

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: TERMS OF REFERENCE:
HOUSING ADVISORY COMMITTEE

POLICY NUMBER: COUNCIL POLICY 164

<i>Date of Council Adoption: April 26, 2021</i>	<i>Date of Last Amendment: June 12, 2023</i>
<i>Council Resolution Number: 2019-316; 2020-155; 2021-336; 2021-275; 2023-214; 2023-250</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by Council: June 12, 2023</i>

1. Mandate

The White Rock Housing Advisory Committee (HAC) will provide input to Council regarding local-level policies, programs, and incentives that may be used to support a range of housing options and affordability levels in the City. The work of the Committee will include the following:

- Receive information made available by federal, provincial, and regional agencies (e.g., Statistics Canada, Canada Mortgage and Housing Corporation, Ministry of Municipal Affairs and Housing, BC Housing, Metro Vancouver, etc.) related to housing and potential trends applicable to the City of White Rock.
- Provide input on municipal approaches to supporting housing initiatives through policy incentives (e.g., density bonusing), alternative zoning standards (e.g., parking reductions), and private-public partnerships.
- Reviewing draft policies, zoning applications related to purpose-built rentals or affordable housing projects, reports, and other materials related to housing issues prepared by the Planning and Development Services Department.
- The Committee may also evaluate other housing-related matters referred to by Council, the Chief Administrative Officer, or Staff Liaison.
- Provide a forum where government and community funders, private developers, municipalities and community housing stakeholders can explore partnerships that can initiate the development of additional affordable housing within the private and non-profit housing sectors.

2. General Terms

Council will make appointments for a two (2) year term. The term appointments will not exceed the current Council term. A list of recommended candidates will be provided by staff for Council consideration.

Subsequent appointments by Council to the HAC will be preferred to address the replacement of members who resign mid-term. However, the Chairperson and Vice-Chairperson will determine in consultation with staff if it is necessary that further recruiting is required for anything other than mid-term appointments.

3. Membership

The HAC will consist of up to seven (7) voting members who will bring expertise/experience in areas applicable to the mandate. Two (2) Councillors, a Chairperson and Vice-Chairperson (non-voting members) will be appointed. Two (2) Staff Liaisons as non-voting members. Council will make HAC appointments. Members of the Committee with backgrounds in the following fields/sectors would be considered an asset:

- (1) Non-market (not-for-profit) housing provider/developer;
- (1) For-profit developer;
- (1) Realtor or other professional engaged in the land sale/development sector;
- (2) Supportive services sector (e.g., care to seniors, supports for those with developmental disabilities, etc.);
- (1) Institutional sector (e.g., an employee of Peach Arch Hospital, medical services provider, etc.); and
- (1) Community-at-large members.

In addition, the City would welcome a representative of Semiahmoo First Nation to bring their voice to the Committee

Note: Anyone that has been removed from the Committee due to a breach in the Code of Conduct will not be considered for future appointments to committees, under the current Council term.

4. Chairperson/ Vice-Chairperson

The two (2) members of Council on the Committee will serve as the Chairperson and Vice-Chairperson. The positions of Chairperson and Vice-Chairperson will alternate on an annual basis between the two (2) Councillors and will serve as non-voting members on the HAC.

5. Meetings

- a) The HAC will meet monthly.
- b) Corporate Administration will distribute a meeting schedule at the first meeting to be reviewed and adopted. The meeting schedule will be published and updated as needed by the Committee Clerk.
- c) The agenda will be created and distributed by Corporate Administration.
- d) If there are no agenda items for the meeting received by noon on the day that is one (1) week before the meeting, the meeting will be cancelled. The Committee Clerk will inform the Chairperson, Vice-Chairperson, and staff liaison(s), followed by committee members.
- e) Staff will inform the Chairperson and Vice-Chairperson if a meeting must be cancelled before an official notice goes to the HAC. A meeting may be called, cancelled, or rescheduled by the Chairperson. The Committee Clerk must receive notice of a meeting, cancellation or rescheduling by 8:30 a.m. the day before the proposed meeting.
- f) HAC members must advise the Committee Clerk of their intent to attend or to be absent from a meeting. If most members indicate that they will not be attending the meeting, the Committee Clerk will cancel the meeting by first attempting to notify the Chairperson, Vice-Chairperson and staff liaison(s), followed by informing all members.
- g) On occasion, Corporate Administration may be required to cancel or reschedule meetings. On such occasions, notice will be given to all members following notification of the Chairperson and staff liaison, followed by all members.
- h) At the initial meeting:

