



HOUSING TRUST FUND ALLOCATION COMMITTEE TERMS OF REFERENCE 2019

COWICHAN HOUSING ASSOCIATION



**Cowichan Housing Association Housing Trust Fund Allocations
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 (Appendix C); 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

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 **Housing Trust Fund Allocations Committee (HTFAC)**. The **HTFAC** will evaluate and recommend on requests from developers of affordable housing for financial assistance from the Housing Trust Fund.

The Housing Trust Fund Allocation Committee

The purpose of the **Housing Trust Fund Allocations Committee (HTFAC)** is to foster development of affordable housing by providing advice on how best to invest in affordable housing projects through provision of funding to eligible developers from the Housing Trust Fund. The specific activities of the HTFAC are,

1. To review Housing Trust Fund applications and provide recommendations to the CHA Board of Directors on allocations from the Housing Trust Fund.

The CHA Board of Directors will receive the input of the HTFAC and provide recommendations to the CVRD Board with respect to applications for financial assistance from the HTF. The HTFAC operates as a subcommittee of the Cowichan Housing Association Board of Directors.

3. VALUES AND OPERATING PRINCIPLES

The Housing Trust Fund Allocation Committee

The work of the HTFAC will be guided by the following Values and Operating Principles;

- Consensus; the HTFAC will strive for consensus in its decision making and recommendations.
- Alignment; that recommendations for funding will align with the Cowichan Attainable Housing Strategy and will reflect the priorities of the community.
- Fairness; that members of the HTFAC will act impartially and in good faith when reviewing applications and providing input on recommendations to the CHA Board and that all applications will be treated similarly and be subject to fair administrative procedures.
- Transparency; that members of the HTFAC will make known any potential or actual conflicts of interest and will recuse themselves from decision making accordingly.
- Rigorous; that applications will be given due diligence by members reviewing them and be subjected to critical, objective analysis.
- Confidentiality; all matters relating to specific business proposals or applications, personal identifying information, financial and legal issues or project site selection and land acquisition should be kept confidential.



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4. MEMBER ROLES AND RESPONSIBILITIES

The Housing Trust Fund Allocation Committee

The HTFAC reviews Housing Trust Fund applications and provides allocation recommendations to the CHA Board of Directors. Members are expected to attend HTFAC 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 HTFAC and copied to the CHA Board Of Directors. Members are expected to bring their expertise and skills to the evaluation of applications for funding, and in their deliberations to be mindful of regional and social equity.

The CHA is responsible for identifying, nominating and confirming HTFAC members. 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 Housing Trust Fund Allocation Committee

The Housing Trust Fund Allocations Committee will consist of a minimum of nine (9) members.

Membership should consist of individuals who have professional expertise relevant to the mandate of the Regional Housing Service in areas such as; finance, real estate, land development, business development and management, property management, housing, health, social and economic policy, community/tenant relations, and community economic and social development. 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.

6. MEETINGS

The Housing Trust Fund Allocation Committee

Formal (in person) meetings of the HTFAC will be held a minimum of 6 times per year. Additional ad hoc meetings may be planned as needed to accommodate timing of allocation processes. The agenda for meetings will be set jointly by the Committee Chair and CHA Executive Director.

The HTFA Committee will establish a set of policies and guidelines regarding the conduct of meetings. Meeting locations should rotate around the Cowichan region.

The Housing Trust Fund Allocation 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).



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7. DECISION MAKING

The Housing Trust Fund Allocation Committee

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

8. CONFIDENTIALITY

The Housing Trust Fund Allocation 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. The details of any application reviewed by the HTFAC will remain confidential unless otherwise specified, in writing, by the applicant.

9. CONFLICT OF INTEREST

The Housing Trust Fund Allocation 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 or association 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.

Any member involved directly or indirectly with a funding proposal submission must declare any real or perceived conflict of interest. A conflict of interest regarding proposal submissions does not prevent an individual from serving on the HTFA Committee (or HTFAC sub-committees) in other capacities.

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 Housing Trust Fund Allocation 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 Housing Trust Fund Allocations Committee and/or as a member of a HTFAC Subcommittee, and adhere to the Committee Terms of Reference.

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

Signature **Date**

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