



## Community Housing Advisory Committee

### TERMS OF REFERENCE

| # | ITEM                      | DETAILS   |
|---|---------------------------|---|
| 1 | NAME                      | <b>Community Housing Advisory Committee</b>   |
| 2 | PURPOSE                   | To utilize local professionals in exploring partnerships, land, location, size, scope, client and funding options for developing seniors and/or affordable housing in Coalhurst and provide those recommendations for Council's consideration. This committee is advisory and reports to Council.   |
| 3 | COMPOSITION               | The volunteer Committee shall consist of two (2) members of Council and three (3) members of the public at large as appointed by Council. Members-at-large will be appointed for a term of one (1) year. Recruitment process shall comply with applicable municipal committee recruitment policies.   |
| 4 | MEETING SCHEDULE          | The Committee will meet monthly on a day and time agreed to by majority of members at the first meeting of the committee following the annual Council Organizational meeting.   |
| 5 | MEETING PROCEDURES        | All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.   |
| 6 | LEADERSHIP AND GOVERNANCE | Quorum is a simple majority of members. The Committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. A recording secretary will be appointed to record meeting minutes. Each Committee member shall have one vote. All Committee members shall vote on every question, and, in the event of a tie, the motion shall be defeated. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i> . Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i> . If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation. |

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| 7  | REPORTING               | The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes, will be provided to the committee members at least four (4) days prior to the next meeting. The Committee shall provide recommendations to Council in the approved staff report format to the Legislative Services Director for inclusion in the next regular Council agenda package as per agenda item submission requirements. |
| 8  | RESOURCES - FINANCIAL   | Committee members shall receive remuneration based on existing policy for attendance.  |
| 9  | RESOURCES - HUMAN/OTHER | The Committee will be self-supporting, but the Chief Administrative Officer may designate staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.   |
| 10 | COMMUNICATION           | Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.  |
| 11 | REVIEW AND EVALUATION   | The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.  |