

Regional Affordable Housing Directorate

Meeting Notes

June 9, 2008

Present: Thanya Al-Saadoon, Tom Anderson, Anne Balding, Fred Bosma, Kim Farris, John Finlayson, Donald Fyfe-Wilson, Maureen Gallinger, Gerry Giles, Faye Griffith, Anne Matheson, Anne Murray, Valerie Nicol, Brigid Reynolds, Candace Spilsbury, and Rhoda Taylor

Guests: Gail Franklin, Fraser Valley Housing Network

CALL TO ORDER

The meeting was called to order at 5:15 pm by chair Valerie Nicol.

RESEARCH SUB-COMMITTEE REPORT

AHD needs to define what groups or agencies for survey distribution well as identify who would be assessed. A suggestion was given for agencies to provide internet access for viewing the survey.

Timeline for survey: Since the survey must go through an ethical review, the timeline for the survey might take longer than first expected. AHD should use the summer research assistant, Kim Farris, to design the survey and access target groups. The Executive Assistant could take over the survey after the research assistant finishes for the summer.

It was pointed out that focus groups for the survey would take up time and money. Funding for the focus groups was suggested. Asking for income information might be an ethical issue. The structure of the survey was suggested to be broken down into two parts: one for the handed-out survey and the other for focus groups. Questions should be appropriately tailored for the focus groups.

Gerry Giles suggested that there are community kitchens in most communities and should be added to the survey distribution list.

Kim Farris will send Fred Bosma and Thanya Al-Saadoon a rough copy of survey and list of distribution areas.

Research sub-committee to meet again and review Directorate feedback.

FUNDING SUB-COMMITTEE REPORT

Rhoda Taylor and Brigid Reynolds met to discuss funding.

Queen Alexandra Foundation and Vancouver Foundation's criteria for funding does not exactly match the Directorate's goal; Kim will look into the foundations criteria in more depth. The committee is still waiting to hear back from BC Housing and CMHC for funding. The Directorate might be able to get funding from HRDC but we must provide them with a 1-page report about the project. The Real Estate Foundation of BC and the Coast Capital Foundation were very helpful but seemed less interested in needs assessment and more interested in community development. The deadline for the letter of intent for the Real Estate Foundation is September 8th and for the Coast Capital Foundation is August 14th.

Gail Franklin suggested looking into funding from the Catherine Donnelly Foundation <http://www.catherinedonnellyfoundation.org/about.html>

GUEST SPEAKER – GAIL FRANKLIN

Introduced by Donald Fyfe-Wilson, Gail Franklin is a coordinator for the Fraser Valley Housing Network (FVHN).

PRESENTATION HIGHLIGHTS:

-In 2004 the Fraser Valley had no affordable housing – no social housing, no youth centres, had maybe 5 emergencies beds. The issue of the lack of affordable housing was increasing so in 2004 there was a regional conference that highlighted major communities issues such as volunteerism, childcare, affordable housing, and awareness.

-Gail volunteered to take on the organization of the affordable housing group that consisted of people with different backgrounds and disciplines but had the same awareness of the affordable housing issue in the Fraser Valley.

-5 mayors in the region started to communicate between themselves and they recognized the need to attend to affordable housing. The Mayor's Task Force asked for FVHN advice on the issue.

-Approximately 60 organizations from every municipality in this region have formed a stakeholders network to share information and resources.

-Gail explained one of the best ways to make contacts is to meet with them one on one and to get to know them individually.

-The research that the FVHN conducted was funded by a different foundation and took approximately 7 months to complete. The final product was the report: Affordable and Accessible Housing in the Upper Fraser Valley. Both qualitative and quantitative research was completed. The FVHN focused on the urgent needs that were determined by focus groups, literature, and research. Some of the primary research included one-on-one focus groups with coop housing, food outreach services, etc. The research team

consisted of 1 main research and 2 research assistants who spent 6 months on researching. The research that has been completed has been referred to many times.

-There are several First Nations within the Fraser Valley and several are involved such as Aboriginal Housing Management Association and the Spirit Bear Center in Abbotsford. They all contribute their own expertise, goodwill, and experiences. Margaret Pfoh is a good contact for the Aboriginal Housing Management Association.

-FVHN has focused on non-market, social, and rental housing but there has been a growing demand for people who want to buy. Examples are Classic Communities in Medicine Hat and CMHC flex housing.

-Even though there are so many housing issues, Gail suggested picking an entry point, you need a starting place. She says that, “you need a benchmark, then assess how much its going to cost, and determine where these folks are coming from. You need a business sense.”

-Project Homeless Connect - to provide a one-stop shop of health and human services for the homeless such as a dentist, barber, childcare provider, etc.

-Rent Banks – Gail suggested looking into rent banks that have been tried in Ontario and Alberta. Rent banks are usually for those who do not qualify for welfare and are on the verge of eviction and they help to provide enough stability to people so they will not be thrown out of their accommodations. Edmonton has a homeless and eviction prevention fund running.

NEXT MEETING – Thursday, September 18th from 5-7pm

MEETING ADJOURNED



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held January 19th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

SPC Steering Committee Members & Staff

Valerie Nichol, Chair

Michelle Nowzek, Executive Assistant

RAHD Members:

Pam Alcorn, Jocelyn Anderson, Gerry Giles, Faye Griffith, Anne Matheson, Martin Middleton, Anne Murray, Brigid Reynolds, Charlie Webb

Regrets: Anne Balding, Lori Evans.

