

# OCEANSIDE REGIONAL NON-MARKET HOUSING TASK FORCE

## TERMS OF REFERENCE

### BACKGROUND AND CONTEXT:

In June of 2023, an Oceanside community forum was convened by the Society of Organized Services (SOS), the Oceanside Task Force on Homelessness (OTFH) and the Oceanside Health and Wellness Network (OHWN) to discuss the housing crisis impacting the Oceanside area. Twenty-three members of the Oceanside community shared their concerns and advocated for an Oceanside Regional Non-Market Housing Task Force to provide recommendations to address the concerns.

### PURPOSE:

The purpose of the Task Force is to:

- Act as an advocacy body to support the development of the regional growth strategy for the municipalities of Parksville and Qualicum Beach and Areas E, F, G and H of the Regional District of Nanaimo; and
- Work collaboratively to develop recommendations for strategies and actions designed to achieve greater housing supply, affordability and diversity and accommodate a broad range of community housing needs now and into the future.

### SCOPE OF WORK

The Scope of work will be to:

- Establish an understanding of current housing conditions and the existing and projected housing needs in Oceanside.
- Review current municipal policies and regulations related to housing.
- Consider the roles and initiatives of the federal government, the provincial government, the Regional District of Nanaimo, non-profit organizations, private developers and the RDN in addressing housing needs.
- Review best practices in other jurisdictions, including building on and aligning with efforts of the Regional District of Nanaimo (RDN) and partner RDN municipalities.
- Provide advice and insight based on each member's background and experience.
- Develop recommendations for strategies and actions:
  - Recognize the importance of fostering healthy, inclusive, equitable, and non-market housing opportunities.
  - Hold focus groups to encourage creative solutions and involve community members in the process.
  - Identify equity impacts and improvements to equitable housing outcomes.
  - Work towards improving housing outcomes and support residents of all ages, incomes, and abilities.
  - Focus on the RDN's role and partnership opportunities with the non-profit sector, private sector, local organizations, communities, and all levels of government.
  - Complement the RDN's existing housing policies and initiatives.
- Present a report to the Parksville, Qualicum Beach, and Regional District of Nanaimo Councils for their consideration no later than June 2024

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### FOCUS AREAS

The following describes the five focus areas that will guide the development of Task Force recommendations:

**1. Increase Non-Market Housing**

Increase support for and supply of affordable, adequate, and accessible housing for low to moderate-income households and vulnerable residents including people who are homeless or at risk of being homeless.

**2. Support Housing Diversity and Supply**

Work towards achieving a diverse housing supply that meets the needs of current and future residents by expanding housing choices through type, size, tenure, price, and location.

**3. Promote and Protect Rental Housing**

Support the retention, revitalization, and development of residential rental stock to address the current shortfall and meet future rental housing demand while supporting existing tenants.

**4. Reduce Barriers to Housing**

Identify options to reduce financial and regulatory barriers, align municipal, provincial, and federal processes with housing targets to address housing needs, and provide tools to support the development of a diversity of housing.

**5. Strengthen Partnerships and Build Awareness**

Support development of innovative and non-market housing solutions by strengthening existing and new partnerships, providing equitable engagement and capacity building opportunities, and building awareness in the community.

### TASK FORCE STRUCTURE

#### Task Force Membership

The Task Force will be structured to include a diverse range of expertise from organizations relevant to the housing sector and members of the community at large that have experienced or are experiencing housing challenges in Oceanside. Membership may include the following representatives:

- Municipal Council representative
- Regional District of Nanaimo Board Members
- Building / Development sector representative
- Not-for-profit housing sector representative
- Planning, design, or architecture representative
- Community support / Not-for-profit association representative
- Housing advocate representative
- Academic representative with expertise in urban economics
- BC Housing representative
- Rental apartment landlord / Property management representative
- Real-estate or financial representative
- Island Health representative

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- School District 69 representative
- Church representative
- First Nations representative
- Members of the community at large who have experienced significant housing challenges, and which may include a
  - person who is currently renting.
  - person who is currently living in subsidized or social housing.
  - senior.
  - post-secondary student.
  - person with accessibility challenges; and/or
  - parent with children living at home.

### **Decision Making Process**

Decisions are made through consensus decision making.

### **Task Force and Subcommittee Appointment Process**

Nine Oceanside representatives with experience and/or qualifications will voluntarily serve on the Oceanside Regional Non-Market Housing Task Force until June 2024. Subcommittees for each Focus Area may be established. Task Force Members will sit on all subcommittees. Other community members from the Task Force Membership List with experience and/or qualifications may be invited to voluntarily participate on subcommittees relevant to the listed Focus Areas.

### **Meeting Frequency and Schedule**

The Task Force will be established for a period of approximately 9 months. The initial meeting date is targeted to be in mid September, with meetings happening bi-weekly. Alterations to the established meeting schedule can be made by the Task Force, as required, pending consensus decision. The seven planned meetings are as follows:

- Introduction / Overview of Roles and Process /Oceanside Housing Context/Committee Structure
- Focus Area 1: Support Housing Diversity and Supply.
- Focus Area 2: Reduce Barriers to Housing.
- Focus Area 3: Promote and Protect Rental Housing.
- Focus Area 4: Strengthen Partnerships and Build Awareness.
- Focus Area 5: Increase Non-market Housing.
- Review and Finalization of Recommendations.

Other meetings as needed.

### **Support**

The Task Force meetings will be facilitated. Council members will ask for support from the municipal staff of the Qualicum and Parksville planning departments to act as a resource, liaison, and provide support as needed. Other resources may be brought in to provide information as needed.

### **Responsibilities**

The core responsibilities of the Task Force members are to:

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- Attend Task Force meetings on a regular basis.
- Provide advice, insight and expertise based on each member's background and experience.
- Review and provide feedback on background research, and issues and gap analysis.
- Review and provide feedback on proposed actions, strategies, and solutions.
- Contribute to the development of a report to Oceanside Councils; and
- Seek out funding sources and in-kind support.

### **Personal Conduct Guidelines**

Task force members are expected to:

- Communicate with openness and equity.
- Declare any potential conflicts of interest.
- Work collaboratively and be open to views of all aspects of fellow task force members.
- Speak on behalf of the task force only if delegated to do so.

### **DELIVERABLES**

The Task Force will produce a report that will be presented to Oceanside Councils and the RDN Board for consideration. Recommendations in the report will outline strategies and associated actions for implementation.