



## AGENDA

### SALT SPRING ISLAND HOUSING ACTION PROGRAM TASK FORCE

Date: Wednesday, May 18, 2022

Time: 5:00 PM

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

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| <b>1. AGENDA</b>   | <b>5:00 - 5:05</b> |
| 1.1. Approval of Agenda  |                    |
| <b>2. MINUTES OF PREVIOUS MEETINGS</b>                               | <b>5:05 – 5:10</b> |
| 2.1. Draft minutes of the May 5, 2022 – HAPTF Meeting – For adoption | Page 2             |
| <b>3. ADMINISTRATIVE UPDATE - NONE</b>                               |                    |
| <b>4. OTHER BUSINESS</b>   | <b>5:10 – 7:00</b> |
| 4.1. Glamping Proposal – Member Skye                                 | Page 7             |
| 4.2. Solutions Matrix  |                    |
| <b>5. ADJOURNMENT</b>  |                    |
| <b>ATTACHMENTS</b>   |                    |
| 1. Task Force Resolutions  | Page 11            |



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

**Date of Meeting:** Thursday, May 5, 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  
Bryce Chapman  
Frejya Skye  
Nejmah Guerroudi  
Daniel Wood

**Regrets:** Yvonne Saunders  
Maïkan Bordeleau  
Jessica Terezakis

**Absent:** None

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

**Others Present:** Laura Patrick, Local Trustee  
Ken Nentwig, Kenwood Design Associates (by Zoom)

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

The meeting was called to order at 10:03 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 April 20, 2022 Meeting

By general consent, the minutes of the April 20, 2022 Housing Action Program Task Force meeting were adopted.

DRAFT

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### 3. DISCUSSION ON RAINWATER HARVESTING

#### 3.1 Ken Nentwig – Kenwood Design Associates

Planner Gordon introduced Ken Nentwig to speak on the challenges of rainwater harvesting in residential design.

Ken spoke to his background and the efforts he is making to encourage the use of rainwater harvesting.

There was discussion about how rainwater harvesting is relevant in the discussion of increasing housing on Salt Spring.

Member Guermoudi joined the meeting at 10:14 a.m.

There was discussion about the challenges of using rainwater harvesting in multiple family dwellings. It was deemed as still being an issue with Island Health.

There was discussion about the use of rainwater harvesting for full time rental cottages in areas with abundant groundwater supply.

The Canadian Rainwater Standard was discussed as a way to regulate the use of rainwater to make its use more universal.

The cost comparison between rainwater harvesting and a well was discussed. Although each rainwater system is unique and results in cost variability the risk of well drilling also presents cost variability and so it seems costs on average are similar.

The use of a first flush system for rainwater harvesting was discussed and the maintenance required. It was noted that maintenance is a big issue as water quality can vary depending on the season as well as the efforts to maintain the system. An annual inspection program could address this issue. It's noted this is not done with wells or surface water use in single family dwellings but it is done in multi-family/use systems of those types.

There was discussion around the distinction between potable and non-potable water and the ability to have dual plumbing in a building to allow for rainwater use with less regulations as it is solely used as non-potable.

There was discussion around the volume of rainwater required for storage in our island environment. The average water use of a household was discussed.

The appropriate training for rainwater harvesting was highlighted as an issue in an ever specializing world of experts that hasn't recently addressed this use.

The use of concrete in rainwater storage and the reactions that may happen between it and rainwater. It was discussed that the concrete should be lined if the water is to be

used for potable purposes. The chance of concrete degrading when a liner isn't used is possible so a liner is advised even for non-potable uses.

There was discussion about what encouragement land use planning can make to other levels of government to embrace the use of rainwater harvesting for housing. It was suggested that rainwater harvesting needs to be identified as a tool for use as it can improve the personal and public environment.

There was discussion about statements made by BC Health on the similarities between rainwater and surface water. The aspects of storage and input source were the areas that make regulation by Island Health difficult. The idea of communal storage and point of use treatment was discussed as a method to address this issue.

The amount of water that is recommended per household per day was discussed. It was suggested that the method for calculation was not universal from region to region and could use improvement. If finer documentation of water use is applied then a more true understanding of the water storage requirement is achievable. The use of 225L of water per day was discussed as the average on Salt Spring through the combination of data from all water service providers on the island.

Member Shapiro left the meeting at 11:10 a.m.

Member Proulx left the meeting at 11:13 a.m.

The aspect of inspection of rainwater systems was discussed. The cost for inspection and the lack of inspection of well systems was noted.

#### **4. ADMINISTRATIVE UPDATE**

##### **4.1 Project Budget**

Planner Gordon noted that the Request For Proposal for consultant engagement has been extended and the Local Trust Committee will be making some decisions regarding the budget in their future meetings. It was indicated that the Accessory Dwelling Unit (ADU) Bylaw will continue to be addressed by Planner Garbo.

There was discussion about the work of the Task Force making general recommendations for staff and the consultant to find ways to produce bylaws for their implementation.

There was a request for regional data on uptake of growth in communities that have introduced bylaws similar to the ADU Bylaw.

#### **5. OTHER BUSINESS**

##### **5.1 Minute Taking at alternate meeting**

Planner Gordon presented the opportunity for the Task Force to put forward a member to take minutes at the alternate meeting. Member Guermoudi expressed an interest in taking on that responsibility.

## **5.2 Mayne Island Local Trust Committee Flexible Housing Project Bylaw Proposal**

There was discussion of home plate zoning and the ability to conserve land on the property while creating flexible housing types in the remaining property. The potential for eco-village development creates a win-win scenario.

This is similar to the Mayne Island Bylaw that is working within a pilot area. This could be implemented here if a pilot area could be identified.

There was discussion about other areas allowing for accessory dwelling units on smaller lot sizes. It was suggested that if the size of housing is limited then a smaller lot size could be addressed.

There was discussion that the introduction of accessory dwelling units was not an increase to density.

There was discussion about the creation of villages in multiple regions on the island to maintain as much forest and field between them.

There was discussion about the current situation of illegal suites and the need to formalize them to increase the safety and sustainability of these dwellings.

It was noted the Mayne Bylaw explored many lenses including freshwater sustainability and maintaining rural character to determine where was most appropriate for this flexibility on the island.

It was noted that the current Salt Spring Official Community Plan (OCP) allows for flexible unit dwellings. There was discussion about the other areas of support for accessory dwelling units within the OCP.

## **5.3 Solutions Matrix**

This item was not discussed due to lack of time.

## **6. ADJOURNMENT**

The meeting was adjourned at 12:08 p.m.

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Rhonan Heitzmann, Chair

**CERTIFIED CORRECT:**

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Rob Pingle, Recorder

DRAFT

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"> <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>		

# 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	In progress
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	In progress
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.		
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>		
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	Ongoing
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.	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	<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	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