



COMMUNITY ADVISORY COMMITTEE TERMS OF REFERENCE 2019

COWICHAN HOUSING ASSOCIATION



**Cowichan Housing Association Community Advisory Committee
DRAFT TERMS OF REFERENCE
2019**

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1. BACKGROUND

Cowichan Regional Housing Service

In the spring of 2018, Cowichan Housing Association (CHA) put forward a proposal to the Cowichan Valley Regional District (CVRD) to establish a *Regional Housing Service*. In October 2018, a public referendum was held seeking a mandate from CVRD residents to provide such a service;

Are you in favour of the Cowichan Valley Regional District adopting ***CVRD Bylaw No. 4201 - Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw, 2018*** to provide regional programs and services related to affordable housing and homelessness prevention?

On October 20th 2018 the assent of the voters was received to establish an *Affordable Housing Annual Financial Contribution Service*. Subsequently CVRD Bylaw No. 4201 was adopted by the CVRD;

CVRD [Bylaw No. 4201](#); *Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw, 2018*", will allow the CVRD to annually requisition up to the greater of \$765,000 or an amount equal to the amount that could be raised by a property value tax of \$0.04584 per \$1,000 of net taxable value of land and improvements within the service area to assist the Cowichan Housing Association with costs associated with providing programs and services related to affordable housing and homelessness prevention in the Cowichan Valley.

Bylaw No. 4201 enabled a Regional Housing Service with two primary components:

- Housing Trust Fund (HTF) and,
- Cowichan Housing Association Operating Programs and Services.

The Housing Trust Fund will be provided annually with \$500,000 derived from property taxation (less referendum costs in 2019). The fund will be held by the CVRD and allocations from the Housing Trust Fund to affordable housing developers will be based on recommendations made by the Cowichan Housing Association. In addition the Cowichan Housing Association has entered into a Financial Contribution Agreement (May 2019) with the CVRD to provide the following Programs and Services;

1. Planning, research, housing development coordination and housing loss prevention
2. Service Management and Administration



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Cowichan Attainable Housing Strategy

In April 2019, CHA launched a *Cowichan Attainable Housing Strategy* (Appendices A and B) that lays out priorities and an implementation plan for increasing the stock of affordable housing in the Cowichan Region. The programs and activities of the Regional Housing Service are articulated in the Regional Housing Service Guidelines and they will be implemented to serve the aims of the Strategy and will be evaluated on that basis. The success of the strategy is contingent on the collective involvement of a number of organizations and levels of government.

2. PURPOSE AND STRUCTURE

The Community Advisory Committee

In support of its mandate to facilitate the development of affordable housing within the CVRD electoral boundaries the Cowichan Housing Association seeks to establish a **Community Advisory Committee (CAC)**. The CAC will provide broad oversight, stakeholder input, advice and recommendations to the CHA on affordable housing development priorities and on the strategic direction of the organisation.

The purpose of the **Community Advisory Committee (CAC)** is to provide advice and support to the CHA in furtherance of its mandate to facilitate the development of affordable and attainable housing. The specific activities of the Committee are to provide advice and recommendations to the Executive Director of the Cowichan Housing Association relating to,

1. Regional and local objectives and priorities for affordable housing development and services
2. The delivery of the Regional Housing Service

The CHA Executive Director will receive the input of the CAC and provide recommendations to the CHA Board of Directors based on that input. The CAC is an advisory body whose work is facilitated by CHA staff, but it is not a subcommittee of the Cowichan Housing Association Board of Directors.

3. VALUES AND OPERATING PRINCIPLES

The Community Advisory Committee

The work of the CAC will be guided by the following Values and Operating Principles:

- Inclusive: ensuring that the issue of housing affordability is viewed from a range of lenses including; Immigrant, Disability, Rural/Urban, Aboriginal, LGBTQ2S, social equity and community liveability
- Connected: acknowledging the impact of related issues such as poverty, food security, health status, etc.
- Participatory: operating from an inclusive, participatory, transparent and respectful basis in evaluating, planning and implementing actions
- Collaborative: promoting collaboration with community stakeholders and encourage their active participation in the dialogue on affordable and attainable housing
- Regional: ensuring that all the constituent communities of the CVRD have a voice



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4. MEMBER ROLES AND RESPONSIBILITIES

The Community Advisory Committee

The CAC provides advice and support to the CHA in the implementation of the Regional Housing Service and on priorities for affordable housing development and services in the Cowichan region. Members are expected to attend CAC meetings regularly and in the event of an absence members are to arrange for an informed alternate to attend. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the CAC and copied to the CHA Executive Director. Members are expected to bring forward to the CAC meetings the concerns and experiences of the communities they are connected to so as to guide the CHA in its delivery of services and supports to developers of affordable housing.