1. **Call to Order/Welcome:** V. Nicol welcomed everyone followed by self introductions around the room. The meeting was called to order at 5:15 pm.
2. **Agenda:** The agenda was adopted. Moved by P. Alcorn, seconded by A. Murray. CARRIED
3. **Adopt Minutes:** The minutes of the meeting held December 8th, 2008 were adopted. Moved by G. Giles, seconded by A. Matheson. CARRIED
4. **Chair of Regional Affordable Housing Directorate**
 - V. Nicol regretfully resigned as Chair of the Regional Affordable Housing Directorate.
 - Motion to appoint P. Alcorn and B. Reynolds as Co-Chairs. Moved by A. Matheson, seconded by M. Middleton.
5. **Terms of Reference**
 - The question of Social Planning Cowichan's role in relation to the group was raised. This issue will be discussed at the next Social Planning Cowichan board meeting and will be brought back on the agenda at the March 9th meeting.
 - The group agreed the RAHD will be inclusive of the whole of the CVRD in strategic planning.
 - M. Nowzek to develop a one-pager with the aid of V. Nicol and V. Scott on the history of the Directorate for distribution to the group.
 - One possible goal of the group could be to become a clearing house.
 - P. Alcorn and B. Reynolds to revisit the recommendations in the Inadequate

Shelter in the Cowichan Valley report. M. Nowzek to send recommendations from the report to co-chairs via e-mail.

- Co-Chairs, B. Reynolds and P. Alcorn to circulate draft terms of reference to the group via e-mail in preparation for adoption at the next meeting.

6. Mission Statement

- Working from the mission statement of the Victoria Housing Affordability Partnership, Co-Chairs, P. Alcorn and B. Reynolds will circulate a draft mission statement for the group via e-mail.

7. Next Steps

- Goals and Objectives to be outlined in the Terms of Reference
- Mission Statement
- Work Plan

8. Other

- Ladysmith council representative, Lori Evans, cannot meet on the first and third Monday's of the month due to a scheduling conflict with Ladysmith council meetings.

9. Next Meetings: March 9th, 2009 April 20th, 2009



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held March 9th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Brigid Reynolds, Co-Chair
Michelle Nowzek, Executive Director SPC

RAHD Members:

Jocelyn Anderson, Anne Balding, Faye Griffith, Anne Matheson, Martin Middleton, Anne Murray, Valerie Nicol, Charlie Webb

Regrets: Lori Evans, Pam Alcorn, Gerry Giles

1. **Call to Order/Welcome:** B. Reynolds welcomed everyone followed by self introductions around the room. The meeting was called to order at 5:10 pm.
2. **Agenda:** The agenda was adopted. Moved by A. Matheson, seconded by V. Nicol. CARRIED
3. **Adopt Minutes:** The minutes of the meeting held January 19th, 2009 were adopted as circulated. Moved by A. Murray, seconded by A. Balding CARRIED
4. **Social Planning Cowichan's Role**
 - Social Planning Cowichan's role is a supportive one. The organization will provide meeting space, refreshment for meetings, administrative support, research assistant, etc.
 - The Regional Affordable Housing Directorate is autonomous in their decision making.
 - Social Planning Cowichan Staff and Board Members who are involved with RAHD will report to the SPC Board around RAHD work and initiatives.
5. **Terms of Reference and Mission Statement**
 - Please see attached for a draft mission statement and terms of reference for the group.
 - These items will be brought back on the agenda at the next RAHD meeting to formalize.
 - M. Nowzek to send out the RAHD definition of affordable housing with draft mission statement and terms of reference.
6. **Work Plan**
 - Research potential funding sources.

- SPC will provide funding to contract Veronica Scott to complete a report that details the history of the group and information gathered from guest speakers, research and other sources. Kim Martin will format and prepare for print.
- Could invite local mayors in for dinner.
- Doug Routley is currently advocating around affordable housing issues, RAHD should see if there is a potential to collaborate with Doug.
- Begin to look at how we can educate and raise awareness around the issue of bylaws/building codes as they pertain to legal suites and affordable home ownership.
- Develop a strategy
- Form Sub-Committees so that people can work on areas of interest to them.
- Work on formulating a plan to protect existing affordable housing stock
- Create a housing registry
- Gather data to discern how many people are in need of housing in the Cowichan Region

7. Next Steps

- Formalize Terms of Reference & Mission Statement
- Develop Work Plan

8. Other

- Faye reported that the Sisters of St. Anne are in the process of transferring land ownership over to the Providence Farm Society. The society will not be able to sell the land once acquired but is planning to move forward with creation of housing on the site.
- Anne Balding informed the group about work being done by Seth Kline for the Canadian Alternative for Policy Development around a Poverty Reduction Plan for BC. Information can be found on the CAPD website.
- R. Taylor reported that Volunteer Cowichan will be hosting an all candidates meeting on April 18th for the upcoming provincial election. This might be an opportunity for the RAHD to ask questions around platform of candidates and parties in relation to housing.
- The Auditor General has released a report *Homelessness: Clear Focus Needed*, this report includes recommendations. Here is the link to the report:
http://www.bcauditor.com/include/view_file.asp?id=40&type=publication

9. Meeting Adjourned: 6:50pm

Next Meeting: April 20th, 2009



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held April 20th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Brigid Reynolds, Co-Chair
Pam Alcorn, Co-Chair

RAHD Members:

Jocelyn Anderson, Anne Balding, Jason Finlayson, John Finlayson, Martin Middleton, Anne Murray, Valerie Nicol, Rhoda Taylor

