



RENTAL, SOCIAL AND AFFORDABLE HOUSING TASK FORCE

Virtual Meeting – Thursday, April 22, 2021

7:00 – 9:00 pm – MS TEAMS

MINUTES

Members: Keith Collyer
Bruce Crowe (By Phone) (Chair)
Hesam Deihimi (joined: 7:25 pm)
Phil Dupasquier (Vice-Chair)

Katherine Fagerlund (left: 7:35 pm)
Heather Fowler
Derek Holloway
Ellison Mallin

Regrets: Kelly Bond
Ian Cullis
Michael Sadler

Staff: Josh Cairns, Community Planner
Mary Jukich, Committee Clerk

1. Welcome and time to address tech issues if needed

The Chair called the meeting to order at 7:05 pm.

2. Adoption of Agenda

Mr. Dupasquier moved and Mr. Mallin seconded
To adopt the agenda.

CARRIED

3. Adoption of the April 8, 2021 Minutes

Mr. Dupasquier moved and Mr. Crowe seconded
To adopt the April 8, 2021 minutes.

CARRIED

4. Review of Tech Writer Draft

Members were requested to provide feedback on the technical writer's draft of the final report, and the following comments were provided:

- There was a lot of detail in the final report and it is unclear if the suggestions noted are from the technical writer. Some items should be moved into appendices and there are a number of items in the document that require "rezoning". It may be beneficial to link to the interim report but only reference to the interim report, i.e., in the beginning to acknowledge that there was a previous interim report that led to the final report. There are some statistics that are missing but a "deep dive" is not required as this should be done by staff based on the recommendations provided by the Task Force.
- Staff indicated that in terms of linking the two reports, staff will prepare a cover letter report, and will also include an explicit reference to the interim report, as well as the report that went to Council and the response.

- The Task Force needs to incorporate more of the interim report, whether by referring to it, or by appendix, but there is material missing especially around the recommendations and these need to be brought back into the final report. There are “holes” in the report, and the technical writer also pointed out that there is information that needs to be substantiated. It may be beneficial to incorporate the interim report information into the final report as a standalone that does not rely on the material in the interim report. However, there may be some time constraints in finishing the work and getting the missing information.
- Staff indicated that they expect the Pace of Development Report to be available shortly. Staff noted they will provide the data when available; however, at present, the most current data is provided in last year’s Pace of Development Report.

Action: Staff will send an email to the Task Force requesting any specific data requests.

Members were requested to provide their thoughts on whether they wished to review the report during the meeting time, and the following comments were provided:

As consensus was not reached around whether or not members review the edits during the meeting time, or offline, the following motion was presented.

Mr. Dupasquier moved and Mr. Crowe seconded:
The Task Force go through the revisions during this meeting time.

CARRIED

a) **Executive Summary discussion 8:00pm**

The technical writer’s document was posted on the screen and tracked changes showed that the technical writer’s edits and comments were in red.

The review began on the Executive Summary and comments were requested if there were items that stood out. It was noted that there would not be a line by line review.

- A concern was raised by a member of the Task Force around the Federal government comment.
- Members indicated that the first paragraph should be removed from the Executive Summary and placed elsewhere in the document, as they felt it did not provide anything critical for such a section.
- It was noted that there were two flags in the Executive Summary in the last two bullets regarding the KPIs. Executive Summary needs to be brief and to the point, and KPIs may not belong in the Executive Summary.

Members used the balance of the meeting to review Goal 1 and most of Goal 2 focusing mainly on comments added by the technical writer or Ms. Fowler.

5. DNV Update

The preliminary results of the Pace of Development Report were expected by next week, and will be shared with the Task Force, and members were asked in the meantime to provide data requests via email if they are seeking data that they cannot find.

6. Any Other Business

No other business was presented.

7. Next Meeting

The next meeting will be on May 13, 2021.

8. Adjournment

The meeting was adjourned at 9:07 pm.