

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters "CRD" in a stylized, bold, sans-serif font, positioned above a dark, wavy horizontal line that spans the width of the header.

## **REGIONAL HOUSING ADVISORY COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Regional Housing Advisory Committee is an advisory committee established by the Hospitals and Housing Committee to advise the CRD with respect to CRD housing planning, policies and programs.

The Committee's official name is to be:

Regional Housing Advisory Committee

### **1.0 PURPOSE**

- a) Advise the CRD with respect to the implementation of the Regional Housing Affordability Strategy (as approved on May 9, 2018 by the CRD Board of Directors).
- b) Provide the opportunity for housing stakeholders to advise the CRD and its member municipalities on relevant services, programs and policies as they relate to housing development and affordability in the region.
- c) Monitor regional and comparative housing development data and trends paying particular attention to progress toward the achievement of the housing targets outlined in the Regional Housing Affordability Strategy.
- d) Review best practices as well as housing models and policies that support the development, retention and acquisition of housing that is affordable to households with low or moderate incomes as prescribed in the Regional Housing Affordability Strategy.
- e) Provide a forum whereby government and community funders, private developers, municipalities and community housing stakeholders can explore partnerships that have the capacity to initiate the development of additional affordable housing within the private and non-profit housing sectors.
- f) Provide a forum through which industry, government, community funding partners and CRD Regional Housing share constructive feedback with one another on program funding and housing development priorities in the region.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) Membership of the Regional Housing Advisory Committee will be recommended by the General Manager, Planning and Protective Services for final approval each year at a meeting of the Capital Regional District Board.
- b) The convening Chair and Vice Chair of the Regional Housing Advisory Committee will be selected on an annual basis at the first meeting of the Regional Housing Advisory Committee.

## **3.0 COMPOSITION**

- a) The Committee will include 11 standing members representing the following industry and government organizations:
  - BC Housing (from Development Services or local administration office)
  - Canada Mortgage and Housing Corporation
  - Urban Development Institute
  - Victoria Real Estate Board
  - Canadian Home Builders Association – Vancouver Island Region
  - Six CRD Municipalities/Electoral Areas

These organizations will be responsible for nominating and notifying the CRD of their respective representatives. These members will serve two-year terms, which may be renewed at the discretion of the standing organizational member.

- b) The Committee will also include four members at large that provide perspective from various housing stakeholder groups, including:
  - Private developers
  - Non-profit housing developers and operators
  - Indigenous Community
  - Homelessness Service Sector

These members will serve two-year terms and will be selected through a public recruitment process facilitated by the CRD.

## **4.0 PROCEDURES**

- a) The Committee will meet on a quarterly basis.
- b) Any directions and decisions requiring a vote will be done by assigning each member one vote.
- c) A quorum of the Regional Housing Advisory Committee is a majority of the representatives nominated and/or appointed from time to time.
- d) Representatives of the Regional Housing Advisory Committee shall serve without remuneration.
- e) If required, if a member at large vacancy arises from any cause other than the expiration of the term for which the member was appointed, the vacancy shall be filled through appointment by the sitting members of the Regional Housing Advisory Committee.

- f) At the request of a Committee member, and with the consent of the Committee Chair, guests or delegations may be invited to attend, present to and/or participate in meetings of the Committee.

## **5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager, Regional Housing and Manager, Housing Planning and Programs will provide strategic support and act as liaisons for the Committee.
- b) Minutes and agendas are prepared and distributed by the Regional Housing Division.
- c) The Regional Housing Division will provide additional administrative support as required.

*Approved by the Hospitals and Housing Committee February 2, 2022*