

**District of North Vancouver  
Terms of Reference**

**Rental, Social and Affordable Housing Task Force**

<b>Name</b>	Rental, Social and Affordable Housing Task Force
<b>Purpose</b>	<p>The purpose of the Task Force is:</p> <ol style="list-style-type: none"><li>1) To explore and identify innovative local government housing solutions in regards to, but not limited to, the following:<ol style="list-style-type: none"><li>a. Retention and maintenance of rental buildings, social housing and affordable housing such as older strata buildings;</li><li>b. The housing continuum;</li><li>c. Tenant relocation policies;</li><li>d. Providing housing diversity;</li><li>e. Housing definitions; and,</li><li>f. Partnerships;</li></ol></li><li>2) To make recommendations to Council for action on the above-noted and related issues.</li></ol>
<b>Delegated Authority</b>	There is no delegation of authority to the Task Force.
<b>Origin of Work</b>	Work assignments, consistent with the purpose of the Task Force, will come through the Manager – Community Planning in consultation with the Chair of the Task Force.
<b>Membership</b>	The Task Force will be comprised of eleven members.
<b>Appointment</b>	
<b>Qualification</b>	<p>Members will represent a cross-section of the District of North Vancouver as follows:</p> <ul style="list-style-type: none"><li>• 1 person who is currently renting;</li><li>• 1 person currently living in social housing;</li><li>• 1 senior;</li><li>• 1 student;</li><li>• 1 representative for people with disabilities;</li><li>• 1 owner of a unit in an existing older strata building;</li><li>• 2 representatives from the not-for-profit housing sector;</li><li>• 1 representative from BC Housing;</li><li>• 1 representative from the development / construction sector with experience in rental, social and affordable housing; and,</li><li>• 1 representative from the community at large.</li></ul> <p>With the exception of the representatives from the not-for-profit housing sector, BC Housing and the development / construction sector, all other appointees must be, and remain, current residents of the District of North Vancouver.</p>

<b>Recruitment and Selection</b>	The Clerk's Office will undertake a process of advertising for qualified persons interested in volunteering to sit on the Task Force. Names of interested persons will be received and reviewed by the Advisory Oversight Committee who will recommend appointees.
<b>Appointment</b>	The Advisory Oversight Committee will recommend appointments to be ratified by Council.
<b>Term</b>	<p>The term of the Task Force will be for two years commencing on the date that at least a quorum of members is appointed.</p> <p>The term of appointment for members is for the term of the Task Force (two years).</p> <p>If a member misses three consecutive meetings without giving reasonable cause to the Chair in advance, they will be deemed to have resigned.</p>
<b>Revocation of Appointment</b>	Council retains the ability to revoke an appointment as may be deemed necessary.
<b>Vacancy</b>	Any vacancy created will be filled by a new appointee for the remainder of the term of the person being replaced.
<b>Chair</b>	The Chair and Vice Chair will be elected by the Task Force at its first meeting. If both are absent from a meeting, an Acting Chair will be chosen from the members present.
<b>Duties</b>	In order to fulfil the purpose of the Task Force, the Task Force may invite any individuals or groups it deems necessary to present, discuss or answer questions in order for Task Force members to become informed and knowledgeable in subject areas relevant to their investigations and deliberations.
<b>Work Plan</b>	A work plan, to cover the two-year term, will be prepared by the Task Force to provide focus and direction in achieving its stated purpose.
<b>Budget</b>	In each of the two years of the Task Force's term, the Manager – Community Planning will maintain a modest budget sufficient to support the Task Force's work plan.
<b>Meeting Schedule</b>	The Task Force will meet at the call of the Chair.
<b>Procedures</b>	<p>The Task Force will conform to the <i>Community Charter</i> and the Council Procedure Bylaw.</p> <p>A quorum will be seven members of the Task Force.</p> <p>Decisions of the Task Force will be determined by a simple majority of members present.</p>

<b>Reporting</b>	The Task Force will report to Council as needed but no less than twice yearly.
<b>Staff Support</b>	Staff support to the Task Force will be provided by Community Planning.
<b>Remuneration</b>	Appointees will serve with no remuneration.
<b>Conflict of Interest</b>	Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (CAO, General Managers, District Clerk) are available to discuss issues of conflict of interest with a potentially affected appointee.
<b>Code of Ethics</b>	Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.
<b>Dissolution</b>	The Task Force will terminate after two years from the date that at least a quorum of members is appointed.
<b>Attendance at Task Force Meetings by Members of Council</b>	Subject to a maximum of three attending at any one time, any member of Council may attend any meeting of the Task Force as an observer. At the discretion of the Chair, members of Council in attendance may be permitted to take part in discussions but are not permitted to vote and may not count towards a quorum.

Approved by Council: April 1, 2019