An orientation process for new members will be prepared for presentation at the first meeting after Council makes appointments. Including but not limited to within the orientation:

 - Summary of the mandate;
 - Recent successes;
 - How the HAC fits within the broader organization of the City;
 - Overview of the correlating supplemental material (ex: Master or Strategic Plans);
 - Summary of Council's Priorities concerning the mandate;
 - Process and procedures in meeting conduct; and
 - Overview of the City's Code of Conduct, Respectful Workplace Policy and Anti-Racial Discrimination and Anti-Racism Policy;
- i) The public may attend meetings to observe only. Members of the public must always maintain decorum. Interruptions of any kind are not permitted while the meeting is in progress.
- j) When deemed relevant to the discussion of a particular item of business under consideration, the HAC will take into account the meeting business and the permitted

time to conduct the remaining business, and the Chairperson may, with majority consent of those committee members in attendance, permit a member of the public in attendance to speak to the item. The speaker will deliver their comment(s) within a limited time as the Chairperson determines.

- k) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- l) Members are expected to attend all regularly scheduled meetings. Corporate Administration will keep an attendance log and notify the Chairperson where there have been three (3) consecutive absences without knowledge/ reason. In addition, Council may determine that prolonged unexcused absences may result in the member's removal
- m) Any person with expertise, including staff, may be invited by the Chairperson or staff liaison(s) to attend a meeting to provide information or advice.
- n) The HAC must hear and consider representations by any individual, group or organization on matters referred to the HAC by Council.
- o) The HAC cannot direct staff to act without the endorsement of Council. Further, they cannot direct staff to act contrary to existing policies or directives or establish policies for the City:
 - i. Any such action must be referred to Council for consideration and adoption; and
 - ii. Staff liaisons may advise of existing policies or Council directives and the need to refer the matter to Council before taking any action.
 - iii. HAC does not have the authority to commit funds, enter contracts or commit the City to a particular course of action.
- p) On broader matters, such as organizing or setting up major/ unusual events or projects which do not have budget implications, the HAC must receive prior approval from Council.
- q) Where a Member, their family, employer, or business associates have any interest in any matter being considered by the HAC, that member will absent themselves from all aspects of consideration by declaring a Conflict of Interest. In this circumstance, they are not to participate in any discussion or vote on the matter.
- r) Members are not permitted to speak directly with the media on behalf of the HAC.
- s) Members will not represent themselves as having any authority beyond that delegated in terms of Reference approved by Council.
- t) The duties of the Committee do not include determining the eligibility of applicants for housing—waitlists or allocating housing units developed under municipal housing policies.

6. Meeting Quorum

- a) The quorum for meetings shall be a majority of all voting members. Quorum is the minimum number of voting members present to conduct meeting business. Actions cannot be taken without a quorum.

If the Chairperson is aware that there is no longer a quorum present during the meeting, they must announce the fact that quorum has been lost before taking a vote or presenting another motion and concluding the meeting.

- 7 members (majority) = four (4) voting members
- 6 members (majority) = four (4) voting members
- 5 members (majority) = three (3) voting members
- 4 members (majority) = three (3) voting members
- 3 members (majority) = two (2) voting members

b) If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will:

- i. Record the names of the members present and those absent; and
- ii. Conclude the meeting until the next scheduled meeting.

