

## BACKGROUND

The Capital Region Housing Plan describes the need for a rolling, 10-year regional housing plan that will identify the housing priorities for the Capital Region and that the development of this plan will be supported through sub-regional planning. Additional responsibilities outlined in the Capital Region Housing Plan include the Board's role to facilitate education opportunities and the sharing of best practices among municipalities, and to provide leadership in the development of housing policy.

## MANDATE

Reporting to the Board, this standing committee will be responsible for the following:

### *Business and Budget Planning*

- On an annual basis, recommend a rolling four year business plan and budget for the committee and its task forces to the Governance, Priorities and Finance Committee for consideration in the Board's annual business plan update

### *Housing Policy Leadership*

- Guide and oversee the implementation of the Housing Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
- Provide leadership in the development of the Housing Plan to support the needs of the Region
- Recommend suitable housing policies that are consistent with the Growth Plan
- Ensure that regional and community priorities guide decision-making and implementation
- Facilitate educational opportunities and events in alignment with the existing Capital Region Housing Plan
- Work collaboratively with committees and task forces of the Board to ensure greater coordination and integration of planning occurs to ensure Housing Plan goals are being met.

## MEMBERSHIP

Membership requires the participation and expertise of the Capital Region housing six sub-regions. This committee will consist of six members, one from each sub-region. Each sub-region will select its own representative.

## LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee's membership, the committee should review and select its Chair and Vice-Chair.

At the end of each two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair.

## **SUPPORT/RESOURCES**

The CEO will support this committee drawing upon CRB administration as required.

This committee will be supported by consultant resources, and others as determined by its mandate and the Board's approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee project.

## **MEETING FREQUENCY**

This committee shall meet bi-monthly or at the call of the Chair as warranted.

## **AUTHORITY**

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

## **EX-OFFICIO**

Non-voting ex-officio: CRB Chair.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

## **DECISION-MAKING**

Decisions, recommendations and actions determined by the committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

## **QUORUM**

Quorum is defined as 50 percent plus one of standing membership.

## **DISPUTE RESOLUTION**

The committee Chair is accountable for ensuring effective and collaborative committee operations and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be brought to the Board for discussion and resolution.

## **COMMUNICATIONS**

The Chief Executive Officer will act as the single point of contact for all communications requests for this committee and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.

**STATUS OF MEETINGS**

Committee meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. Individuals from the Province, industry, the general public or other Board/committee members may be invited to participate in specific agenda items. Committee minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

*All members (elected and administrative) attending the in-camera session shall respect the confidentiality of the in camera items.*

**REPORTING**

This committee is expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

**MEETING AGENDAS AND MINUTES**

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

The committee will include its meeting minutes with the next Board meeting agenda package.

Nolan Crouse, Board Chair

Document Tracking		
Date	Status	Comments
July 24, 2015	Updated	Changed verbiage regarding membership due to the Regional Services Committee being disbanded and the Housing Task Force reverting back to a Committee.
September 10, 2015	Approved	Approved by the Capital Region Board