

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



POLICY TITLE: TERMS OF REFERENCE: RENTAL HOUSING TASK FORCE

POLICY NUMBER: COUNCIL - 150

<i>Date of Council Adoption: March 7, 2016</i>	<i>Date of Last Amendment: May 30, 2016</i>
<i>Council Resolution Number: 2016-188, 2016-302</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 9, 2016</i>

Policy:

The White Rock Rental Housing Task Force will provide assistance to Planning and Development Services in completing the Official Plan Review and in preparing a Housing Strategy/Action Plan by:

- Reviewing background research on the supply of rental housing in the city
- Reviewing municipal tools and incentives for rental housing
- Conducting a SWOT analysis to determine the strengths, weaknesses, opportunities and threats that impact rental housing in White Rock
- Developing a vision for rental housing in White Rock
- Providing comments on Official Community Plan policies regarding rental housing
- Consulting with community stakeholders and the public to develop strategic goals and actions to protect, maintain, improve existing rental housing and create new rental housing

Committee General Terms

Term

The committee appointments will be made by City Council for a one (1) year term, with the initial appointments expiring December 31, 2016 or until the activities are complete, whichever is sooner.

Membership

- a) The Task Force will consist of up to seven (7) voting members appointed by Council from the community at large, two (2) non-voting members of Council, and City staff as required.

Representatives from the following groups, organizations or businesses will be invited to participate on the Task Force:

- City Council (2 members)
- Peninsula Homeless to Housing Task Force
- Semiahmoo Seniors' Planning Table
- White Rock Economic Investment Committee
- The Public

Staff liaisons are:

- Manager of Planning
- Planner
- Committee and FOI Clerk

b) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

Council will appoint members of Council as the Chairperson and a Vice-Chairperson of the task force.

Meetings

- a) The members shall mutually agree to a meeting schedule at their inaugural meeting. The meeting schedule will then be published and updated as needed by the Committee Clerk.
- b) The Chairperson may call a meeting of the Task Force, with at a minimum of staff being able to give twenty-four (24) hours notice to the members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of the Task Force voting members.
- d) 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.
- e) All Task Force meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Task Force. The public would attend the meeting to observe only. When deemed relevant to the discussion of a particular item of business under consideration, the Chairperson may, with majority consent of those members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- f) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the members present.
- g) If a member:

- i) fails to attend three (3) consecutively held meetings; or
- ii) fails to attend a meeting in any sixty (60) day period, providing a meeting is held in that sixty (60) day period (whichever is the longer period of time) and
- iii) unless the absence is because of illness; or
- iv) unless the absence is with the express leave of the Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and City Clerk where there have been two consecutive absences without consent. The City Clerk will make contact with the Task Force member.

- h) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member to attend a meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the Task Force.
- i) The office of the City Clerk will be responsible for preparing agendas, minutes, updating Terms of Reference policy, meeting schedule, and administrative support to the Task Force. Agendas and approved minutes will be posted on the City's website.
- j) Meeting minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- k) The Task Force may hear and consider representations by any individual, group or organization on matters referred to the Task Force by Council.
- l) Where a member of the Task Force, their family, employer or business associates have any interest in any matter being considered by the Task Force, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- m) The Chairperson and staff liaisons will prepare a concluding report to be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- n) The Task Force cannot direct staff to take any action.
 - i) any such action must be referred to Council for consideration and adoption;
 - ii) the staff member assigned to the Task Force or the Chief Administrative Officer may advise the Task Force of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- o) The Task Force does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- p) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the Task Force must receive prior approval from the Director of Planning and Development Services.

- q) The Chairperson may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Task Force for a specific purpose.
- r) Members of the Task Force are not permitted to speak directly with the media on behalf of the Task Force.

Procedures

Unless otherwise provided for in these terms of reference, the procedures of the Task Force will be governed by the City's Council and Committee Procedure Bylaw.

Code of Conduct

Appointees 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 Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

Rationale:

The purpose of the Rental Housing Task Force is to provide assistance to Planning and Development Services in completing the Official Plan Review and in preparing a Housing Strategy/Action Plan.

**CITY OF WHITE ROCK
COMMITTEE CODE OF CONDUCT
STATEMENT / AGREEMENT**

This will confirm that as of _____, I have read Council
(DATE)

Policy 120, “Code of Conduct for Committee Members” and Council Policy 150 Terms
of Reference: Rental Housing Task Force,

Committee Terms of Reference and I understood and will conform to the City’s Code of
Conduct as outlined in these policies.

(PRINT NAME)

(SIGNATURE)