Regrets: Michelle Nowzek, Charlie Webb, Anne Matheson

- 1. Agenda:** The agenda was adopted as circulated
- 2. Adopt Minutes:** The minutes of the meeting held March 9th, 2009 were adopted as circulated.
- 3. Motion to Adopt Mission Statement, Terms of Reference, Goals and Objectives**
Moved by A. Balding, seconded by R. Taylor CARRIED
- 4. Chronology of Regional Affordable Housing Directorate's Endeavours**
AHD to forward comments about the chronology to M.Nowzek via e-mail
- 5. Conflict of Interest**
P. Alcorn to forward Conflict of Interest Policy to M. Nowzek for circulation to committee.
- 6. Work Plan**
M.Nowzek to contact the United Way Re: Logic Model Manual
- 7. Next Steps**
B. Reynolds and P. Alcorn to forward information around next steps and Strategic Plan to M.Nowzek
- 8. Other**
R. Taylor will provide United Way contact information Re: Logic Model Manual
V. Nicol will submit 3 AH questions at All Candidates Meeting
- 9. Meeting Adjourned – Next Meeting May 25**



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held May 25th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Brigid Reynolds, Co-Chair
Pam Alcorn, Co-Chair
Linden Collette, SPC Project Coordinator (Status of Community II)
Chelsea Duncan, Research Assistant SPC
Michelle Nowzek, ED SPC
Dianne Wilbee, Practicum Student SPC

RAHD Members:

Jocelyn Anderson, Faye Griffith, Anne Matheson, Anne Murray, Rhoda Taylor

Regrets: G. Giles, M. Middleton, V. Nicol, J. Finlayson, L. Evans, C. Webb

- 1. Call to Order:** P. Alcorn welcomed everyone and called the meeting to order at 5:07pm, followed by a round of self-introductions.
- 2. Adopt Agenda:** The agenda was adopted with the addition of an item - #4 Meeting Times. Moved by A. Murray, seconded by R. Taylor.
- 3. Adopt Minutes:** The minutes of the meeting held April 20th, 2009 were adopted with a note to change under item #8 “Re: Logic Model Workshop” to “Re: Logic Model Manual”. Moved by A. Murray, seconded by R. Taylor.
- 4. Meeting Days & Times:** It has been proposed that the regular meetings of the Regional Affordable Housing Directorate change to the third Tuesday of each month. Moved by A. Balding, seconded by B. Reynolds
- 4. Housing Chronology Report:** The Housing Chronology Report produced by V. Scott is still under review for editing purposes only. It was discussed that this is a very useful historical document that will be helpful in moving forward with strategic planning.
- 5. Strategic Planning – Logic Model:** The Directorate will move forward using the logic model framework to begin developing the Directorate’s strategic plan.

ACTION: M. Nowzek to approach V. Nicol and V. Scott to help produce a draft Strategic Plan to be ready by the June 16th meeting.

- 6. Logic Model Workshop:** SPC is considering hosting a logic model workshop for any interested service agencies. Mary Hill from VIHA was suggested for facilitation of

this workshop.

ACTION: R. Taylor to send Logic Model Template to M.Nowzek

7. **Policy:** A. Conflict of Interest – Adopted as amended. Moved by R. Taylor, seconded by A. Balding **Please see attached Conflict of Interest Policy**
B. Support Policy Tabled

8. **Housing Registry:** SPC staff will be working on the creation of a housing registry this summer. A terms of reference for the project is available on file in SPC offices. Suggestions for future work on the registry include contacting the Tennant’s Rights Commission to discuss what complaints we may have with current landlords or buildings; safety concerns when going to view potential rental properties; could we have a list of landlords who are willing to take in people with mental health and/or addiction issues?

9. **Next Steps:** Outreach to seniors and youth to gather information around recommendations for OCP: design guidelines; urban planning; ageing in place. The District of North Cowichan and the City of Duncan have applied for an “Aging in Place Grant” to review some of the issues mentioned above.

10. **Other:** CSAC has been hearing concerns around panhandling in the Duncan area the group is supporting Regional efforts to address homelessness. The intent is not to duplicate but support existing work.

The question was asked: Who else in the Cowichan Region may be applying for funding from the Vancouver Foundation?

11. **Next Meeting: June 16th, 5-7pm**



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held July 21st, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Pam Alcorn, Co-Chair
Brigid Reynolds, Co-Chair
Linden Collette, Project Coordinator SPC
Allison Conway, Research Assistant SPC
Chelsea Duncan, Research Assistant SPC
Justin McNutt, Research Assistant SPC
Michelle Nowzek, ED SPC

RAHD Members:

Janice Cameron, Lori Evans, Anne Matheson, Anne Murray, Rhoda Taylor.

Regrets: Anne Balding

1. Call to Order: B. Reynolds welcomed everyone and called the meeting to order at 5:07pm, followed by a round of self-introductions.

2. Adopt Agenda: The agenda was adopted as circulated. Moved by R. Taylor seconded by A. Murray.

3. Adopt Minutes: The minutes of the meeting held June 16th, 2009 were adopted with a note to include Janice Cameron's presence and P. Alcorn's regrets. Moved by A. Matheson, seconded by R. Taylor.

4. Goals:

Goal 1: To increase awareness of housing needs among all Cowichan Region residents.

- Become involved in Homelessness Week initiatives in the Cowichan Region
- Creation of a housing registry for the Cowichan Region
- Include housing data collected in SPC Newsletter
- Collect anecdotal data from service providers and community
- Develop a plan to work with high school leadership groups
- Work with VIU Anthropology classes on homelessness
- Attend civic events and gatherings
- Gather numbers from the House of Friendship on current homeless situation
- Build on VIU Anthropology Class's book "What Does Home Mean to You"

- Invite Helene Demeres to attend a Directorate meeting to see if there is opportunity for collaboration
- Work with local newspapers to develop a series of stories on housing and homelessness

Goal 2: To advocate to all levels of government to provide affordable, safe, and accessible housing in the Cowichan Region.

