

CITY OF TERRACE POLICY NO. 98



TITLE: HOUSING COMMITTEE TERMS OF REFERENCE

APPROVED: March 28, 2011

RESOLUTION NO.: 129-2011

REVISED:

RESOLUTION NO.:

MANDATE:

The Housing Committee shall be responsible for assessing the housing needs of Terrace residents and to identify practical and comprehensive approaches to addressing those needs and to advise Council accordingly.

PURPOSE:

1. The Housing Committee shall undertake the following:
 - a. Develop a Terrace Housing Action Plan, as outlined in the CMHC Guide for Canadian Municipalities, by completing the following key research steps:
 - i. Inventory of housing resources and assets.
 - ii. Inventory of opportunity sites.
 - iii. Prioritize an action plan to address housing needs in the community.
 - b. Investigate opportunities for the City to lead or partner in projects to develop affordable, special need and social (market and non-market) housing within Terrace to address the issues of seniors' housing, housing for those with mental illness and addictions, challenges for first-time home ownership, and to house the homeless.
 - c. Facilitate opportunities for community residents, industry, business and interest groups to provide input regarding the need for and provision of affordable and accessible (market and non-market) housing.

- d. Research and inform Council on the respective roles and responsibilities of all levels of government (Federal, Provincial and Municipal) and community agencies/organizations with respect to the provision of accessible (affordable and social) housing.
- e. Research and inform Council of practical and successfully operating examples of both market and non-market housing development in comparable B.C. and Canadian municipalities, and how such models may be applied to the local Terrace housing market.
- f. Research and inform Council of potential resources (funds, materials, lands, expertise) available to support, assist, supplement or provide for housing development and foster cooperative, inter-agency implementation of recommended accessible housing strategies.
- g. Act as liaison with appropriate representatives of all levels of government, agencies (such as CMHC and BC Housing), and community-based service organizations to explore, define and report on practical and timely mobilization of resources for the provision of housing.
- h. Act in an advisory role and deliver recommendations to Council for consideration regarding options to address housing issues facing residents of the City.
- i. Act in an advisory role and deliver recommendations to Council for consideration when proposals are put forward from Federal/Provincial governments or non-profit agencies for the partnering in development of new non-market affordable, special need or supportive housing projects.
- j. Act as the City's liaison with neighbouring Northwest regional municipalities, the Regional District of Kitimat-Stikine (RDKS) and First Nations communities on addressing housing issues in our region.

2. MEMBERSHIP:

- a. The Committee shall consist of seven (7) voting members appointed by Council as follows:
 - i. Five (5) community members-at-large;
 - ii. Two (2) members of Council.

- b. The Committee shall include the following municipal staff member(s) in a supportive role:
 - i. City Planner;
 - ii. Executive Assistant (recording secretary).
- c. Members-at-large should be representative of a broad cross-section of the community with members sought from the following: Terrace Ministerial Association, non-profit social service agencies, housing advocacy groups, real estate agents, financial institutions, development industry and home builders, Public Health etc. ...

3. APPOINTMENT AND TERM:

- a. Membership shall be by Council appointment.
- b. The Housing Committee appointments shall consist of a two-year term with the exception of the two Council members being appointed annually.
- c. A member of the Committee may resign upon sending written notice to Council. Any Committee member-at-large who is absent from three (3) consecutive meetings may be removed. Council may, at any time, remove any member of the Committee as they deem necessary.
- d. Council shall appoint a new member to fill any vacancy.
- e. Committee members shall serve on a voluntary basis.

4. CHAIR:

- a. A Chair and Vice-Chair shall be elected by the majority vote of the Committee members at the first full meeting of the Housing Committee. The Chair and Vice-Chair positions shall not be filled by a Councillor but may be any one of the five (5) voting members-at-large.
- b. In the event that the Chair is absent from a scheduled meeting, the Vice-Chair shall be responsible for leading the meeting.
- c. In the event that the Executive Assistant is unavailable to attend a scheduled meeting, a recording secretary shall be appointed from among the members present to keep minutes of the meeting.

5. MEETINGS:

- a. The Committee shall meet a minimum of four (4) times within each calendar year.
- b. Additional meetings may be called by the Chair as deemed necessary.
- c. The Housing Committee shall operate in accordance with Council's Procedure Bylaw.

6. REPORTING TO COUNCIL:

- a. Minutes of the Committee meetings shall be recorded and provided to Council.
- b. The Chair or designate shall present a report to Council, at a regular Council meeting, on behalf of the Housing Committee once every six (6) months. Additional verbal or written reports shall be provided from time to time as requested by Council.
- c. Recommendations from the Housing Committee to Council must be adopted by a Committee resolution prior to presentation to Council.

7. BUDGET:

- a. The Housing Committee shall receive administrative and technical support on an in-kind basis from municipal staff.

8. STAFF SUPPORT:

- a. Additional City staff shall be available from time to time to provide technical support and expertise at the request of the Committee Chair.

DATE:

CLERK: