

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3294**

**A BYLAW ESTABLISHING THE REGIONAL HOUSING TRUST FUND
COMMISSION AND THE ADMINISTRATION OF THE FUND**

Amended by 3536, 3653, 4132

WHEREAS the Capital Regional District (“CRD”) under section 176(1) of the *Local Government Act* is authorized to establish a commission and to delegate to the commission any or all of the administrative powers of the Board of the CRD (the “Board”);

AND WHEREAS the Board established a Regional Housing Trust Fund Service (the “Fund”) (Bylaw 3266);

AND WHEREAS the availability of funds would enable the development of partnerships with senior governments for the development and retention of housing that is affordable to regional residents;

AND WHEREAS the CRD Regional Growth Strategy (Bylaw 2952) identified housing affordability as a regional priority and specified that the Regional District and its partners would prepare a Regional Housing Affordability Strategy to identify local issues, their extent, and possible solutions;

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

REGIONAL HOUSING TRUST FUND COMMISSION

1. The Regional Housing Trust Fund Commission (the “Commission”) is hereby established to oversee the Fund and advise the Board on its operation and administration and on the disbursement of funds to eligible projects.

Mandate

- 1.1. The mandate of the Commission is to:
 - a) Make recommendations to the Board on the annual budget and business plan, and strategic service plan including an annual review of the strategic service plan and the need for an update, if any.
 - b) Review applications for project funding and make recommendations to the Board regarding project funding approval, including:
 - i. Related policies, procedures and project funding and geographic allocation criteria.
 - ii. The process for receiving, reviewing and evaluating applications for funding.

- iii. The fair distribution of project funding across the participating areas.
- c) Review municipal applications in accordance with Section 1 (c) of Bylaw 3266.
- d) Report annually on the performance of the Fund in achieving the Board's strategic priorities.
- e) Review administrative costs annually through the budget process.
- f) Any other items related to the administration of the Fund that the Board deems necessary.

Membership

1.2 The Commission membership shall be comprised as follows:

- a) a municipal council member shall be appointed from each of the participating areas as defined in Bylaw No. 3266 as amended, on the recommendation of a participating area Council, and by the Chair of the CRD Board;
- b) the term of appointment shall be for two years commencing on January 1st and ending on December 31st of the second year of the term;
- c) section 1.2(b) shall come into effect for appointments with a term commencing on or after January 1, 2017;
- d) if a member resigns from the Commission, the Chair of the Board shall appoint a replacement council member from the respective participating area on the recommendation of the participating area council.

(Bylaw 4132)

Voting

1.3 In voting on the Commission all members shall have one vote each.

1.4 In order for a motion to pass, it must receive both:

- a) A majority of the vote of the members, and
- b) Affirmative votes of one director from at least three of the Participating Areas.

Commission Officers

1.5 The Commission must, at its first annual meeting of each year, elect a Chair and Vice-Chair from among its members.

Quorum

1.6 A quorum of the Commission is a majority of the members appointed from time to time.

ADMINISTRATION

(Bylaw 3536)

- 2. The Capital Region Housing Secretariat shall provide administrative, technical and policy support to the Commission within the financial limits set out in Bylaw 3266, including the following:
 - a) Prepare strategic service plans, annual business plans and budgets for review and approval by the Commission and the Board.
 - b) Negotiate partnerships with senior levels of government and others. (Bylaw 3536)
 - c) Provide administrative support to the Commission.
 - d) Monitor expenditures and prepare reports for the Commission and the Board.
 - e) Seek and obtain stakeholder input into the ongoing operation of the Fund including the monitoring of its effectiveness in meeting the Board’s approved priorities.
 - f) Assist the Commission in developing criteria for project funding and procedures for receiving and evaluating proposals.

EFFECTIVE DATES

- 3. This bylaw takes effect upon and remains in force from the date of its adoption. (Bylaw 3653)

CITATION

- 4. This bylaw may be cited for all purposes as the “Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005, Amendment Bylaw No. 3, 2016.”

READ A FIRST TIME THIS	10th	day of	August	2005
READ A SECOND TIME THIS	10th	day of	August	2005
READ A THIRD TIME THIS	10th	day of	August	2005
ADOPTED THIS	10th	day of	August	2005

Original signed by Don Amos
CHAIR

Original signed by Carmen Thiel
SECRETARY