



## Housing Advisory Planning Commission Terms of Reference October 2023

The Denman Island Local Trust Committee [Advisory Planning Commission Bylaw No. 231](#) permits the appointment of an Advisory Planning Commission to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act*, that are referred to it by the Local Trust Committee (LTC).

This Terms of Reference guides the purpose and roles of a Denman Island Housing Advisory Planning Commission (HAPC) to advise the LTC on matters related to the 'Denman Island Housing Project'. The roles, responsibilities and procedures of the HAPC are also pursuant to Bylaw No. 231 and should be referred to separately.

### 1. Purpose

The HAPC is a select committee to the Denman Island Local Trust Committee (LTC) with final decisions in all matters brought before the HAPC resting with the LTC.

The role of the HAPC is to:

- a) Assist the LTC with engagement to support the Denman Island Housing Project;
- b) Conduct a focused review of Denman Island Land Use (LUB) Bylaw No. 186 and Official Community Plan (OCP) No. 185, focusing on housing, with the goal of increasing options for affordable and attainable housing while also minimizing the impacts of housing generally to better protect the environment while supporting equity, diversity and inclusion;
- c) Consider "all things Housing" - including identification of options for the LUB and OCP; staff reports; previous studies, and other materials about housing provided by Denman community members. This includes, but is not limited to, the recommendations from the Denman Island Housing Review and subsequent input;
- d) Review the recommendations coming out of the Denman Islands Housing Review and related, and additional, public input; and
- e) Identify potential options to address housing needs, including general locations/zones.

### 2. Work Plan Overview

- a) **Summer 2023 inaugural meetings of the HAPC** – Member introductions, appointment of chair and secretary and orientation by Islands Trust staff. Develop understanding of tasks, terms of reference for the work and best practices in the literature for achieving goals. Establish a meeting schedule to achieve work plan goals.
- b) **Subsequent Commission Meetings** – to be determined by the Denman Island HAPC to address referrals made by the LTC.

### 3. Duties and Responsibilities of the HAPC

- a) Pursue any other matters referred to the HAPC by the LTC and report back to the LTC expeditiously, as required.
- b) The HAPC should seek to provide recommendations on options that can be implemented by the LTC through its policies and regulations, or can be endorsed or adopted by the LTC as broad objectives.



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- c) All deliberations of the HAPC must take place at a meeting of the HAPC and such meetings must be open to the public.

**4. Roles of the Chair, Deputy Chair and Secretary**

As outlined in the Denman Island Local Trust Committee Bylaw No. 231.