

The Gabriola Island Local Trust Committee [Advisory Planning Commission Bylaw No. 296](#) 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 Gabriola Housing Advisory Planning Commission (HAPC) to advise the LTC on matters related to the 'Gabriola Housing Options and Impacts Review Project'. The roles, responsibilities and procedures of the HAPC are also pursuant to Bylaw No. 296 and should be referred to separately.

1. Purpose

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

The HAPC will:

- a) assist the LTC with the implementation of the Engagement and Communications Strategy and informing the topic priorities and schedule of consultation, consistent with the Housing Options and Impacts Review Project Charter;
- b) Participate in LTC sponsored community consultation events on emerging housing issues;
- c) Bring an informed voice to the development of policy and regulatory amendments;
- d) Review summary of findings from community engagement sessions; draft policies and regulations pertaining to the Housing Options and Impacts Review Project; and
- e) Provide advice and recommendations on policy and regulations to address housing needs across the housing continuum, including emergency shelters to market home ownership and indigenous housing needs.

2. Work Plan Overview

- a) **WINTER/SPRING 2019 Inaugural meeting of the HAPC** – Member introductions and background presentation/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) **Commission Meeting #2-5** – Subsequent Commission Meetings – to be determined (minimum 4 per year) as referred by the Gabriola Island Local Trust Committee.

3. Duties and Responsibilities

- a) The HAPC may request technical information from other agencies or individuals, through the Islands Trust staff.
- b) All deliberations of the HAPC must take place at a meeting of the HAPC and such meetings must be open to the public.
- c) Pursue any other matters referred to the HAPC by the LTC and report back to the LTC expeditiously, as required.