



SATURNA ISLAND LOCAL TRUST COMMITTEE

TERMS OF REFERENCE FOR ADVISORY PLANNING COMMISSION AFFORDABLE HOUSING ASSESSMENT

Introduction

The Saturna Island Local Trust Committee (LTC) has identified the need for affordable as being a top priority on its Work Program. In order to obtain further advice and background on this issue, the LTC has resolved to refer the issue to its advisory planning commission (APC). The APC has been asked to examine the topic in more detail and make specific suggestions and recommendations to the LTC.

1. The objectives the Terms of Reference are provide direction to research the topic, obtain community comment on the issue, and to report to the Local Trust Committee and the Islands Trust with recommendations, options and comments.
2. Specifically the APC should consider the following aspects of this issue:
 - a. Identify the difficulties experienced by residents in accessing affordable housing on Saturna;
 - b. Identify anticipated housing needs over a 5 – 10 year time horizon; and
 - c. Review and comment on the potential form, type and location of affordable housing that is appropriate to Saturna Island.
3. The APC will consult with relevant community groups, including but not limited to, the Community Housing Society prior to providing recommendations to the LTC. Any recommendations of the Community Housing Society should be identified as such in the APC's report
4. The APC should seek to provide recommendations that can be implemented by the LTC through its policies and regulations, or which can be endorsed or adopted by the LTC as broad advocacy objectives.

5. The APC Chair should provide the Islands Trust with a summary budget of any extraordinary costs anticipated to be associated with the project. A summary budget of costs may be approved by the LTC and Islands Trust staff.
6. Local Trustees may attend and participate in any meeting, at the discretion of the trustees. Islands Trust staff may be available to serve as a resource at any meeting, at the discretion of staff.
7. The Chair 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 statutory authority of the Local Trust Committee; and
 - d. Generally accepted good planning principles.
8. The Chair should remind the APC that the Local Trust Committee is under no obligation to implement any recommendations. By law the Local Trust Committee has absolute and unfettered discretion to amend its bylaws.
9. A written report should be provided by the Chair by October 1, 2009, briefly summarizing the discussion and issues raised at the meetings(s), and providing options and/or recommendations where there was a consensus or majority view. Any minority or dissenting views should also be reported. The report shall be addressed to the Saturna Island Local Trust Committee and copies are to be delivered to the offices of the Islands Trust for filing and distribution.