

Housing Committee

Terms of Reference

The Housing Committee is the standing committee of the Metro Vancouver Board that provides advice and recommendations on plans, policies, bylaws, programs, budgets and issues related to Metro Vancouver's Housing Planning and Policy service, and the Metro Vancouver Housing Corporation (MVHC) service.

Committee Responsibilities

Within the scope of the *Board Strategic Plan*, *Metro Vancouver Housing 10-Year Plan*, and *Metro Vancouver Financial Plan*, the Committee provides guidance and oversight to staff on the implementation of the annual work plans and business plans for the Housing Planning and Policy function and the Metro Vancouver Housing Corporation. Specific Committee responsibilities include:

- Reviewing and endorsing the annual budget and five-year financial plan for the Housing Planning and Policy function and the MVHC;
- Overseeing the implementation of the *Metro Vancouver Housing 10-Year Plan*;
- Guiding policy and strategic direction on the performance, operations, and management of MVHC assets;
- Overseeing the implementation of MVHC capital programs, including award of major contracts; and
- Reviewing and endorsing regional affordable housing data, research and best practices stemming from the Housing Planning and Policy and Regional Planning functions.

Committee Membership and Meetings

The Chair, Vice Chair and members are appointed annually by the Chair of the Metro Vancouver Board. The Committee meets monthly, except for August and December, and holds special meetings as required. A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Committee Management

The Committee Chair, or in the absence of the Chair, the Vice Chair is the chief spokesperson on matters of public interest within the Committee's purview. For high profile issues, the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or designate is the appropriate spokesperson. Where necessary and practical, the Board Chair, Committee Chair and Chief Administrative Officer will confer to determine the most appropriate representative to speak.

The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and is the principal point of contact for Committee members.