- Find ways to create incentives for government to become involved in the provision of affordable housing.
- Send recommendations created for North Cowichan OCP planning to areas in the Cowichan Region that are currently undergoing OCP reviews.
- Create a chart of powers in relation to housing of different levels of government, including First Nations
- Circulate SPC Newsletter to local, provincial and federal governments which will contain updates on the work of the Directorate

Goal 3: To create public understanding and awareness of government reforms that affect housing affordability.

- Research public reports on best practices
- Engage population and encourage community driven initiatives
- Shift from need to solution focus
- Research Courtney's non-profit apartment development
- Collect information and report on provincial and federal housing initiatives
- Gather information and report on local by-laws and zoning regulations for housing
- Gather information around systems of support for vulnerable groups in Cowichan
- Report on best practices of provincial and federal governments as found in research

Goal #4: To promote and support partnerships which facilitate the provision of affordable housing in the Cowichan Region.

- Check out community driven initiatives (Ted & Lynn Williams trailers for single mom's)
- Research existing partnerships in other communities
- Expand RAHD membership
- Convene partnerships with local, provincial and federal governments to secure funding for supportive housing (which type of supportive housing?)

Goal #5: To increase the understanding of housing as it relates to the health, safety and well being of individuals and community.

- Collect and prepare report on findings from communities using a housing first strategy.
- Collect information on costs to policing, health care, and wellness indicators for homeless and near homeless individuals and create a system for tracking this data.
- Launch a campaign to end homelessness with the opening of Warmland House

- Raise awareness of the larger problem of poverty in relation to housing
- Bring message to schools through Family Studies classes
- Housing is a social determinant of health this awareness should be raised through workshops (maybe during Housing Affordability week)
- Solution needs to be multifaceted/broad approach to address housing needs.
- Use Mike Pennock's work linking housing to broader health issues
- Housing as a social determinant of health as an article for local papers
- Obtain a copy of the RCMP's Crime Prevention by Environmental Design
- Actions: Letters to the editor from different perspectives of Directorate members
- Develop and deliver presentations to local governments and local service groups (power point to be finished by fall 2009)
- Daily newspaper often needs filler stories, directorate could provide.
- Safety lens – health and safety issues around housing i.e. impacts, infrastructure etc.

Goal #6: To raise awareness of the issues and solutions related to housing affordability.

- SPC staff to research and present findings on mixed use and ghettoizing.
- Housing registry
- Research welfare, minimum wage, OAP, and disability reform and the affects of poverty in relation to maintaining and securing affordable housing.
- Prepare findings from research detailing viable solutions for Cowichan Region
- Celebrate successes i.e. Lion's Club, M'aKola, Eco Village, Warmland House
- Look at innovative solutions already occurring in Cowichan
- Create map of work being done by all groups in Cowichan to address housing affordability
- Host an open forum

Goal #7: Guard against the erosion of rental and ownership opportunities for low and middle income residents.

- Use of housing registry
- Advocate to local governments
- Look at programs providing grants for homeowners wanting to build secondary suites
- Brigid to e-mail info on strata conversions, demo fees etc.
- Monitor which housing stock needs major repair
- Local governments are beginning to adopt a standard of maintenance by-laws

5. Next Steps:

M. Nowzek to circulate N.C. OCP presentation

A sub-committee of B. Reynolds, J. Cameron and M.Nowzek will begin work on finding

and applying for funding to hire a project coordinator Regional Housing Strategy.

6. Next Meeting: September 15th, 5-7pm



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held September 15th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Pam Alcorn, Co-Chair
Linden Collette, Project Coordinator SPC
Michelle Nowzek, ED SPC

RAHD Members:

Lori Evans, Faye Griffith, Anne Matheson, Rhoda Taylor.

Regrets: Anne Balding, Janice Cameron, Gerry Giles, Brigid Reynolds.

1. Call to Order: P. Alcorn welcomed everyone and called the meeting to order at 5:05pm.

2. Adopt Agenda: The agenda was adopted as circulated. Moved by R. Taylor seconded by L. Evans.

3. Adopt Minutes: The minutes of the meeting held July 21st, 2009 were adopted as circulated. Moved by A. Matheson, seconded by R. Taylor.

4. Goals and Work Plan:

- P. Alcorn explained that because of the deadline of submitting the group's funding proposal to develop a regional housing strategy and the need for the group's input this evening, the matter of reviewing and setting priorities for the group's goals and work plan would be tabled and brought back on the next agenda.

ACTION: M. Nowzek to circulate the goals and work plan via e-mail so that the group might give input over the next month and begin to work on prioritizing items as short, medium and long term actions.

ACTION: M. Nowzek to include goals and work plan on October agenda.

5. Regional Affordable Housing Strategy Funding Proposal

- M. Nowzek informed the group that after submitting a letter of intent to the funder the Directorate was now invited to submit a proposal for funding.
- After review of the letter as submitted it was suggested that goal number 1 of 3 as found in the letter should be removed and instead replaced with Goal #5 of the Directorate "To increase the understanding of housing as it relates to the health, safety and well being of individuals and community."
- Discussion around what to include in the funding proposal centered around being

- realistic about what could be achieved within the time frame and budget.
- R. Taylor, A. Matheson, P. Alcorn, B. Reynolds to work with M. Nowzek once a draft proposal has been created.
- Funding proposal must be submitted by September 28th, 2009.
- It was noted that the group is feeling very good about the movement forward in the last few months and after all of the hard work that was done by all members of the Directorate to date, fruition of these efforts is now being realized.

ACTION: M. Nowzek to prepare draft proposal, distribute for review and submit to funder by September 28th, 2009.

