



Affordable Housing Task Force
Wednesday, May 29, 2019 at 6:30 p.m.
Municipal Centre – Council Chamber

AGENDA

1. Review of May 1, 2019 Notes and Action Items
2. Lee Provost – Urban Matters – Current State Profile and Gap Analysis
3. Round Table Update on Current Action Items
4. Items Arising
5. Adjournment



Affordable Housing Task Force
 Wednesday, May 1, 2019 at 6:30 p.m.
 Municipal Centre – Big Rock Boardroom

Notes and Action Items

Members in Attendance Shawn Rose, Chair
 Karen Neal
 Marcia Reid
 Dean Salter
 Brigitte Baradoy

Members Absent Tannis Andrejcin
 Charles Boechler
 Lauren Ingalls

**Town of Okotoks
 Representatives
 in Attendance** Elaine Vincent, CAO
 Joan Botkin, Communications Manager

	Agenda Item	Brief Description	Action
1.	Review of March 27, 2019 Notes and Action Items	n/a	n/a
2.	Lee Prevost from Urban Matters – Current State Profile and Gap Analysis	<p>Lee Prevost from Urban Matters was in attendance and led the discussion/reviewed the following items:</p> <ul style="list-style-type: none"> • review data collected to date • recommend three engagement activities • recommends waiting until the draft strategy is developed before taking it out to stakeholders 	<ul style="list-style-type: none"> • Phase 1 is complete • Phase 2 – draft housing strategy (June) • Phase 3 – Implementation • Elaine will provide a list of contacts from the Town who work with minimum wage staff. • Post stakeholder workshop will be held at the end of June.

		<ul style="list-style-type: none"> • focus will be on gap analysis over the next month • current state of housing report will be provided within the next two weeks • currently on schedule for the project <p>Engagement:</p> <ul style="list-style-type: none"> • May 21-24 - key informant interviews; will try to do as many as possible face-to-face. • Will start to review best practices and see which ones apply to Okotoks. Best practices will be tested. • June 17-21 - stakeholder workshop (will conduct at several different times). • Identify gaps or missing action • Develop draft housing strategy • Internal engagement throughout the summer • September - once there is a basic understanding and draft strategy, will go out to the public during community events, pop-ups, etc. 	<ul style="list-style-type: none"> • Lee will provide update on specific date for first report within the week. • Joan will provide 2018 census data. • Lee will circulate stakeholder list to Elaine before starting interviews. • Lee will get in touch with Joan middle of next week to confirm whether they will be ready to present in the next two weeks.
3.	Round Table Update on Current Action Items	Council approved Secondary Suite Land Use Bylaw changes.	n/a
4.	Items Arising	n/a	n/a
5.	The meeting adjourned at 7:45 p.m.		