

BOWEN ISLAND **Municipality**

Housing Advisory Committee (HAC) Terms of Reference

1. PURPOSE:

Provide Council with advice and recommendations on housing issues to help improve the quality of life, the livability and the working environment for the residents, visitors and businesses of Bowen Island Municipality.

2. MANDATE – DUTIES & RESPONSIBILITIES:

2.1 The Committee is a select committee of Council that acts in an advisory capacity to Council, with final decisions in all matters brought before the Committee resting with Council.

2.2 The Committee will:

- a. Provide advice and recommendations to Council on a wide range of existing and emerging housing issues and trends to help inform strategic planning initiatives, bylaws and policy development;
- b. Sustain a long-term focus on housing diversity for people of varying income levels, lifestyles and age groups;
- c. Identify and advise on short- and medium-term housing opportunities;
- d. Identify and advise on housing management models that enhance housing diversity and inclusiveness as well as ensure financial viability;
- e. As directed by Council, assess and monitor community needs for different housing types in both the short term and long term;
- f. Identify and recommend, as appropriate, housing innovation from other communities that may be transferable to Bowen Island;
- g. When referred by Council, comment on rezoning applications;
- h. Pursue any other matters referred to the Committee by Council and report back to the Council expeditiously, as required.

2.3 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.

2.4 Housing proposals from the public, developers, businesses and others should be referred to the Manager of Planning and Development.

2.5 Housing issues include, but are not limited to, affordability, diversity, accessibility, sustainability, servicing, management models and short-term vacation rentals.

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3. MEMBERSHIP:

- 3.1 The Committee shall consist of up to two (2) members of Council and six (6) members from the community at large, all appointed by Council. Community members should be a Bowen Island resident or property owner, have experience relative to the mandate of the Committee and represent a range of community stakeholders, providing a variety of perspectives on housing needs across the housing continuum from emergency shelters to market home ownership. The Manager of Planning and Development and other staff as identified by the Chief Administrative Officer will support the work of this Committee.
- 3.2 The term of office of committee members shall be three (3) years. Committee members are eligible for reappointment.
- 3.3 Committee members are expected to attend meetings regularly. If a member is absent from four consecutive regularly scheduled committee meetings, unless the absence is because of illness, the member is deemed removed and Council may appoint a member to serve the remainder of the term. If a committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to Council and copied to the Committee Clerk.
- 3.4 Council, pursuant to section 144 of the *Community Charter*, may rescind the appointment of a committee member at any time.
- 3.5 Committee members shall serve without remuneration.
- 3.6 Subcommittees: Time-duration subcommittees may be established by the Committee focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

4. HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT:

- 4.1 The Committee shall elect a Chair and Vice Chair at its first meeting after January 1st each year.
- 4.2 The Committee shall decide in January of each year by resolution where and when its regular meetings shall be held. Staff shall post a schedule of regular meetings in accordance with the municipality's procedure bylaw.
- 4.3 Unless specified at a Closed Meeting for reasons allowed under the *Community Charter*, all meetings shall be open to the public.
- 4.4 Meetings of the Committee shall be conducted in accordance with Bowen Island Municipality Council Procedure Bylaw. In the absence of comment in the Procedure Bylaw, *Robert's Rules of Order* shall apply.
- 4.5 Pursuant to section 129 of the *Community Charter*, quorum is a majority of the number of members of the Committee.
- 4.6 Resolutions of the Committee shall be decided by a majority vote with the names of those voting in the minority being recorded. Each member on the Committee shall have one vote.
- 4.7 Conflict of Interest pursuant to Division 6 of the *Community Charter*: Committee members shall absent themselves from discussions or decision making at committee meetings if there is a potential conflict of interest, and this shall be recorded in the minutes of committee meetings. Committee members shall not knowingly take advantage of, or benefit from, information that is obtained

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through their committee duties and responsibilities and which is not generally available to the public. Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information. As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

5. ADMINISTRATION:

- 5.1 The minutes of the proceedings of all committee meetings shall be recorded and signed by the Chair once formally approved by the committee. The committee-approved minutes will be submitted to Council.
- 5.2 A minute taker will be provided for committee meetings.
- 5.3 Other staff may be made available to the Committee upon approval of the Chief Administrative Officer.
- 5.4 The Committee will submit an annual report to Council on the year's achievements and an annual work plan and budget for approval by Council.