6. Housing Registry Update

- M. Nowzek reported that summer student C. Duncan has completed data collection for the housing registry.
- This data is not a complete nor accurate picture of rental housing in the Cowichan Region.
- C. Duncan met with lots of resistance from landlords when trying to gather information.
- After review and discussion with other areas who have created housing registries it was discovered that this adversity had been dealt with before by educating and raising awareness of housing affordability issues before requesting landlords assist with housing registries.
- The information gathered will be handed over to the Project Coordinator once work begins on the housing strategy.
- It is the plan of the Directorate to use the information that has been gathered for the housing registry to map where existing rental stock is in the Cowichan Region.
- L. Evans noted mapping work she became familiar with while working in Scotland and directed the group to view the Scottish Executive mapping projects as a point of reference.

7. Homelessness Action Week (October 11th to 17th)

- B. Reynolds sent a request asking if any members of the Directorate would be interested in joining a sub-committee to organize efforts for Homelessness Action Week.
- P. Alcorn, A. Balding, A. Matheson volunteered for sub-committee.
- Some ideas that were floated at the meeting included: Include a Youth driven initiative, highlight work and need for Serenity Parent and Child Society, engage and involve local government.

ACTION: B. Reynolds will arrange contact and meeting times for sub-committee.

8. Local Affordable Housing Initiatives

M. Nowzek reported that several local initiatives are taking place as follows:

- Youth frontline workers and service providers have formed a youth housing committee to address housing issues of local youth. M. Nowzek met with John Stephen of the Ministry of Children and Family to discuss attending groups meetings and collaborating on efforts.
- Phillip Tarrant of the Boys and Girls Club of Victoria recently announced at one

of the Youth Housing meetings that he has some capital costs for the start up of youth housing but is working to come up with a plan for the sustainability of such housing. One idea that has been presented involved the development of a business plan that would see youth working and gaining skills through a locally created business venture where the profit would then be filtered back into the needs of sustaining the youth housing. M. Nowzek is working to connect M. Skene, one of the developers of this original concept for Cowichan, with P. Tarrant.

- M. Nowzek recently toured two properties with Doug Orr of the Clements centre. Doug has a group home for sale that Serenity Child and Parent Society would like to purchase to get their program up and running. Serenity is about \$80,000 short to purchase the property but has been approved for a mortgage from two different sources. Recently Serenity was denied the assurance of funding for 3 parent/child beds and Serenity has put a call out the community asking that individuals and organizations write the Minister of MCFD requesting they reconsider their decision. Doug has to sell this group home in order to relocate the folks residing there to the new building which was constructed because this group can no longer navigate the stairs that exist in the current home.
- The second property that M. Nowzek toured with Doug Orr has the potential for collaboration on a four-plex that the Clements Centre is currently building. Originally the Ministry of Housing and Social Development had a commitment to fund the completion of the top floor of the building but withdrew funds. Doug's organization went ahead with the framing in of the building but now stands \$125,000 short of completing these units.
- In addition, the Clements Centre owns a second vacant lot on the property and would like to see this developed into addition affordable housing. Doug is willing to work collaboratively with groups on ideas for affordable housing.
- M. Nowzek also reported that Social Planning Cowichan had been approached by Triple M Housing Ltd., a local builder of manufactured home who would like to become involved in seeing more affordable housing brought to the valley. This company can produce buildings ranging anywhere from a single family dwelling to an apartment complex. A follow-up meeting will be held with Triple M. to discuss possibilities.
- It was discussed that the group should look into existing by-laws in the region as they pertain to manufactured homes.
- F. Griffith announced that the transfer of ownership to the Providence Farm Society from the Sisters of St. Anne is now complete and they are moving forward with plans on development of Providence Farm Village.

ACTION: M. Nowzek will attend youth housing meetings and continue to work as a liaison between the two groups.

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9. Letter of Support

- M. Nowzek requested that the group send a letter of support to MCFD in regards to denial of the request for funding for Serenity Parent and Child Society. It was discussed that recently the Directorate had drafted policy which would not allow the Directorate to support or endorse individual projects.

- As the groups policy and procedure has not been fully reviewed or developed this item will be put on next months agenda.
- M. Nowzek reported that SPC's Child Care Council will be preparing a letter for local government representatives requesting that the issue of lack of commitment by the Provincial government on a poverty reduction strategy which includes child care and affordable housing be brought forth at the upcoming UBCM. The Directorate supported this action and agreed to endorse.

ACTION: M. Nowzek will draft a statement for inclusion in the letter to local government and circulate to the Co-Chairs for approval before submission on September 22nd, 2009.

ACTION: M. Nowzek to put policy on agenda for next meeting.

10. Other

- Delegation requests to local government by the RAHD for the purpose of presenting information on AH and requesting appointment of representation were brought up and it was decided that this would be discussed at the next meeting.
- L. Evans reported that Ladysmith holds quarterly meetings in the local high school where all committees meet and discuss. She suggested this would be a great venue for the RAHD to present at. The next meeting will be two or three months from now.
- P. Alcorn reported that she had a conversation with Rhonda Elliot, assistant to the housing manager at Cowichan Tribes around activities of the Directorate. R. Elliot was very interested and would like to learn more. It was requested that an information package be put together for outreach to the community.
- R. Taylor reported that the Buddy's group headed by Laura Finch and Tousilum (Ron George) is gearing up for a work party to help people with housing restoration needs on Cowichan Tribes lands. Interested parties can contact Laura Finch at Island Bagel or drop by meetings held in the back of Island Bagel every Thursday at 8am.
- For evidence of what a province can do to combat poverty check out Manitoba's "Get on the Train".
- It was requested that past minutes of Directorate meetings be gone through to look for action items that may not have been followed up on. These items will be brought forward on the next agenda.

