



## Minutes of the Gabriola Island Housing Advisory Planning Commission

<b>Date of Meeting:</b>	<b>Wednesday, November 20, 2019</b>
<b>Location:</b>	<b>Islands Trust Office 700 North Road, Gabriola, BC</b>
<b>HAPC Members Present:</b>	<b>Steven Earle, Chair Tobi Elliot, Secretary Dyan Dunsmoor-Farley Angela Pounds John Woods Dave Neads</b>
<b>Regrets:</b>	<b>Howard Houle Heather Cameron</b>
<b>Staff Present:</b>	<b>Sonja Zupanec, Island Planner Margot Thomaidis, VIU Nadine Mourao, Recorder</b>
<b>Others Present:</b>	<b>There were three (3) members of the public in attendance</b>

### 1. CALL TO ORDER AND WELCOME

Chair Earle called the meeting to order at 10:00 am. He acknowledged that the meeting was being held in territory of the Coast Salish First Nations, welcomed the public and introduced Commission Members, Staff and Recorder.

### 2. APPROVAL OF AGENDA

The following amendments/additions to the agenda were presented for consideration:

- Add 4.2 Correspondence from Susan Yates;
- Add 5.2 Commission Members; and
- Add 6.2 Social Media public communications.

**By general consent** the agenda was approved as amended.

### 3. MINUTES - Gabriola Island Housing Advisory Planning Commission Draft Minutes dated October 10, 2019 – for Adoption

**By general consent**, the Housing Advisory Planning Commission meeting minutes of October 10, 2019 were adopted.

### 4. DEBRIEF NOVEMBER 4<sup>TH</sup> EVENT

**4.1 Discuss, debrief and receive input from November 4<sup>th</sup> event. Note: see attached correspondence, Susan Yates' letter.**

Margot Thomaidis provided an overview of the final draft of her internship report regarding the November 4<sup>th</sup> engagement event and noted the following:

- Requested feedback from commission members;
- Gathering was an initial event that prioritized storytelling within the Gabriola community by presenting information on the Housing Advisory Planning Commission (HAPC) themes;
- Will design online survey on how did we do? and
- Presenting on December 3, 2019 at 10:00 am at Vancouver Island University (VIU) and invited Staff and members.

The following key points were noted by commission members:

- Enjoyed the audio voices speaking of their experiences;
- Using various networks to advertise event seemed to work well and reminded people why HAPC is doing work;
- Live streaming event increased accessibility;
- John Woods' presentation well received, people interested in what other islands are doing;
- Some feedback indicated interest in more local Gabriola presenters;
- Perhaps moderator may repeat themes in different way throughout presentation to reinforce;
- Requested communication with public between events to keep momentum;
- Presentation regarding water would have been a good idea;
- Dyan Dunsmoor-Farley to send her feedback notes to Staff;
- Expectations between participants and presenters may have been a gap;
- Perhaps ask other islands such as Salt Spring, how they have grappled with issues around the four themes and how they balanced interests;
- Staff will follow up with Jason Mogus from Saltspring; and
- Need to find ways to give people opportunity to express themselves while balancing listening.

**4.2 Correspondence from Susan Yates**

Committee members noted the following points:

- Appreciated Susan's comments on ecology;
- HAPC is balancing these considerations; and
- Interested in responsible and healthy development.

**5. DESIGN PUBLIC ENGAGEMENT STRATEGY**

**5.1 Plan a design session/charette to finalize the Commission's strategic engagement strategy over the next 18 months.**

Planner Zupanec summarized the planned design session/charette and noted the following points:

- The Local Trust Committee (LTC) would like engagement strategy in closest to final format by February 2020 LTC meeting;
- HAPC preferably completed strategy by January 2020;
- Requested if the HAPC would like to hire a facilitator for design session/charette to assist development of key options for strategy;
- Staff have access to various tools such as Planning Canvas;
- Would HAPC like to invite external stakeholders?
- Session to identify key questions to ask community and how to facilitate feedback; and
- Staff will contact facilitator and arrange session.

Commission members noted:

- Requested a facilitator for session;
- Prefer a one-day session on the weekend;
- Identified knowledge gap with persons at risk and First Nations;
- Secretary Elliot will send out doodle poll for availability;
- Prefer HAPC members, Staff, and facilitator only attend session; and
- After planning session/charette is completed and report is written, interested in hosting a one-hour session with external stakeholders to obtain feedback.

Chair Earle left the meeting at 11:05 am and appointed Dyan Dunsmoor-Farley Chair.

## **5.2 Commission Members**

Commission members noted:

- Some members are not able to attend meetings regularly and were concerned about adequate representation; and
- May ask that members not available to provide alternate.

## **6. WEBSITE DESIGN**

### **6.1 Discuss development of website as engagement portal for the public**

Planner Zupanec noted the following key points:

- Islands Trust is revamping website and will provide a dedicated project space in March 2020; and
- The project space will be an interactive site with many features, no need to hire contractor for separate website.

Commission noted the following points:

- Concerned possible delays in website revamp will delay project space; and
- Will assess progress in the next few months.

### **6.2 Social media public communications**

Secretary Elliot noted:

- Requested Staff and Commission members approval to update Facebook Housing Event page with relevant outreach information such as next steps, roll out, planning;
- Will not be soliciting feedback, page for information only; and
- Staff and Committee members agreed Secretary Elliot may update Facebook Housing Event page with outreach information only.

**7. ADJOURNMENT**

**By general consent**, the meeting was adjourned at 11:37 am.

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Steven Earle, Chair

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Dyan Dunsmoor-Farley, Acting Chair

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Nadine Mourao, Recorder