



# Salt Spring Island Housing Action Program Task Force Meeting Minutes

**Date:** Thursday, July 15, 2021

**Location:** Electronic Meeting  
200-1627 Fort Street, Victoria

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

**Regrets:** None

**Absent:** Amber Anderson

**Staff Present:** Stefan Cermak, Regional Planning Manager  
Louisa Garbo, Island Planner  
Rob Pingle, Planning Team Assistant  
Sarah Shugar, Recorder

**Others Present:** Peter Grove, Local Trustee  
Laura Patrick, Local Trustee  
Two members of the public

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

The meeting was called to order at 1:01 p.m. Chair Heitzmann welcomed staff and Task Force members and acknowledged the meeting is being held in Coast Salish First Nations treaty and traditional territory.

## 1. CALL TO ORDER

### 1.1 Approval of Agenda

**By general consent**, the agenda was adopted.

ADOPTED

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## 1.2 Approval of Draft Minutes for June 17, 2021

There was a question regarding item 2.3 - Survey In Progress. Planner Garbo reported she would forward the preliminary survey questions to the task force members for review. It was suggested that Nelson, BC is a similar size community to Salt Spring Island and could be used as a comparison.

Member Bordeleau arrived at the meeting at 1:05 p.m.

**By general consent**, the minutes of the June 17, 2021 Housing Action Programs Task Force meeting were adopted.

Alyssa Bradley arrived at the meeting at 1:13 p.m.

## 2. LEGAL ORIENTATION AND Q&A

Alyssa Bradley presented a legal orientation.

In discussion the following questions and comments were noted:

- There was a question regarding whether two members can talk on the phone or meet over coffee to discuss task force business. A. Bradley advised it is a judgement call upon the context of whether it is two members running into each other and having a chat or whether any task force business is being moved forward. Advisory committees are required to comply with the open meeting rules as per the Local Government Act.
- Concern was expressed that the rules are too restrictive and whether the task force will be able to generate ideas and make recommendations to the LTC. A. Bradley advised an open, transparent public process is important.
- There was a comment that the Advisory Planning Commission Policy includes a provision for the LTC to appoint sub committees.
- There was a question regarding whether the Chair can appoint a minute taker if the appointed secretary is not available. A. Bradley reported the Chair cannot appoint a secretary if the appointed secretary is not available.
- The task force members are here to discuss affordable housing and housing concerns on Salt Spring Island to address what has not been done in the last 20 years of consultation. There was a suggestion that the legal orientation could have been presented by video to allow more time for the task force to discuss housing.
- Concern was expressed that a quarter of task force meeting time to date has been spent on the constraints of the task force. The task force has been tasked with making a difference to housing on Salt Spring Island including climate change, environmental considerations, First Nations, affordable housing etc. There was a question whether the group can meet informally based on our passion and commitment to making a difference, and what the consequences would be. A. Bradley reported that the consequence for not complying with the legislation is that the public process would be undermined. Meetings are required to be open and transparent. Task Force members could be removed from the task force if they choose not to follow the legislation.
- There was a comment that the task force is an advisory body and not a decision making body.

- There was a comment that the restraints could be why things have not been getting done.
- There was a question regarding whether task force members can share information regarding task force business by email. A. Bradley reported the process should be to request staff to add information to the next meeting agenda for discussion at the meeting. Email correspondence is subject to Freedom of Information requests. Planner Garbo advised the best process is to forward information is to ask staff to distribute by email.
- There was a question regarding whether the task force can meet more often to further task force business. A. Bradley advised this would be a question of staff resources.
- There was a comment that meetings should only require a minute taker and not the 6 staff persons that are in attendance at this meeting.
- There was a question regarding whether one task force member meet with another task force member. A. Bradley reported it would be fine to meet in a social context. Task force business should only be discussed in a public meeting.
- There was a suggestion to meet over zoom. A. Bradley advised in person meetings will be required when the provincial order to hold electronic meetings is lifted.
- There was a suggestion for the task force to have an ideas drop box that would be available to the public.
- Planner Garbo advised staff will look into scheduling additional meetings that would include a minute taker.

Alyssa Bradley left the meeting at 2:22 p.m.

### **3. ROUNDTABLE DISCUSSION**

#### **3.1 New meeting schedule (every first Thursday morning)**

Planner Garbo reported the next meeting is scheduled on August 5, 2021 at 10:00 a.m. There was a question whether the task force can schedule an additional meeting prior to the August 5, 2021 meeting. Planner Garbo reported there are legal requirements for notice of meetings. There was a question regarding whether the task force can hire a note taker for additional meetings.

#### **3.2 Strategic Priority Matrix**

A Housing Action Program Strategic Priority Matrix was presented.

In discussion the following questions and comments were noted:

- Three out of twelve task force members have provided input to the Strategic Priority Matrix document. Planner Garbo advised the document is preliminary and for discussion purposes. Staff have not completed an analysis of the action items.
- There was a suggestion for task force members to review and provide comment on the matrix prior to the August 5, 2021 meeting.
- Concern was expressed that it is too soon to make recommendations as only three members have contributed to the document.
- There was a suggestion to have a subcommittee rank the priority matrix items.
- There was a suggestion to approve the short-term recommendations as outlined in the Strategic Priority Matrix.

- It is important to define the long-term goals and consider whether the short and medium term goals fit within them. It is important to remember that we are in a housing and climate crisis due to short-term thinking.
- There was a suggestion to add an additional column to start to rank the priority items.
- It is important to consider green assets and brown assets in planning. There is a risk that we would create brown assets in an approach to address the housing crisis in the short-term.
- There is a serious shortage of worker housing, for example Lady Minto Hospital was closed on the weekend due to staff shortages.
- RPM Cermak stated the main objective of the task force is to draft a housing action plan that includes include timelines, goals, objectives and actions. The Strategic Priority Matrix is the beginning of a housing action plan.

Member Wood left the meeting at 3:03 p.m.

RPM Cermak reported Dragonfly Commons, a 30 unit affordable housing application is in process. The Agricultural Land Commission regulations will allow additional farmworker housing on properties within the agricultural land reserve at the end of 2021.

### **3.3 Recommendations to LTC for Immediate Implementation**

This item was considered in item 3.2.

## **4. ADJOURNMENT**

The meeting was adjourned at 3:10 p.m.

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Rhonan Heitzmann, Chair

**CERTIFIED CORRECT:**

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Sarah Shugar, Recorder