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**Minutes of a Meeting of the Regional Housing Trust Fund Commission
Held June 26, 2018 in Room 107, 625 Fisgard St., Victoria, BC**

PRESENT: Commissioners: Charlayne Thornton-Joe, Alicia Holman, Karel Roessingh, Moralea Milne, Leif Wergeland, Wayne McIntyre, Celia Stock, David Howe, Olga Liberchuk, Brenda Parkinson

ABSENT: Commissioners: Ron Mattson, Barbara Fallot, Tara Ney

Staff: Kevin Lorette, General Manager, Planning and Protective Services; Christine Culham, Senior Manager, Regional Housing; John Reilly, Manager, Housing Planning and Programs; Gina Dolinsky, Administrative Coordinator, Housing Planning and Programs (recorder)

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 1:00 pm. Chair Charlayne Thornton-Joe welcomed the Regional Housing Trust Fund (RHTF) Commission members.

2. APPROVAL OF AGENDA

The agenda was amended as follows:

- Items *4a Letters of Intent Process* and *4b Data Book/Gap Analysis Update* were added to the agenda
- Item *7 Federal Funding Announcements* was added to the agenda.

MOVED by Commissioner Roessingh, **SECONDED** by Commissioner McIntyre
That the agenda be approved as amended.

CARRIED

3. APPROVAL OF MINUTES OF MARCH 27, 2017

MOVED by Commissioner Roessingh, **SECONDED** by Commissioner Wergeland
That the minutes be approved.

CARRIED

4. APPROVED RHTF PROJECT UPDATE

Staff presented a written update to the Commission for the following RHTF-funded projects:

- The Azzurro, Victoria (Greater Victoria Rental Development Society - GVRDS)
- Townley Manor, Saanich (Greater Victoria Housing Society)
- The Aranza, Sidney (GVRDS)
- Croftonbrook, Salt Spring Island (Island Women Against Violence)
- Cedar Grove, Victoria (Victoria Cool Aid Society)

Action: Staff will update the project update document to include number of units, rent levels and contribution amount, and email to Commissioners.

4 a) Letter Of Intent Process

Staff provided an update on the process of how the CRD receives and processes RHTF Letters of Intent (LOI). Proponents contact CRD Regional Housing staff, and they are provided with information on the LOI process and forms required. Staff meet with proponents to understand the proposed concept, discuss the funding request, and to determine whether the proposal fits with

RHTF requirements. If the proposal is a fit, proponents are asked to submit a LOI. The LOI is brought to the RHTF Commission for a decision on whether to move forward to the application stage. If the RHTF Commission asks for a formal application, proponents submit the application, which is brought to the RHTF Advisory Committee for scoring. The application is then brought to the RHTF Commission.

The Regional Housing First Program has released Expressions of Interest (EOIs) on specific dates in the past. This will soon become a continuous EOI process where EOIs can be submitted at any time and are reviewed quarterly. BC Housing receives the EOIs, which are brought to a project review committee consisting of members from CMHC, BC Housing, the CRD and Island Health.

All Letters of Intent and queries of this nature are followed up and filed at CRD Regional Housing, Housing Planning and Programs.

4 b) Data Book/Gap Analysis Update

Staff provided an update on the Data Book/Gap Analysis document, which was produced in 2016. This document will be updated in 2019. The Regional Housing Affordability Strategy document, published in 2018, has additional data about housing need.

Action: Staff will send Commissioners a link to the Regional Housing Affordability Strategy on the CRD website.

5. APPLICATION – NORTH PARK MANOR, NORTH PARK MANOR SOCIETY

Staff outlined the staff report and application by North Park Manor Society and responded to questions.

MOVED by Commissioner Howe, **SECONDED** by Commissioner Roessingh

That the Regional Housing Trust Fund (RHTF) Commission recommends to the Capital Regional District Board:

That a grant in the amount of \$45,000 to the North Park Manor Society be approved to support the development of three units of affordable rental housing at 875 North Park Street, Victoria, subject to meeting the terms of the RHTF Grant Funding Agreement.

CARRIED

6. MOTION TO CLOSE THE MEETING in accordance with the *Community Charter*, Part 4, Division 3, Section 90(1)(k) “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

MOVED by Commissioner Milne, **SECONDED** by Commissioner Roessingh
That the meeting be closed.

CARRIED

The meeting was closed at 1:30 pm and resumed in open session at 2:05 pm without report.

7. FEDERAL FUNDING ANNOUNCEMENTS

Staff outlined funding opportunities from the National Housing Strategy (NHS). More information is available at this link: <https://www.cmhc-schl.gc.ca/en/nhs/guidepage-strategy/about-the-initiatives>

Action: Staff will provide a link of the RHFP info-graphic to Commission members.

Commissioners discussed financial risks to leveraging funding, along with the importance of communicating that RHFP projects require a mix of shelter rate, affordable and market rental units to be successful.

Commissioners Milne and Roessingh left the meeting at 2:20 pm.

Commissioners discussed the value of RHTF contributions to RHFP and RHTF affordable rental projects. Staff reported that the RHTF contribution has been effective. For example, in some cases the RHTF grant can produce a \$200/month rent reduction for units affordable to low to middle income households. The RHTF Commission has recommended prioritizing RHFP projects, however other non-RHFP applications can be received.

8. ROUND TABLE

Commissioners held a round table to share information on housing in their respective municipalities and electoral areas. Discussions included City of Victoria's Housing Trust Fund, infill densification, tiny homes, secondary suites, affordable rental housing for families, Habitat for Humanity's projects in Sooke and North Saanich, short term vacation rental policies, and modular housing.

9. ADJOURNMENT

MOVED by Commissioner Stock, **SECONDED** by Commissioner Parkinson
That the meeting be adjourned.

CARRIED

The meeting adjourned at 2:40 pm

Chair