ACTION: M. Nowzek will place presentations to local government on next agenda

ACTION: L. Evans will provide date and point of contact for delegation request to Ladysmith quarterly meeting of committees.

ACTION: M. Nowzek will put together information packages for community outreach.

ACTION: M. Nowzek will review past minutes and place on the agenda any incomplete action items.



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held October 20th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Pam Alcorn, Co-Chair
Brigid Reynolds, Co-Chair
Linden Collette, Project Coordinator SPC
Michelle Nowzek, ED SPC

RAHD Members:

Anne Balding, Janice Cameron, Anne Matheson, Martin Middleton.

Regrets: Lori Evans, Rhoda Taylor.

1. Call to Order: P. Alcorn welcomed everyone and called the meeting to order at 5:05pm, followed by self-introductions around the table.

2. Adopt Agenda: The agenda was adopted with additions. Moved by B. Reynolds seconded by A. Matheson.

3. Adopt Minutes: The minutes of the meeting held July 21st, 2009 were adopted as circulated. Moved by A. Matheson, seconded by B. Reynolds.

4. Goals and Work Plan:

- After reviewing the goals and work plan it was decided that B. Reynolds would refine the work plan and bring back to the Directorate at the next meeting.
- Goals were viewed as fitting into two categories: Awareness/Education and Government Policy/Relations. Two sub-committee were formed as follows:
Awareness/Education: Linden Collette, Anne Balding, Martin Middleton.
Government Policy/Relations: Brigid Reynolds, Michelle Nowzek, Pam Alcorn, Anne Matheson.

ACTION: M. Nowzek will distribute refined work plan once complete.

5. Policy

- The group reviewed proposed Conflict of Interest and Proposal Support Policy documents.
- After reviewing the following statement in the Proposal Support Document, "A proposal must be reviewed and approved by the RAH Directorate prior to any support being extended. The criteria the Directorate will use to evaluate a proposal include but are not limited to:

- Be consistent with RAHD's Purpose and Principles.

It was decided that the Directorate needs to come up with a set of principles that support the mission, vision, and goals of the group in order to be able to accept the Proposal Support Document.

- A change was also recommended for the following: "Proposals should lead to an increase in the availability of permanent rental or owned housing stock." be changed to, "Proposals should lead to an increase in the availability of permanent rental and perpetually affordable home ownership."
- The Conflict of Interest policy was accepted as reviewed.

MOTION: The Conflict of Interest policy for the Regional Affordable Housing Directorate be adopted as circulated. **CARRIED.**

ACTION: P. Alcorn and B. Reynolds to decide action for development of principles.

6. Update on Homelessness Action Week

- The event "Lunch on the Mound" was a great success.
- Around 127 plates were served and approximately \$400 was raised for the temporary shelter, this money will go towards the purchase of new pillows and towels.
- Media coverage was excellent: A Channel, Citizen and Pictorial.
- Brigid Reynolds M.C'd, Tousilum welcomed the crowd and led a blessing, Jean Crowder and Phil Kent attended and gave short speeches. Al Siebring and Sharon Jackson served.
- Many community partners came together to make the event such a success.

MOTION: An ad be placed in our local paper thanking donors for making event a success. **CARRIED**

ACTION: Anne Matheson to draft ad and forward to M. Nowzek.

7. Status of the Community Update

- Linden Collette reported that preliminary data for the report has been collected and the crew are now getting ready to take the data out to the public for some poster sessions.
- Linden brought draft samples of the poster and asked for feedback from the Directorate.
- This feedback was well received and appreciated.

8. Other

- B. Reynolds relayed that the Advisory Planning Commission is losing a member and will be looking to replace this person in the upcoming weeks. Eligible applicants must reside in North Cowichan. The Commission is responsible for looking at broad policy issues related to the OCP and steering for the current OCP review process.

ACTION: B. Reynolds to forward call to M. Nowzek for circulation.

- P. Alcorn announced that she will be working with the City of Duncan on Seniors Age Friendly project. They will be looking at implementing policy from the City's OCP that pertains to engagement, seniors issues, youth issues. Pam will be assembling an advisory/resource group in the near future.
- M. Nowzek relayed that Ronnie Phipps, of the Social Justice Outreach Team had contacted SPC to ask if someone could come and speak on the work of the Directorate and other SPC activities. The Social Justice Outreach team is looking at where to direct future efforts.
- M. Nowzek and L. Collette relayed to the group that they have been commissioned by the CVRD to prepare a report to aid in the policy development around affordable housing for the south end. SPC will be working with Katy Thompkins on this initiative.
- Members of the group who had attended the first VIHA Community Consultation Steering Committee meeting gave feedback and the group held a discussion around this topic.

9. NEXT MEETING: November 17th, 2009 – 5pm to 7pm.



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held November 17th, 2009 in the Boardroom of Community Futures Cowichan.

Present:

Pam Alcorn, Co-Chair
Brigid Reynolds, Co-Chair
Michelle Nowzek, ED SPC

RAHD Members:

Janice Cameron, Anne Matheson, Martin Middleton, Jacquie Smith.

Regrets: Anne Balding, Lori Evans, Rhoda Taylor.

Guest: Philip Tarrant, Youth Housing Committee

1. Call to Order: P. Alcorn welcomed everyone and called the meeting to order at 5:05pm, followed by self-introductions around the table.

2. Adopt Agenda: The agenda was adopted with additions. Moved by J. Cameron seconded by M. Middleton.

3. Adopt Minutes: The minutes of the meeting held October 20th, 2009 were adopted as circulated. Moved by A. Matheson, seconded by J. Cameron.

