

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3296**

**A BYLAW TO ESTABLISH A REGIONAL HOUSING TRUST FUND
ADVISORY COMMITTEE**

WHEREAS under section 176(1) of the *Local Government Act*, the Capital Regional District enacted Bylaw No. 3294 cited as “Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005” on August 10, 2005;

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

AND WHEREAS the Board of the Capital Regional District has established for the regional district a service to provide for the giving of assistance for the purpose of the development and retention of housing that is affordable to regional residents;

AND WHEREAS the participating municipalities as named in Bylaw 3266, cited as “Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005” have established a Regional Housing Trust Fund Commission responsible for overseeing the Regional Housing Trust Fund and advising the CRD Board on its operation and administration and on the disbursement of funds to eligible projects;

AND WHEREAS the Board of the Capital Regional District has identified the need for an independent community based body to provide advice to the Regional Housing Trust Fund Commission on these same matters;

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

1. In this bylaw, unless the context otherwise requires:
 - a) "Advisory Committee" means the Regional Housing Trust Fund Advisory Committee established herein;
 - b) "Commission" means the Regional Housing Trust Fund Commission
 - c) "Member Municipalities" means the participants as named in Bylaw No. 3266
2. The Regional Housing Trust Fund Advisory Committee (the “Advisory Committee”) is hereby established.
 - a) The Commission shall establish Terms of Reference for the Advisory Committee.
 - b) The Advisory Committee shall be comprised of funding partners (senior government housing agencies and local health authority), and major stakeholders appointed by the Commission on an annual basis subject to

approval by the Board for a one year term, as well as a representative from the Capital Region Housing Corporation (CRHC).

- c) A vacancy arising from any cause other than the expiration of the term for which the member was appointed, shall be filled for the unexpired portion of the term only, by appointment of the Commission.
 - d) Members of the Advisory Committee shall serve without remuneration.
3. The Advisory Committee shall at its first meeting after the first day of January each year elect from its own members a Chair and Vice Chair; the Chair shall preside at meetings of the Advisory Committee and in his or her absence the Vice Chair shall preside. In the absence of both, a Chair may be appointed for that meeting.
 4. The Advisory Committee shall meet at the call of the Chair, and the Commission. A majority of the members shall constitute a quorum.
 - a) The Capital Region Housing Corporation shall provide a Secretary of the Advisory Committee who shall keep minutes of all meetings, and a copy of such minutes, when approved by the Chair, shall be transmitted to the members of the Commission.
 - b) All questions that may come before the Advisory Committee shall be decided by a simple majority vote of the members, including the Chair or Acting Chair, present at the meeting. In the event of a tie-vote the question shall be defeated.
 - c) The Advisory Committee may adopt Rules of Procedure to follow at its meetings and they shall not be inconsistent with those of the Regional District.
 5. The Advisory Committee shall maintain close relationships with the affordable housing stakeholder organizations of the Capital Region, to ensure that their needs and capabilities are recognized in the development of affordable housing opportunities, and to serve as a catalyst in the improvement of quality of life in the community.
 6. This bylaw may be cited for all purposes as the "Capital Regional District Housing Trust Fund Advisory Committee Bylaw No. 1, 2005."

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

CHAIR

SECRETARY