

# CITY OF TERRACE POLICY NO. 98-R



## TITLE: HOUSING COMMITTEE TERMS OF REFERENCE

**APPROVED:** March 28, 2011

**RESOLUTION NO.:** 129-2011

**REVISED:** July 11, 2011  
July 22, 2013  
November 15, 2023  
June 23, 2025

**RESOLUTION NO.:** 289-2011  
301-2013  
469-2023  
246-2025

### **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.

#### **1. PURPOSE:**

The Housing Committee shall undertake the following:

- a. Review, monitor and support the implementation of the recommendations contained within all City of Terrace housing policy bylaws or documents including the Official Community Plan (OCP), the most recent Housing Needs Report, and any future housing policy endorsed by Council.
- b. Oversee the periodic review and update of the City of Terrace Housing Needs Report. Housing Needs Reports will be completed every five (5) years as required in the *Local Government Act* to accurately reflect changes in demographics and economic activity and to determine five (5) and twenty (20) year housing needs.
- c. Facilitate opportunities for community residents, industry, business, housing providers, and stakeholder 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 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 successful examples of both market and non-market housing development in comparable municipalities, and how such models may be appropriate for the Terrace housing market.
- f. Research and inform Council of potential resources (funds, materials, lands and expertise) available to support, assist, supplement or provide for housing development.
- g. Act as liaison with representatives of agencies such as CMHC and BC Housing and community-based service organizations to explore, define and report on opportunities 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. At Council's direction, review and comment on proposals from federal/provincial governments or non-profit agencies for development of new non-market affordable, social and 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 the region.
- k. Organize regional meetings or forums to collaborate, share information, learn and identify regional solutions to the housing challenges in northwestern British Columbia.

**2. MEMBERSHIP:**

- a. The Committee shall consist of nine (9) voting members appointed by Council as follows:
  - i. Seven (7) 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. Director of Development Services or the Planning Manager, or their designate;
  - ii. Executive Assistant (recording secretary).
- c. Members-at-large should be representative of a broad cross-section of the community to bring varied perspectives and experiences on housing issues and challenges.

**3. APPOINTMENT AND TERM:**

- a. Two (2) members of Council as appointed by the Mayor for a one-year term commencing annually on January 1.
- b. Seven (7) committee members-at-large as appointed by Council for a two-year term commencing January 1.
- c. A Committee member-at-large may resign upon submitting written notice to Council.
- d. A Committee member-at-large who is absent from three consecutive meetings without providing reasonable circumstances for their absence may be removed by a vote of the Committee at a scheduled meeting.
- e. Council may, at any time, remove any member of the Committee as deemed appropriate.
- f. Council shall appoint a new member to fill a vacancy due to a member's resignation or removal. In the event there is less than six (6) months remaining in the term, the vacancy may remain unfilled.
- g. Committee members-at-large 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 meeting held following January 1. The Chair and Vice-Chair positions shall not be filled by an appointed Council member but may be any of the seven (7) voting members-at-large.
- b. If the Chair is absent from a scheduled meeting, the Vice-Chair shall chair the meeting.



**5. MEETINGS:**

- a. The Committee shall meet a minimum of four (4) times within a calendar year.
- b. Additional meetings may be called by the Chair at their discretion.
- c. The Housing Committee shall operate in accordance with City policies, procedures and bylaws, including the Council Procedure Bylaw.
- d. If the Executive Assistant or their designate is unavailable to attend a scheduled meeting, a recording secretary shall be appointed from among the members present to record minutes of the meeting.

**6. QUORUM:**

A meeting quorum shall consist of at least four members, including a minimum of three community members-at-large.

**7. REPORTING TO COUNCIL:**

- a. Minutes of the Committee meetings shall be recorded and included on a regular scheduled Council meeting agenda for consideration.
- b. The Chair or their designate shall present an annual update on the Committee's activities to Council, at a regular Council meeting, or at a Committee of the Whole meeting.
- c. Recommendations from the Housing Committee shall be adopted by a Committee resolution prior to presentation to Council for consideration.

**7. BUDGET:**

The Housing Committee may have an annual operating budget as determined by Council. The budget shall be allocated for one Committee member-at-large to register and attend the annual Housing Central conference in Vancouver; and for other projects and events as may be initiated by the Committee.

**8. STAFF SUPPORT:**

The Housing Committee may receive additional administrative and technical support from municipal staff when requested, subject to the approval of the applicable municipal Department Director.

DATE: July 29, 2025

CORPORATE OFFICER: 