4. Goals and Work Plan:

- As a next step the Governance Sub-Committee will be looking to build re-establish relationships with existing RAHD members and partnerships with relevant community stakeholders.
- M. Middleton will be calling together the Awareness Sub-Committee to discuss refining and creating a work plan for this group.

ACTION: M. Nowzek to send P. Tarrant and J. Smith AH minutes and history.

5. Membership

- As part of the work that of the Governance Sub-Committee outreach will begin to re-establish contact with existing RAHD members and expand membership as determined by the AH Strategy process.
- Membership will be brought forward to the next agenda to discuss principle membership expectations.
- A Sub-Committee will be formed to steer the work for the AH Strategy Anne Matheson and Brigid Reynolds have signed up, if any other members would like to join please let Michelle Nowzek know and you will be added to the list.

6. C.V. Youth Housing Action Committee

- Philip Tarrant from the B&GCV joined us as chair of this group to speak about the group's activities and plans for future progress
- This group is comprised of front-line youth service providers
- Currently they are working to complete a survey that will identify the need for youth housing in Cowichan
- They would then like to come up with a plan to initiate some new housing stock for youth and a way to create sustainability for the project (social enterprise)
- They do not want to duplicate services and would like to work collaboratively with the community as they move forward

7. Resource Directory Update

- Pam Alcorn reported that she will be working with Volunteer Cowichan on a JCP project designed to update and expand the existing resource directory hosted on Volunteer Cowichan's website
- The project will include updating the on-line portion of the directory as well as trying to configure a way for service providers to share information around funding sources, this later portion of the project would not be open to the public

8. Other

- Pam Alcorn and Brigid Reynolds still working to provide principles for the Directorate that will help solidify our Support Policy.
- Warmland House Opening Dec. 15th 2pm to 7pm
- Seniors Age Friendly initiative underway (City of Duncan) contact Pam for details.
- Clements Centre Society held official opening of development on Ryall Rd.

9. NEXT MEETING: December 15th, 2009 – 5pm to 7pm.



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held January 19th, 2010 in the Boardroom of Community Futures Cowichan.

Present:

Brigid Reynolds, Co-Chair
Michelle Nowzek, ED SPC
Geri Sera, Project Coordinator Housing Strategy
Miranda Rogers, R/A Housing Strategy

RAHD Members:

Faye Griffith, Anne Matheson, Jacquie Smith, Philip Tarrant, Rhoda Taylor.

Regrets: Anne Balding, Lori Evans, Linden Collette, Pam Alcorn.

1. Call to Order: B. Reynolds welcomed everyone and called the meeting to order at 5:05pm, followed by self-introductions around the table.

2. Adopt Agenda: The agenda was adopted with additions. Moved by R. Taylor seconded by A.Matheson.

3. Adopt Minutes: The minutes of the meeting held November 17th, 2009 were adopted as circulated. Moved by A.Matheson, seconded by J. Smith.

ACTION: M. Nowzek to make A.H. History Documents available on-line.

ACTION: M.Nowzek to check with Sub-Committees for progress report and place on next agenda.

ACTION: B. Reynolds and P. Alcorn to work on draft policy documents in preparation for next meeting.

4. Status of the Community II Update

- It is expected that a draft of the SOC II will be available on SPC website, Monday January 25th. The report will be password protected. Directorate members are invited to review the report and provide feedback before it goes to final print Friday, January 29th.

ACTION: M.Nowzek to forward password to Directorate members.

5. Project Input Re: Housing Strategy

- G. Sera provided a draft of data showing housing demand needs in CVRD.
- Discussion centered on how to best bring local government on board, as well as identifying and involving community partners for the project.
- Suggestions included: Having possible solutions prepared for presentation, which

includes an outline of the role different partners can take; Present statistics and facts around current housing situation and ask partners to come to the table; present successes around Cowichan and highlight the good work already taking place.

- In asking business and others to come aboard it was suggested that a presentation/package be prepared that will include – Introduction, notice that we are here, an outline of our plan, and notice that we will be coming with recommendations.
- After the sub-committee has met it was suggested that Geri begin meeting with local housing providers – i.e. Makola, Chambers, Rotary, Lions etc.

ACTION: M. Nowzek to forward revised housing fact sheet and send to Directorate members.

ACTION: A sub-committee was struck to discuss further solidifying the work plan and strategy for implementation on the Housing Strategy project. M. Nowzek will send supporting documents (RAHD TOR and Project Proposal) to P. Alcorn, B. Reynolds, R. Taylor, A. Matheson in preparation for this meeting.

6. Webinar

- Early in March the recommendation made by Senator Eggleston will be presented as a bill to the Senate for approval to take to the House – RAHD members who attended the Webinar put forth the question: What can the RAHD do to support this effort?
- Suggestions included: letter writing campaign, take part of the report and tie into local examples of why we should support; tie into local strategy; gather local anecdotal information for this purpose; contact elected officials at all levels; host a community event around this issue; create simple documents to use to share the information; create partnerships around the issue; involve other networks (i.e. Children, Elders, First Nations, Inter-cultural, Teens/Youth, Seniors, Chambers)

ACTION: M. Nowzek to bring this item forward for further discussion at our next RAHD meeting.

7. Membership

- Item was tabled and will be brought forward on the next agenda.

8. Other

- A. Matheson reported on a meeting held with Bruce Muir, local developer:
 - Bruce reported that it is currently difficult to find financing for housing related projects.
 - The current allowance for wood structures up to 6 stories was seen as favourable.
 - He suggested that it is crucial we be open to a wide variety of affordable housing solutions.
 - Current rates for affordable rents do not support the cost of constructing such units.
 - Some of the solutions that he suggested local government could do to help: Waving DCC's, Max. Density Bonusing, Minimum parking requirements, streamlining application processes on AH constructions, property tax

reductions for AH.

