

# Terms of Reference

CRD

## HOSPITALS AND HOUSING COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Hospitals and Housing Committee is a Standing Committee established by the CRD Board and will oversee and make recommendations to the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) boards on matters relating to hospitals and housing, and community health.

The Committee's official name is to be:

Hospitals and Housing Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes providing advice or making recommendations, or both, to the CRD, CRHD, and CRHC Boards regarding the following region-wide functions:
  - i. Land Banking and Housing
  - ii. CRHC
  - iii. CRHD
  - iv. Community health planning, regulations and enforcement
  - v. Implementation of various housing affordability models, the potential formation of strategic partnerships and the creation of alternative corporate entities
  - vi. Options for the procurement of health care facilities and housing developments and
  - vii. Real estate matters relating to health care facilities and housing
  
- b) The following committees will report through the Hospitals and Housing Committee:
  - i. Regional Housing Advisory Committee
  - ii. Tenant Advisory Committee
  - iii. Any other advisory body established by the Committee.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the CRD Board, the CRHD Board, and the CRHC Board, as applicable, for consideration; and
- b) The CRD Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members and should include the Chair of the CRHC and the Chair of the CRHD Board.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
  - i. First Nations Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ~~ii. When an abstention form voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.-~~

## **4.0 PROCEDURES**

- a) The Committee shall meet on a monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the CRD Board Chair (or CRHC Board Chair, or CRHD Board Chair, as applicable), Committee matters of an urgent or time sensitive nature may be forwarded directly to the appropriate Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

## **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Housing, Planning and Protective Services will act as liaison to the Committee;

- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board* \_\_\_\_\_