The CHA is responsible for nominating committee members, with the selection to be confirmed by the CAC. The Chair and Vice Chair will be elected annually from and by the membership of the Committee. The Chair (or Vice Chair) shall preside at all meetings of the committee, preserve decorum and decide all points of order.

5. MEMBERSHIP

The Community Advisory Committee

The Community Advisory Committee will consist of a minimum of fifteen (15) members.

Membership composition will strive to reflect the diversity within the CVRD and the community-based organizations and government agencies that intersect with the interests, mandate and mission of the CHA. Committee membership will strive for a balance between geographical representation of people and places, and a balance among the non-profit, co-operative, private and voluntary sectors, the business community and government agencies operating in the CVRD. The CAC will have representation from local government, both elected officials and municipal staff, and may include members of the general public and or service users.

CAC members will be recognized as leaders in their respective area of expertise or community, with a capacity to disseminate information, and the ability to comment on social, economic and health policy, and program and service development and implementation.

6. MEETINGS

The Community Advisory Committee

Formal (in person) meetings of the CAC will be held 3 times per year.

Meetings shall be scheduled at a time and place that allows, as much as possible, for full attendance by CAC members, and that makes allowance for the geographical spread and diverse population of the Cowichan region. Additional meetings, if required, will be set jointly by the CHA and the Community Advisory Committee.

CAC meetings will be open to members of the public; however, participation in discussion of agenda items during the CAC meetings will be limited to CAC members. Opportunities for input or comments from non-members of the CAC will be provided at the beginning of each meeting (“Delegations”) and at the end (Question/Comment period).



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The Community Advisory Committee will have recorded minutes, which will be distributed in a timely manner. Administrative support, minutes, agendas, correspondence and other documentation and filing processes will be maintained by the Cowichan Housing Association in collaboration with the Committee Chair(s).

7. DECISION MAKING

The Community Advisory Committee

The quorum for decision-making shall be 50% plus one (1) of the membership of the Committee.

8. CONFIDENTIALITY

The Community Advisory Committee

All members shall maintain confidentiality of sensitive issues and funding information as required. Where any Member wishes to raise and/or discuss confidential information, it is the responsibility of that Member to advise other Members that the information is to be treated as confidential. Members agree not to divulge any and all confidential information. Generally speaking confidentiality is required for all matters relating to specific business proposals or applications, major strategic and business issues, financial or legal information or potential real estate acquisitions.

9. CONFLICT OF INTEREST

The Community Advisory Committee

A conflict of interest exists when an individual has the opportunity to either advance or protect his or her interests, or to advance, protect or harm the interests of others. Examples may include:

- Exerting any influence to offer an advantage to an individual or organization with whom the member has a present or pre-existing relationship
- Exerting any influence that could result in a disadvantage to an individual or organization with whom the member has a present or pre-existing relationship
- Using or disseminating information acquired as a result of the member's association with the Committee for any activities external to the objectives of the Committee.

If a member's relationship with any individual or organization has the potential to impact their judgment on a decision or vote, that member shall be considered to be in conflict of interest and will declare the conflict.

When a conflict of interest is declared, the member in conflict will remove him or herself from any related discussion, motions or votes.



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10. MEMBERSHIP DECLARATION

The Community Advisory Committee

Committee members are required to sign a copy of the Membership Declaration as follows:

I (print) _____

agree to serve as a member of the CHA Community Advisory Committee and/or as a member of a CAC Subcommittee, and adhere to the Committee Terms of Reference.

I will declare to the CAC when I believe myself to be in a conflict of interest as defined in the CAC Terms of Reference, and I agree to abide by any action the CAC deems appropriate.

I agree that confidential information I receive shall be kept in confidence, and not be used or shared for activities external to the CAC.

Signature

Date

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