

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 – 164

<i>Date of Council Adoption: July 22, 2019</i>	<i>Date of Last Amendment: October 21, 2019</i>
<i>Council Resolution Number: 2019-316; 2019-</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by the Governance and Legislation Committee: October 21, 2019</i>

Policy:

The White Rock Housing Advisory Committee will provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships that support a range of housing options and affordability levels in the City of White Rock. The Committee will also assist the Planning and Development Services Department in completing the Official Community Plan Review, Zoning Bylaw Update and preparing a Housing Needs Report. The work of the Committee will include these items:

- Reviewing background research on the City’s housing needs, particularly the standardized data provided by Metro Vancouver Regional District regarding factors that impact housing affordability (current and projected population, household income, significant economic sectors and currently available and anticipated housing units);
- Conducting a SWOT analysis to determine the strengths, weaknesses, opportunities and threats that impact the affordability of housing in White Rock;
- Reviewing municipal policies, tools and incentives for creating a range of affordable and rental housing options, including density bonuses and transfers, and the use of City land and/or Community Amenity Contributions (CACs) as City contributions to partnership-based affordable housing projects;
- Providing input into the Official Community Plan affordable housing policy review;
- Reviewing existing rental housing policies related to tenant relocation and protections;
- Providing recommendations on using ‘residential rental tenure zoning’ in White Rock, permitting multiple secondary suites in a single building, and eliminating the minimum size of secondary suites as currently proposed under the BC Building Code; and
- Consulting with community stakeholders, government and non-profit agencies, potential partners and the public to develop strategic goals and actions to protect, maintain, improve existing rental housing and create new affordable housing (ownership/rental).

Committee General Terms

Membership

- a) The Committee will consist of up to seven (7) voting members appointed by Council from the community at large, three (3) 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 Committee:

- City Council (3 members)
- MP
- MLA
- Peninsula Homeless to Housing Task Force
- Semiahmoo Seniors' Planning Table
- White Rock Economic Development Advisory Committee
- The Public

Staff liaisons are:

- Director of Planning and Development Services
- Manager of Planning
- Planner (as required)
- Committee Clerk

- b) Members shall serve without remuneration or gifts.

Chairperson / Vice-Chairperson

Council will appoint the Chairperson and a Vice-Chairperson of the Committee.

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 Committee, 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 Committee 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 Committee meetings are open to the public unless designated as closed to the public (in accordance with the *Community Charter*) by the Committee. 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 Committee 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 Committee.
- 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 Committee. 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 Committee may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council.
- l) Where a member of the Committee, their family, employer or business associates have any interest in any matter being considered by the Committee, 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 Committee 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 Committee or the Chief Administrative Officer may advise the Committee of existing policies or directives and the needs to refer the matter to Council prior to taking any action.
- o) The Committee 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 Committee 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 Committee for a specific purpose.
- r) Members of the Committee are not permitted to speak directly with the media on behalf of the Committee.

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.

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 Housing Advisory Committee is to provide advice to Council regarding potential housing and affordable housing policies, tools, incentives and partnerships and provide assistance to Planning and Development Services in completing the Official Community Plan Review and preparing a Housing Needs Report.

**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 _____,
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)