

TERMS OF REFERENCE

Committee Name: Affordable Housing Committee

Type: Standing

Approvals/Reviews/Amendments

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENDED
<i>“Wayne Lippert”</i> Mayor	January 8, 2007	ORIGINAL POLICY
<i>“Wayne Lippert”</i> Mayor	January 26, 2009	Revisions to objectives and scope of works.
<i>“Wayne Lippert”</i> Mayor	September 14, 2009	Addition of a Seniors representative
<i>“Wayne Lippert”</i> Mayor	January 11, 2010	Membership term of two years
<i>“Wayne Lippert”</i> Mayor	June 14, 2010	Member municipalities appointments as non voting members

Objectives

The objectives of the Committee are to monitor and provide Council with milestone achievements of the implementation of the City’s Attainable Housing Strategy and to provide Council with advice on affordable housing matters.

Scope of Work

To achieve this objective, the committee will undertake the following activities:

- Collect data on rental housing needs in the City of Vernon and surrounding areas.
- Advise Council on affordable rental housing needs within the City.
- Provide Council with comments and recommendations concerning development applications involving a Housing Agreement, as provided for in the City’s Zoning Bylaw.
- Monitor the implementation of the City’s Attainable Housing Strategy.
- Hear and consider representations by any individual organization or delegation of citizens with respect to housing and make recommendations considered to be in the interest of the City as a whole, arising there from to Council.
- Act as a liaison between Council and any community organization concerned with the provision of housing.

Membership

The membership of the Affordable Housing Advisory Committee shall be as follows:

- Two members of Council and one alternate
- Interior Health Representative
- BC Housing Representative
- Builder Representative
- Seniors (65+) representative
- Community at Large Representative
- Social Planning Council Representative
- Community Futures Development Corporation Representative

- City of Vernon Planning Representative (**Non-Voting**)

- Member municipalities of the North Okanagan Regional District may appoint an elected official to sit as a non-voting representative.

Meetings

The Chair shall be elected by a majority vote of all members at the first meeting of the Committee in each year.

Pursuant to Section 1.4 of the Council Committee System Policy, terms of appointment are for two years and members are to remain in office until their respective successor is appointed.

The Committee shall meet on a monthly basis. A special meeting may be called by the Chairperson or at the request of any three members of the committee. Notice of the day, hour, and place of special meetings shall be given at least three days prior to the meeting by leaving a copy of the notice for each member of the committee at the place to which the member has directed such notices be sent.

Unless otherwise authorized by the committee, the public shall only address the committee when they are a scheduled delegation on the committee meeting agenda. A majority of members shall constitute a quorum.

Pursuant to the Council Committee System Policy, any member who is absent from two (2) consecutive regular meetings without leave of absence from the committee chair or without reason satisfactory to the committee shall forthwith cease to be a member of the committee and the appointing authority shall be advised by the committee.

Minutes of the meetings will be prepared by the Committee Clerk and then signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large. Committee members must abide by the conflict of interest provisions of the *Local Government Act*. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt, in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

Voting

- All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting
- Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question
- If the votes are equal for and against, the question is defeated
- When speaking in public or to the media on an issue, committee members must distinguish whether they are speaking as a member or as a representative of another agency or community group or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Vernon. This means they must be consistent with the City's position on specific issues.

Reporting to Council

Recommendations of the committee must be adopted by committee resolution prior to presentation to Council. The committee will report to Council and provide other reports to Council, as needed, from time to time. The staff liaison and, if and when the committee determines the need, a committee member appointed by the committee, will report to Council on behalf of the committee.

Staff Support

The City Planner shall serve as administrative/staff liaison to the committee. The Committee Clerk shall provide administrative, technical and secretarial support for the committee. Support staff do not have a vote on matters before the Committee. Typical support functions include the following:

- Organizing and preparing the agenda in conjunction with the committee Chair and staff liaison
- Distributing the agenda packages to committee members
- Forwarding the agenda to the City Clerk for posting as a public notice
- Mailing or delivering all meeting notices and agendas
- Receiving all correspondence, and preparing correspondence and reports on behalf of the committee
- Taking and preparing draft minutes, and providing final minutes to the City Clerk and committee members

- Managing the files of the committee, as necessary
- Maintaining a list of outstanding issues for committee action