

4. Housing Education Initiatives

- Organize community conversations and produce podcast episodes to highlight long-term tenancy benefits.
- Conduct targeted initiatives to encourage pet-friendly rental opportunities.

5. Social Enterprise Development

- Research and develop the property management component of the Homeshare Registry platform.

- Explore funding partnerships to ensure long-term program sustainability.

Implementation Strategy:

To ensure the successful integration of these initiatives, Housing NOW will launch a **First-Year Pilot Program** with a primary focus on employer-driven workforce housing solutions. The pilot will include:

- Refinement of both digital and in-person support systems to enhance service delivery.
- Strengthening homeowner engagement through education and direct support.
- Developing sustainable and affordable workforce housing options tailored to regional needs.

By leveraging enhanced technological infrastructure alongside Housing NOW's on-the-ground expertise, this collaboration will create a scalable and sustainable Homeshare program that directly addresses the housing challenges of Salt Spring and the Southern Gulf Islands community.

SCOPE

In Scope	Out of Scope
SSI Homeshare Community Awareness Campaign	
Employer Driven Workforce Housing Campaign	
Digital Homeshare Platform Pilot	
Housing NOW Property Management Division	Initiating Property Management Division
Social Enterprise Framework Report	

PROJECT DELIVERABLES

	Deliverables
1.	Kitchen Table Conversations Guidebook - Distribution
2.	Property Management Component - Research and Development
3.	Social Enterprise Framework Report
4.	Digital Platform Pilot Six Month Review
5.	2025 HN Year in Review

TIMELINE

Milestones, etc.	Delivery Date
Digital Platform Pilot Initiation	March 2025
SSI Homeshare Community Awareness Campaign	April thru December 2025
Kitchen Table Conversations Guidebook Distribution	May 2025
Enhanced Platform Pilot Review	September 2025
Social Enterprise Framework Report	November 2025
2025 HN Year in Review	January 2026

BUDGET

Explanation	Amount
Program Management	\$4,520.00
SSI Coordinator	\$9,000.00
Print and Marketing	\$2,500.00
Digital Platform Licensing Fee	\$2,500.00
Travel & Accommodations	\$1,250.00
Administration 20%	\$3,954.00
TOTAL	\$ 23,724.00

Project Team

Role	Team Member	Implementation	Project Review
Project Sponsor	SGI CESC, SSI LCC		
CRD Project Manager	Justine Stark, CRD		
CRC Project Manager	Melody Pender, CRC	Management, Budget, Final Deliverables, and Program Oversight	

Program Manager	Janey Rowland, CRC	Creation, Coordination, and Execution of Project Plan Program Reporting	
Housing NOW Registry Coordinator	Jacqueline Dupuis, CRC	Execution of Registry Processes, Reporting, Communications, Homesharer Support	
Housing NOW SSI Coordinator	Adam Evanik	Execution of Program Directives, Reporting, Community Engagement, Homesharer Support	
SSI Island Associate	<u>TBD</u>	Coordinator Support, Community Engagement	
SGL Island Associates	Jeannine Georgeson, Galiano Roberta Cremonez, Mayne/Saturna	Coordinator Support, Community Engagement Homesharer Support	
Project Support	<u>TBD</u> , CRD	Advisory	

KEY STAKEHOLDERS

Stakeholder	Affected or interested	Role or Involvement
SGL, SSI EA - Capital Regional District	The project will help to address both short- and long-term housing shortages in the SGL and SSI Electoral Areas	I
SGL Community Economic Sustainability Commission	The project will create a functioning Housing Registry model that will facilitate numerous homesharing opportunities in the SGLs	C, A

SGI Tourism Partnership Society	The project will create opportunities for workforce housing in support of the entire region's visitor economy	C
SGI Community Resource Centre	The project will support community capacity building through the creation of workforce housing	PD, A
SSI, SGI Businesses and NPOs	The project will support functionality of community services and programs through the creation of workforce housing	I
SSI, SGI General Public	The project will help in the creation of immediate and affordable housing opportunities in the region	I

COMMUNICATIONS

Internal		
CRD Politicians		No
Management Teams		No
Specific Senior Management		No
External		
Public Consultation		No
Advertising		Yes
Politically sensitive updates		No

RISK ID.

	Risks Identification (related to scope, budget, schedule, etc.)	High Level risk Response (if Applicable)
1.		N/A
2.		N/A
3.		

WORK PLAN

Timeline	Description	Hours	Wage	Amount
March 1 - 30	Digital Platform: Team onboarding and platform orientation Community Awareness: Direct business outreach, Enhanced Advertising Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
April 1 - 30	Community Awareness: In person/online events, Canada Post direct outreach campaign Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
May 1 - 30	Community Awareness: In person/online events, Kitchen Table Conversation Guidebook distribution Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
June 1 - 30	Community Awareness: Social enterprise framework – research and development Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00

July 1 - 30	Community Awareness: In person/online events Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
Aug 1 - 30	Community Awareness: In person/online events Onsite inspections and documentation Project Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
Sept 1 - 30	Community Awareness: Social enterprise framework – research and development Digital Pilot review Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
Oct 1- 30	Community Awareness: In person/online events, Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1.000.00
Nov 1 - 30	Community Awareness: In person/online events Social enterprise framework – research and development Onsite inspections and documentation			

	Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1,000.00
Dec 1 - 30	Community Awareness: Consolidation of data Stakeholder reporting Onsite inspections and documentation Program Management SSI Coordinator	12 30	\$40.00	\$480.00 \$1,000.00
January 2026	2025 HN Year in Review Program Management	5	\$40.00	\$200.00

Additional Items

ITEM	DESCRIPTION	NEED		COST
Finance	Upon receipt of the initial CRC invoice		1 st disbursement	\$8,000.00
Finance	Upon receipt of HN platform pilot review		2 nd disbursement	\$8,000.00
Finance	Upon receipt of HN Year in Review		Final disbursement	\$7,724.00