7. **Meeting Minutes**

The meeting minutes will be action based and will only include the following:

- i. Attendance
- ii. Items discussed
- iii. Resolutions that were adopted
- iv. Action Items that were directed
- v. Recommendations that were directed or adopted by the HAC

8. **Staff Support**

a) The relevant department(s) will provide the staff liaison(s) and technical support. Support functions include:

- i. Forward all agenda items to Corporate Administration at least one (1) week before the meeting date for agenda preparation and to post on the Public Notice Posting Place;
- ii. Participate in orientation;
- iii. Prepare reports on behalf of the HAC;
- iv. Review and return draft minutes to Corporate Administration before adoption;
- v. Report back with status updates on agenda items as required; and
- vi. Prepare an Annual Report to be submitted to Council for information. The report will be forwarded to the HAC before going to Council, so their feedback can be considered.

b) Corporate Administration will provide meeting management and recording support. Support functions include:

- i. Provide members with an orientation at the beginning of each term, and to new members as they are appointed, concerning meeting process and procedures, including review of the City's Code of Conduct, Respectful Workplace Policy and the Anti-Racial Discrimination and Anti-Racism Policy;
- ii. Receive and prepare correspondence;
- iii. Maintain a list of outstanding issues for action (Action Tracking);
- iv. Organize and prepare meeting agendas in conjunction with the Chairperson and staff Liaison

- v. Receive and organize all agenda-related presentation materials or hand-outs;
- vi. Distribute agenda packages to members;
- vii. Post all notices, agendas and minutes for the public record;
- viii. Prepare and provide minutes to the Director of Corporate Administration and staff liaison;
- ix. Provide minutes, with recommendations, to Council;
- x. Update the Terms of Reference policy; and
- xi. Create, amend and post, as needed, the HAC meeting calendar.

9. Procedures

Unless otherwise provided for in these Terms of Reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

Sub-Committees and Working Groups (as noted in the City's Council and Committee Procedure Bylaw)

- a) *Sub-committees*: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the Committee for a specific purpose. A sub-committee may be formed when there is a heavy workload, and there are items that can be broken down and worked on with the subcommittee's advice and recommendations coming back to the originating Committee. Sub-committee meetings are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include an agenda and meeting minutes and be posted as a HAC meeting held by the City of White Rock.

Note: Dedication of resources may be challenging to provide because of competing priorities by staff.

- b) *Working Groups*: A committee or sub-committee may form a working group (2 or 3 persons) as an alternate to sub-committees for the limited purpose of:
 - i. Gathering, summarizing, or preparing a presentation of information, including research and analysis, to deliver to the originating Advisory Body of Council, or
 - ii. Carrying out a specific prescribed activity (e.g., taking available information and placing it into a specified format for the originating AC).
- c) Working groups are limited in nature, and they perform their work independently. When a working group would like to provide advice, recommendations, or opinions on policy matters to Council, the HAC may be characterized as a sub-committee. Any actions taken to provide advice, recommendations, or opinions on policy matters can only be done in the Committee or sub-committee format so the public can see and hear how recommendations to Council are formed. A working group does not meet formally (i.e., any agenda, meeting minutes, or meeting notice is required).

10. Code of Conduct

HAC members will be required to sign a statement agreeing that they have read, understood, and will conform to the City's Code of Conduct as defined in the Council policy regarding the Code of Conduct for Committee Members the Respectful Workplace and Anti-Racial Discrimination and Anti-Racism policies. This will be required immediately upon appointment. The statement/agreement for signature is attached to and forms part of this policy.

Note: Anyone removed from the AC due to a breach in the Code of Conduct under the current Council term will not be considered for future appointments to an AC.

CITY OF WHITE ROCK COMMITTEE CODE OF CONDUCT STATEMENT / AGREEMENT

This will confirm that as of _____ (DATE), I have read the following policies adopted by City Council:

- Policy 164, Housing Advisory Committee Terms of Reference;
- Policy 120, Code of Conduct for Committee Members;
- Policy 405 Respectful Workplace Policy; and
- Policy 406 Anti-Racial Discrimination and Anti-Racism.

I understood the policies and I will conform to the City's Code of Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)