- At the Fed. And Prov. Levels governments could help by: tax credits.
- Beacon Consulting in conjunction with Doyle Childs (both of Victoria) could help us create a picture of current construction costs for building affordable rental housing, which would help us understand the gap that needs to be closed and then present solutions.

ACTION: A. Matheson to provide G. Sera with the notes from her meeting.

ACTION: G. Sera and team to begin work on costing construction for AH rental units.

9. NEXT MEETING: February 16th – 5 to 7pm.



REGIONAL AFFORDABLE HOUSING DIRECTORATE

Minutes of a Regional Affordable Housing Directorate meeting held February 16, 2010 in the Lower Boardroom of Community Futures Cowichan

Present:

Brigit Reynolds, Co-chair RAHD
Doug Anderson, Seniors Resource Centre
Janice Cameron, House of Friendship
Faye Griffith, Providence Farm
Martin Middleton, Global Vocational Services
Anne Matheson, Cowichan Independent Living
Michelle Nowzek, ED SPC
Geri Sera, Project Coordinator Housing Strategy
Philip Tarrant, Boys and Girls Club (Youth Housing)

Regrets:

Pam Alcorn, Co-Chair RAHD
Anne Balding, Canadian Mental Health

- 1. Call to Order:** B.Reynolds called the meeting to order at 5:10pm
- 2. Adopt Agenda:** The agenda was adopted as circulated. Moved by R. Taylor, seconded by A. Matheson. CARRIED
- 3. Adopt Minutes of January 19th, 2009** Moved by A. Matheson, seconded by Jacquie Smith
Amendment Item 5, last bullet, Spelling in Ma'Kola. CARRIED
- 4. Housing Strategy Update** – G. Sera, the project Coordinator presented the January JCP report in brevity.
 - Currently there is an affordable housing discussion paper being prepared for community consultation process.
 - It was noted that education is an important piece in moving this process forward.
- 5. Action on Senator Eggleton's Recommendations**
 - Possible strategies to bring attention to Senator Eggleton's recommendations: letter writing, participate in or host a community event, prepare press materials, leverage media relations, approach with a "call to action".
 - Directorate members working in direct services may be a good resource for feature stories linking Eggleton's recommendations to local issues.
 - It was suggested we answer the question- What does safe affordable housing look like? Be prepared to discuss the recommendations.
 - The Housing Strategy Team may be able to obtain a table at the March 8, International Women's Day (5-6:30 Eagles Hall).

- The Market was suggested as another potential site for connecting with the community and sharing information.

ACTION: Geri to send an email inviting a meeting of those able to participate in planning the Mar. 8 event participation (M. Middleton, A. Balding, L. Collette, F. Griffith).

ACTION: Geri to prepare media materials, negotiate media partnership, prepare draft letters, follow-up on March 8th event needs.

6. RAHD to a Ladysmith Council Meeting.

(1st or 3rd Mondays of the month @ 7 pm)

- a. Discuss the current efforts of the directorate.
- b. Discuss the meaning of 'affordable housing'.
- c. How can affordable housing initiatives be introduced into municipalities' OCP's?

Thoughts on next steps include:

- Make delegations to local government in March.
- In April engage the wider community. Initially provide the Fast Facts to them. Maybe provide a power point presentation, etc.
- March 15 would be the first delegation with Ladysmith.
- RAHD members are invited to attend all delegations and community meetings for support.
- Social Planning Cowichan is currently working with Lake Cowichan and the South Areas regarding affordable housing and child care matters during OCP review processes.
- It was questioned whether the new VIU campus will cause greater stress on limited affordable housing.

7. Membership: (tabled for the next agenda)

- Looking for representatives from elected tables, will be brought up in delegation process.
- It was felt that having the business voice at the RAHD table would be helpful as well.

8. Sub-Committee Updates:

- Governance – Reaching out and raising awareness with local government, advocating to senior levels of government
- Education & Public awareness – M. Middleton pulling together group to plan for next steps. Faye Griffith to join.

9. Change of Meeting Dates (Conflict with Community Health Network)

- Move meeting to 1st., 2nd., 4th., Tuesdays?
- Consensus on the email poll will produce decision for the next RAHD meeting date.

10. RAHD Policy

Accepted with amendments (see attached). Moved by M. Middleton, seconded by A. Matheson.
CARRIED

ACTION: Brigid provided “principles” reference materials for group review. Governance – consensus issues should be addressed. Will be brought forward for next agenda.

11. Other

BC Affordable Housing Round Table:

- Offered collaboration surrounding affordable housing and research considerations involved. Michelle - Developers cited barriers, ASH housing presentation, cited funding support for the implementation of the strategy, Jim Spinelli offered assistance to SPC, addressed MITAC funds for research staff.
- Jacquie – cited Ma’Kola housing presentation very informative, it takes time to reach affordable housing objectives/goals, Gabriola problems discussed,
- Michelle – perhaps develop a proposal with VIU.

ACTION: Michelle will send out information on MITAC funding

New mortgage qualifications:

- CBC news info. First time home buyers must have 10% down payment (*5-year previous fix rate qualifications*) and shorter mortgage terms (*cannot exceed 35 years*).

Caulfield House/Place:

- Brigit reported, VIHA has entered into a 5 year agreement for housing (*apartment building*) for mental health/substance abuse clients from within the community.
- Zoning questions were addressed. Cited Victoria and Saanich have similar residential facilities. VIHA is committed to establishing a Good Neighbor Agreement.
- A. Matheson cited residents asked “Why in our neighborhood?”

12. Meeting Adjourned: 7:10pm

13. Next Meeting: by email poll consensus