



# Temporary Use Permit for Temporary Farm Worker Housing APPLICATION

District of Saanich  
Planning Department  
770 Vernon Avenue  
Victoria BC V8X 2W7  
tel 250-475-5471 fax 250-475-5430  
saanich.ca

## PART 2

### Description of Property

Civic address

### Development Details

Property size (m<sup>2</sup>)

Temporary farmworker housing size (m<sup>2</sup>)

Proposed timeframe of Temporary Use Permit (*maximum 3 years*)

I confirm that the proposed Temporary Farmworker Housing is:

In an A-Zone

On a parcel that is classified as a 'farm' under the BC Assessment Act

Check all that apply. The Temporary Farmworker Housing:

Is in the ALR (*Note: A Non-Adhering Residential Use application may be required. See B.C. Reg. 30/2019, 34.3(1) for requirements*)

Will be used to house workers registered with the Seasonal Agriculture Worker Program (SAWP)

Will be used to house workers employed on other farm operations

Will be decommissioned when it is no longer needed to house temporary farm workers



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## PART 2

### Submission Requirements

All required information must be submitted at the time of application. Your application will not be processed until a complete application is received at the Planning Counter.

#### Part 1 - Application Documents

Application form – completed

Owner Authorization form (if required for multiple owners on Title)

Contaminated Sites form – completed

Title search

- Current within 30 days, including copies of any encumbrances registered on title, e.g. restrictive covenants, easements and right-of-ways

Archaeological Information Request Form – confirmation of request to Province

- Current (within 30 days) Archaeological Information Request Form from Ministry of Forests, Lands, Natural Resource Operations & Rural Development Contacts - <https://www.archdatarequest.nrs.gov.bc.ca/>  
(Upon receipt of Request Form from Province, forward to [planning@saanich.ca](mailto:planning@saanich.ca))

Proof of 'farm' status through BC assessment- a copy of the farm's BC Assessment notice

Additional documentation- see 'Additional Information That May Be Required' form on next page

#### Demonstrated Need- See 'Demonstrated Need Evaluation' on page 4

For applicants enrolled in Canada's Seasonal Agriculture Worker Program:

Proof of enrollment

Signed statutory declaration with the District of Saanich (if applicant is proposing to house farm workers employed on other farm operations)

Written agreement between farmers (if applicant is proposing to house farm workers employed on other farm operations)

Agrologists Report (if applicable)

All other applicants:

Agrologists Report

Relevant supporting documentation

#### Part 2 - Plan Requirements

6 complete sets of plans (24" x 36") and 1 complete electronic set, including a site and servicing plan (prepared and certified by a BCLS), floor plans, elevations, cross-sections and landscape plan

1 complete set of plans (11" x 17"), including a site and servicing plan, floor plans, elevations, cross-sections and landscape plan

Temporary Farmworker Housing Rationale document – completed

Building Code Assessment (for all Building Conversion projects)

All measurements in metric only

\$500 Permit Fee

#### Part 3 - Submission Details (with plan specifications)



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### Additional information that may be required

Based on the unique conditions of the property and at the discretion of the Manager of Community Planning, the following additional information may be required during the application review. **Providing the required additional information with your application package will contribute to a timelier application process.** Please note: the list below is not exhaustive and other information may be required depending on the conditions of the property and at the discretion of the Manager of Community Planning.

### Submission details

*INFORMATION (may be required based on unique site conditions or building height)*

Yes	No	Arborist report prepared by an ISA-certified arborist that includes the following: <ul style="list-style-type: none"> <li>A tree inventory indicating tag number, DBH, species, tree health/condition, bylaw status, conflicts with proposal, required mitigation measures, and status (e.g. to be retained or removed).</li> <li>Protected Root Zones</li> <li>Location and species of all replacement trees</li> <li>Tree Protection Plan for retained trees and any trees that have a dripline within 4 m of the development, including trees on adjacent property (e.g. in the boulevard and on a neighbouring property) that will be impacted by underground servicing, excavation, construction access routes or other development activity. The Tree Protection Plan must include any requirements for impact mitigation or retention requirements for trees to be retained.</li> </ul>
Yes	No	Building context plan showing the location of the farm worker housing in relation to existing buildings on the subject site, and on adjacent lots. This can be a computer-generated image, or photographs stitched together.
Yes	No	An engineering report on stormwater management.
Yes	No	A geotechnical report by a qualified engineer.
Yes	No	A Septic System Assessment by a third-party

### RELATED REGULATIONS

["Guidelines for Seasonal Housing for Temporary Farm Workers in BC"](#) for criteria outlining the suitability of housing for temporary farm workers.

BC's ["Temporary Foreign Worker Protection Act"](#).

The ALC's ["Non-Adhering Residential Use Applications Policy \(Policy L-26\)"](#) outlines general guidelines for the ALC's consideration of NARU applications, which includes applications for temporary farm worker housing, and other housing for farm labour.

The Compliance and TFW Team from BC's Employment Standards Branch ensure that farm owners/producers and farm labour contractors are following [BC's Employment Standards](#). The team inspects vehicles used by farm labour contractors to transport workers and visits farms where work is being done. During farm visits, they observe operations, interview workers, review records and talk to farm labour contractors and the owner/producer. Visits are not scheduled. Refusing inspection can result in fines from \$500 to \$10,000.



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### Demonstrated need evaluation

#### How do I show demonstrated need for Temporary Farm Worker Housing?

An applicant must demonstrate that the scale and intensity of the farm operation has exceeded labour capacity of the owner/residents. The need for TFWH may be demonstrated through a Professional Agrologists report and supporting documentation.

Note: Employers who are approved for farm workers under the Canadian Seasonal Agricultural Worker Program (SAWP) have already been assessed for farm business legitimacy and employment need as part of the application process, and therefore do not need to prove demonstrated need for the Temporary Use Permit. A Professional Agrologists Report may still be required to demonstrate that the siting and placement of the temporary farm worker housing is minimizing impacts on arable agricultural land.

A Professional Agrologists Report may include:

- A description of current farm operations including:
  - › The size of the farming operation (including leased lands)
  - › Plans for future farming activities (i.e. expansion, farm succession, etc.)
  - › The type(s) and amount of commodities produced on the property
  - › Livestock type and quantity
  - › Number of current part-time and full-time farm labourers, with details of work hours, roles and responsibilities
  - › Any other relevant farm activities (e.g. processing)
- A description explaining the necessity for temporary farm worker housing including:
  - › How the scale and intensity of operations exceeds the labour capacity of current owner(s) and residents of the farm
  - › The proposed number of temporary farm workers to reside in the additional residence, the proposed length of occupancy and expected work hours
  - › Roles of temporary farm workers with an explanation on how they will support agricultural operations
- Rationale for the proposed siting of the farm worker housing including:
  - › Discussing how the siting and placement will minimize residential impacts on agricultural land (taking into consideration topography, agricultural capability of soil, access to farm operations and encouraging the cluster of residential structures)
  - › Describing how the housing will avoid negatively impacting other farms or neighbouring properties

#### Supporting Documentation

Supporting documentation can be used to provide proof of demonstrated need for temporary farm worker housing. This documentation will strengthen your application for TFWH.

#### Supporting Documentation may include:

- Expense receipts demonstrating equipment, start-up or infrastructure costs
- Previous employment records
- Farm plan or farm business plan
- Farm succession plan
- Farm quota records
- Lease agreements for other properties associated with the farm operation