

## **TERMS OF REFERENCE – 2019**

### **Affordable Housing and Development Advisory Committee**

#### **PURPOSE:**

The Affordable Housing and Development Advisory Committee (AHDC) is a Select Committee established by Council. The purpose of AHDC is to serve as an advisory/liaison body between Council and the development, building, and real estate community. The committee will provide advice to Council on the implementation of the City of Chilliwack's (COC) Affordable Housing Strategy and other COC policies and strategies to address housing needs in the community. The committee will also be advisory to Council with respect to its bylaws and policies and their application to the building and development industry. The committee will report its findings and opinions to Council.

#### **COMPOSITION:**

The Chair, with assistance from a COC staff liaison and the Vice Chair, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of AHDC shall consist of two (2) elected officials representing Council as Chair and Vice Chair, a COC liaison staff member from Planning, and up to ten (10) voting members appointed by Council as follows:

1. one (1) member from the building sector;
2. one (1) member from the survey sector;
3. one (1) members from the engineering sector;
4. one (1) member from the real estate sector;
5. two (2) members from the development sector;
6. one (1) member from the Builders Association;
7. one (1) members from the purpose built rental housing sector;

AHDC may also consist of non-voting members, including:

8. Liaison COC staff members; and
9. others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings.

The members of AHDC shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of the committee.

Council may, at any time, remove any member of AHDC and any member may resign at any time upon sending written notice to the Chair of AHDC. In the event of a vacancy occurring during a regular term on the committee, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

## **PROCEDURES:**

1. The meetings shall be held quarterly or as determined by the Chair on an 'as needed' basis.
2. In the event the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. A quorum of AHDC will be greater than 50% of its members. If a quorum is not present the Chair, at his/her discretion, may carry on with discussion of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the committee.
4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to AHDC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support AHDC. AHDC members are encouraged to submit items for inclusion on the Agenda.
8. AHDC will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular committee meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and AHDC members, the committee will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair, and forwarded to Council. AHDC will report to Council through its minutes and by making recommendations for Council's consideration.
11. AHDC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.
12. AHDC may hold public meetings to obtain feedback from the community and to relay information to the community.

13. AHDC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. AHDC may invite or entertain delegations that are either directly related to, or have a peripheral interest in, development matters to receive their comments and recommendations with respect to specific issues.
15. AHDC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. AHDC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If an industry committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

**CONFLICT OF INTEREST:**

AHDC members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a committee member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.