

**Terms of Reference for the
Comox Valley Housing Task Force**

Vision: The Comox Valley works actively in a united way to meet the full continuum of its housing needs.

Mission: To provide a strategic, coordinated and on-going approach to implementing housing solutions in the Comox Valley through the best use of available opportunities and resources.

Goals:

1. Housing options are in place to address the needs of the homeless and those most vulnerable to homelessness.
2. The objectives for housing identified in the Comox Valley Sustainability Strategy are addressed.

Roles:

- Providing advice and information to the local governments
- Making recommendations on matters referred by the local governments
- Providing information to non-government entities and the general public
- Providing on-going networking between government and non-government entities
- Facilitating a unified partnership approach to housing solutions in order to maximize the potential contribution of support and resources
- Contributing to building capacity by identifying and/or facilitating opportunities for human resource development and for access to funding or other resources
- Conducting research to assist in understanding the continuum of housing needs and solutions
- Evaluating and making recommendations on housing options
- Conducting community and neighbourhood consultations pertaining to housing issues
- Identifying priority housing needs and potential opportunities for housing solutions

- Coordinating initiatives to implement housing solutions that will address priority housing needs and/or utilize available opportunities
- Advocating for policy, program and regulatory changes that will support meeting the identified housing needs of the community.

Responsibilities:

- To finalize a terms of reference for approval by the participating local governments
- To establish, implement, monitor and evaluate a work program
- To prepare a financial plan to support on-going work, including potential contributions from government and non-government sources.
- To meet at least six times a year (including at least once each quarter)
- To provide a quarterly report on activities to each participating local government
- To provide an annual report on activities and on progress towards meeting goals to each participating local government and to the general public
- To provide an annual financial report to each participating local government

Structure:

The Task Force will be comprised of up to twelve members.

The board of the Comox Valley Regional District will appoint an area director and the councils of the City of Courtenay, the Town of Comox and the Village of Cumberland will each appoint one of its members to be members of the Task Force.

The four elected official members will appoint up to eight additional members to ensure effective and balanced representation from key sectors (such as First Nations, housing providers, agencies, development companies, business, etc) after soliciting expressions of interest.

The Task Force will select its Chair and Vice Chair from the Task Force members.

The Task Force may establish committees and appoint non Task Force participants.

Resources:

The Comox Valley Regional District will provide basic administration services

The participating local governments will provide meeting space and refreshments

The participating local governments and non-government organizations may provide technical staff support as required and as available

The Comox Valley Regional District will provide \$25,000 in initial funding from the grant provided by the Vancouver Island Health Authority for capacity building. \$5,000 - \$10,000 of this will be used by the Task Force for administration expenses (including a part-time administrative assistant) and \$15,000 to \$20,000 will be used for contract services to support building capacity and securing resources to implementing solutions that address identified priority needs.

The task force funds will be housed under the City of Courtenay such that any funds that become available can be dispensed through transparent and publicly accountable means.