



TERMS OF REFERENCE

Adopted: November 13th, 2017

Name: SOCIAL, AFFORDABLE & SUSTAINABLE HOUSING
ADVISORY COMMISSION

1.0 COMMISSION PURPOSE

1.01 To identify housing needs and priorities, and provide advice and recommendations to Slokan Council on policies, plans, programs, budgets and issues related to social, affordable, and sustainable housing in Slokan.

2.0 GENERAL

2.01 The Commission's mandate is to:

- a) Identify housing needs and priorities.
- b) Assist in finding collaborative, cost effective housing approaches that will expand Slokan's housing opportunity for the betterment of the community as a whole.
- c) Provide networking opportunities for housing providers and community partners to share knowledge and identify opportunities for collaboration and cooperation.
- d) Provide a forum for learning about housing issues as well as mutual encouragement and sharing of expertise.

2.02 The work of the Commission shall be guided by, but not limited to, the following documents, and any amendments thereto:

- a) The Village of Slokan Official Community Plan, 2011
- b) The Village of Slokan Community Sustainability & Transition Plan, 2011
- c) The Village of Slokan Age Friendly Vision, 2010
- d) The Slokan Valley Seniors' Housing Society's Need & Demand Study, 2015

3.0 MEMBERSHIP

3.01 The Commission will consist of a minimum of seven (7) and a maximum of fifteen (15) active members, all of whom shall be appointed by Council:

- 1 member of Village of Slokan Council
- 6-14 Members at Large, representing the following disciplines, if possible:
 - Slokan Resident Representative
 - Business Representative
 - Seniors Representative
 - Social Planning Representative
 - Industry Representative (realtor, property manager, etc.)
 - Community Group Representative
 - Social Service Representative
 - Cultural Representative
 - Housing Provider Representative

- 3.02 Each member appointed shall hold office for a term of one (1) year and members are to remain in office until their respective successor is appointed.
- 3.03 A Chair and alternate shall be appointed annually by a majority vote of the Commission.
- 3.04 Council may, by affirmative vote of not less than two-thirds (2/3) of all members, remove any member of the Commission from office at any time.
- 3.05 Members may resign at any time by giving written notice to the Commission and Slocan Village Council.

4.0 OPERATIONS OF THE COMMISSION

4.01 Meeting Schedule

- a) The Commission shall establish the dates, time and location of meetings by resolution and shall meet a minimum of four (4) times per year. The Schedule of regular meeting dates shall be set at the beginning of each calendar year and shall be posted in accordance to Section 4.02.
- b) The Chair may call a special meeting in addition to the scheduled meetings. Special meetings must be posted in accordance to Section 4.02, and posted at least twenty-four (24) hours in advance of the meeting.
- c) The Chair may cancel a regularly-scheduled meeting. A meeting cancellation must be posted in accordance to section 4.02, and posted at least three (3) days prior to the scheduled meeting date.

4.02 Notice of Meeting

Notices of meetings shall be posted at usual Village public posting places, and must include time, place, and date.

4.03 Meeting Open to Public

Commission meetings will be open to the public and the Chair shall advise the CAO of the meeting date and times. A meeting or part of a meeting may be closed to the public if authorized to be closed by the *Community Charter*.

4.04 Rules of Procedure

- a. Meeting Agendas:
Meeting agendas will be set by the Chairperson. The agenda is to be distributed to all members of the Commission at least two days prior to the meeting date.

- b. Minutes:
Minutes of the proceedings of a Commission meeting must be legibly recorded, signed by the Chair or presiding member of the meeting, and open for public inspection in accordance with the requirements of the *Community Charter*. All minutes must be delivered to the CAO for distribution to Village Council.

- c. Recommendations:
All decisions of the Commission shall be by majority vote. The recommendations of the Commission on items referred to it by Council shall be reported back to Council at the next meeting of Council. A memorandum to Council shall be prepared, outlining the recommendations of the Commission, including the background information and/or reports that have been provided to the Commission.

- d. Quorum:
The quorum for a Commission is a majority of all of its members.

- e. Conduct and Debate:
 - I. A motion made at a meeting of a Council Commission is not required to be seconded.
 - II. Council members who are attending a meeting of a Council Commission of which they are not a member may participate in a discussion only with the permission of the majority of all members of the Commission.
 - III. Council members who are attending a meeting of a Council Commission of which they are not a member shall not vote on a question.