

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.

HOUSING ACTION TEAM

PREAMBLE

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

The Committee's official name is to be:

CRD Housing Action Team

1.0 PURPOSE

- a) To act as a catalyst and initiator of development, retention and acquisition of housing that is affordable for those households in the region with low or moderate household incomes as prescribed in the Regional Housing Affordability Strategy. (As approved on March 23/07 by the CRD Board of Directors.)
- b) To establish a working table whereby government and community funders, private developers, municipalities and community housing stakeholders can discuss partnerships that have the capacity to initiate the development of additional affordable housing within the private and non-profit housing sectors.
- c) To ensure that the major housing stakeholders have an opportunity to assist in advising CRD Board and its member municipalities on the capital development aspects.
- d) To make recommendations to the major government and community funding partners and CRD Regional Housing on the capital funding aspects, those projects that should be endorsed for funding and community support.
- e) To make recommendations to the CRD and member municipalities on housing policies and programs that will assist in reducing the Regional households in core need.
- f) To review at each meeting the most current Regional Housing Development Report for purposes of facilitating and monitoring progress of affordable housing in the region.

2.0 ESTABLISHMENT AND AUTHORITY

Membership of the Housing Action Team will be recommended by the General Manager, Planning and Protective Services for final approval each year at a meeting of the Hospitals and Housing Committee.

The convening Chair and Vice Chair of the Housing Action Team will be selected on an annual basis at the January meeting of the Housing Action Team.

3.0 COMPOSITION

The Housing Action Team may include membership of:

Housing Funders

- Canada Mortgage and Housing Corporation
- BC Housing (from Development Services or local administration office)
- Vancouver Island Health Authority
- United Way
- BC Real Estate Foundation
- Regional Housing Trust Fund
- City of Victoria Housing Fund
- Aboriginal Community

Housing Stakeholders;

- Private development community
- CRD Municipalities
- Real Estate Sector
- Community Service Organization
- Homelessness Service Sector
- Business Sector

4.0 PROCEDURES

The Committee shall meet on a bi-monthly basis and have special meetings at the call of the Chair.

Any directions and decisions requiring a vote will be done by assigning each member one vote.

A quorum of the Housing Action Team is a majority of the representatives appointed from time to time.

Representatives of the Housing Action Team shall serve without remuneration.

If required, a vacancy arising from any cause other than the expiration of the term for which the member was appointed, shall be filled through appointment by the sitting members of the Housing Action Team.

At the request of a Committee member, and with the consent of the Committee Chair, guests or delegations may be invited to attend and participate in the meeting.

5.0 RESOURCES AND SUPPORT

The Manager of Housing Planning, Policy and Programs will provide strategic support and act as a liaison.

Minutes and agendas are prepared and distributed by the Regional Housing Division.

The Regional Housing Division will provide additional administrative support as required.