

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters "CRD" in a stylized, bold, sans-serif font, positioned above a series of three curved, overlapping lines that suggest a landscape or water.

## 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; and
  - 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 on an annual basis.

## **3.0 COMPOSITION**

- a) The Chair of the CRHC and the Chair of the CRHD Board should be members of the Committee.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

## **4.0 PROCEDURES**

- a) The Committee shall meet on a monthly basis, except August, 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;
- 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;
- d) A quorum is a majority of the committee membership and is required to conduct committee business; and
- e) The Committee may invite members from any Standing Committee to participate in its meetings in accordance with the CRD Procedures Bylaw.

## **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of 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 on \_\_\_\_\_