

**MAYNE ISLAND LOCAL TRUST COMMITTEE**  
**MAYNE ISLAND HOUSING OPTIONS TASK FORCE**

**TERMS OF REFERENCE**

**July 5, 2010**

**Introduction**

1. The Mayne Island Local Trust Committee passed the following resolution at its June 2010 meeting:

*It was Moved and Seconded that the Mayne Island Housing Options Task Force be added to the work program, and that staff be directed to draft the basic terms of reference and report back at the July meeting of the MILTC.*

**Purpose:**

2. The purpose of the Housing Options Task Force is to provide overall strategic advice to the Local Trust Committee on community housing. The task force objective is to identify land use requirements and issues related to addressing the present and future need for housing diversity on Mayne Island. Suggested specific tasks are identified in Appendix A.

**Status:**

3. The Local Trust Committee (LTC) has appointed the Housing Options Task Force as an additional Advisory Planning Commission (APC), pursuant to 1(a)(ii) of the Mayne Island Local Trust Committee Advisory Planning Commission Bylaw, 2005. All activities of the Housing Options Task Force shall be subject to the provisions of the APC bylaw and relevant sections of the *Community Charter* and the *Local Government Act*.

**Term:**

4. The term of the Housing Options Task Force is from July 5, 2010 to March 31, 2011, unless otherwise amended by resolution of the LTC.

**Membership:**

5. The Housing Options Task Force is made up of not more than nine electors appointed by the LTC. A list of members is attached as Appendix B and the appointments may be changed from time to time by resolution of the LTC.

## **Roles:**

6. At an early meeting, the members of the Housing Options Task Force will select a Chair and a Deputy Chair. The role of the Chair is to:
  - a. Schedule meetings;
  - b. Communicate with the local trustees and Islands Trust staff;
  - c. Prepare and submit budget needs;
  - d. Prepare or coordinate written reports of the task force;
  - e. Lead and facilitate discussion at the meetings;
  - f. Ensure that all points of view are heard;
  - g. Ensure that good order and civility are maintained at meetings;
  - h. Ensure that discussion is relevant and addresses the questions laid out in this terms of reference;
  - i. Ensure that there is provision for public input;
  - j. Ensure that appropriate resources, documents and support are available for each meeting within any approved budget;
  - k. Submit the written summary, with options or recommendations if appropriate, to the Local Trust Committee.
7. The Deputy Chair will act in the place of the Chair in his/her absence.
8. At an early meeting, the members of the Housing Options Task Force may select a Recording Secretary from the membership of the task force. Alternately, the LTC may provide a recording secretary at the expense of the LTC. The role of the recording secretary is to:
  - a. Assist the Chair in the scheduling of meetings;
  - b. Ensure that proper notification of meetings is given;
  - c. Keep a record of the general discussion at each meeting and record any decisions or recommendations that are made;
  - d. Ensure that a copy of the record of all meetings is forwarded to the offices of the Islands Trust.
9. The role of the members of the Housing Options Task Force is to further the work of the task force by participating in discussion and deliberation on community housing issues within the Local Trust Area. Individual members may undertake to draft written summaries, research material or background reports for the task force.

## **Meetings:**

10. At an early meeting of the Housing Options Task Force, the Chair will present a meeting schedule and the Housing Options Task Force will adopt the meeting schedule.
11. The meeting schedule will be provided to each task force member, copies will posted on the public bulletin boards on the island at least 5 days prior to

- the first scheduled meeting, and a copy will be provided to the local trustees and the office of the Islands Trust.
12. Meetings may be cancelled or added at the discretion of the Chair. Notice of meeting changes shall be circulated in advance to all task force members and the revised schedule shall be publicly posted at least 5 days in advance of the meeting.
  13. All deliberations of the Housing Options Task Force must take place in a meeting, and all meetings must be held in a public place and open to the public. The Chair shall make provision for a public participation period within each meeting.
  14. A quorum is 50% of those appointed.
  15. The Housing Options Task Force may not consult directly with other government agencies.
  16. Local Trustees may attend and participate in any meeting, at the discretion of the trustees.

**Consultation:**

17. Community consultation methods and procedures may be established by the Housing Options Task Force, and such consultation will follow Islands Trust practices for holding community meetings.

**Reporting:**

18. The Housing Options Task Force may develop a work plan and timeline to establish in greater detail the scope of its work. The Chair should provide copies of any adopted work plan to the LTC and the office of the Islands Trust.
19. The Chair should provide periodic updates to the LTC on the status of the Housing Options Task Force and its work plan.
20. Reports to the LTC may take the form of a report summarizing key findings of the task force, a summary of public consultation outcomes, a final report including recommendations and options, and a presentation to the LTC.
21. The Chair of the Housing Options Task Force should ensure, to the best of the Chair's knowledge and ability, that any options or recommendations are consistent with:
  - a. The Object of the Islands Trust;
  - b. The policies of the Islands Trust Policy Statement;
  - c. The principles and objectives of the Official Community Plan;
  - d. The statutory authority of the local trust committee;

e. Generally accepted planning principles.

22. Final recommendations of the committee will be provided in writing to the Local Trust Committee with a copy forwarded to the offices of the Islands Trust.

**Budget:**

23. The Chair may develop a budget to support the work of the Housing Options Task Force. The budget may include costs associated with the rental of a hall, meeting materials, and production of a report. If the Housing Options Task Force wishes to have the LTC provide a recording secretary, the estimated number of meetings that a recording secretary would be required to attend should be included in the draft budget. The draft budget shall be submitted to the LTC for consideration as expenditure from its LTC expense budget.

# **Housing Options Task Force Terms of Reference**

## **Appendix A**

### **Tasks**

The Housing Options Task Force been appointed to consider land use issues related to ensuring a diversity of housing needs on Mayne Island. In order to support its recommendations to the LTC, the Housing Options Task Force may undertake a number of research tasks, including:

1. Developing, conducting and analyzing a housing needs survey.
2. Reviewing available demographic and other statistical data.
3. Conducting qualitative research such as case studies, key informant interviews, or public feedback.
4. Undertaking comparative research of options available from local governments, communities or best practices.
5. Identifying current land use policies and zoning relating to housing.
6. Organizing and facilitating community small group discussions.

# **Housing Options Task Force Terms of Reference**

## **Appendix B**

### **Membership**

- David Chase
- Pat Gasston
- David Lindquist
- Christie Meers
- Mike Nadeau
- Carole Peets
- Judy Taylor
- Vicki Turay
- Terrill Welch