

| DISTRICT OF KITIMAT HOUSING COMMITTEE | | | |
|---------------------------------------|--|---|----------------------------------|
| Replaces (if applicable) | N/A | | |
| Authority | Legislative (Council) | Department Responsible (if applicable) | Community Planning & Development |
| Effective Date | | | |
| Last Review Date | N/A | Next Review Date | December, 2026 |
| Supporting Documents | <ul style="list-style-type: none"> • Code of Conduct Policy (C-35) • Expense Claims – Childcare (E-52) | | |

Statement

The Housing Committee is directed by Council to: assess the need(s) for housing residents of the District of Kitimat; identify a comprehensive approach to addressing those needs; advise Council accordingly; promote the development of affordable, social, or supportive housing for seniors, persons with low incomes, persons with disabilities, and identified target groups; and support the work of local non-profit housing societies.

Scope of Work

The District of Kitimat Council values the recommendations of the Housing Committee. The Housing Committee acts as an advisory role providing recommendations to the District of Kitimat Council.

The Housing Committee may undertake activities that Increase Affordable Housing, Support Housing Diversity and Supply, Promote and Protect Rental Housing, Reduce Barriers to Housing, and Strengthen Partnerships and Build Awareness, including:

- Propose projects and investigations that Council may consider undertaking to support Kitimat's housing market.
- Facilitate opportunities for public, industry, business, interest group and individual input regarding need for and provision of affordable and accessible (market and non-market) housing.
- Facilitate cooperative, interagency implementation of recommended high-value accessible housing strategies.
- Advocate for and support periodic updates of *Comprehensive Housing Needs Assessment* (2012) and *District of Kitimat Housing Action Plan* (2020).
- Support the work of local non-profit housing societies developing and operating affordable, social, or supportive housing.

The Housing Committee may also undertake additional work as directed by Council, including:

- Consider applications pursuant to the Affordable Housing Initiatives and Operational Fund Policy (A-13). In the event that a Housing Committee cannot meet within a reasonable time, staff may refer the application directly to Council.

- Investigate and report on:
 - Need for affordable, accessible and social (market and non-market) housing in Kitimat;
 - Provision of affordable and social housing (market and non-market) in Kitimat;
 - Respective roles and responsibilities of all levels of government (Federal, Provincial, First Nations, Municipal and Regional) and community agencies/organizations with respect to providing accessible, affordable social housing;
 - Range of practical and successfully operating examples of both market and non-market housing development in comparable BC and Canadian municipalities, and how such models may be applied to the Kitimat market; and
 - Existing resources (funds, materials, lands, expertise) available to support, assist, supplement or provide housing.
- Hold direct discussions with appropriate representatives of all levels of government, agencies and community-based service organizations to explore, define and report on practical, timely mobilization of resources to provide housing.
- Make recommendations on housing matters for Council's consideration for the annual budget, Five Year Capital Plan, *Official Community Plan*, other housing policy documents and/or housing development applications.

Membership

Mayor and Council will determine appointment of Committee Members.

One member shall be invited to participate as a voting member from each of the following agencies or stakeholder groups:

- District of Kitimat Accessibility and Inclusion Committee;
- Kitimat Community Development Centre (Kitimat CDC);
- Haisla Elders or Haisla First Nation;
- Haisla Health;
- Kitimat Chamber of Commerce;
- Kitimat Community Services Society;
- Homeless Prevention Program (HPP) & Housing Resource Centre;
- Kitimat Ministerial Association;
- Mental Health and Addiction Advisory Committee;
- Northern Health;
- Kitimat Senior Citizens Association;
- Tamitik Status of Women; and
- All local Non-Profit Housing Societies (e.g., Delta King Place Housing Society, Kiwanis Village and Kitimat Valley Housing Society).

Council will appoint Committee Members:

- Multi-Family Landlord
 - One representative for multi-family landlords will be chosen by District Council. The representative will serve for two (2) years with the option to extend for one (1) additional year. The representative will be a voting member. The District of Kitimat's Advisory Commission application process will be used.
- Kitimat Council.
 - Kitimat Council appointments will be made in accordance with Council procedure. The representative will be a non-voting member.

Council, in consultation with the Committee, may appoint additional members who provide specific expertise in housing development, building, or finance.

Subcommittees may be formed at the discretion of the Chair. A member of the subcommittee will provide periodic updates to the Housing Committee, as needed or requested by the Chair.

Reporting

The Committee may report to Council on such matters contained in the Scope of Work as the Committee may deem expedient or as Council may request.

Housing data and reports may be delivered to Kitimat Council, and may be shared with member agencies, the Kitimat Interagency Committee, and consultants or others engaged in social impact assessment for projects in Kitimat or the Kitimat region before public release.

Budget

The Housing Committee will receive administrative and technical support from the District of Kitimat.

The Housing Committee may request financial support from Kitimat Council for an annual or semi-annual community housing forum, dialogue or other information-sharing event.

Staff Support

The Director of the Community Planning & Development, or delegate, shall be initial point of contact with the District of Kitimat. Other staff may be made available from time-to-time and upon approval of the Chief Administrative Officer. Staff members attend as non-voting members.

Definitions

Definitions of the terms accessible housing, affordable housing market, affordable housing, market housing, non-market housing, supportive housing, and social housing as used by the District of Kitimat Housing Committee will be based on CMHC definitions and *Kitimat Municipal Code*.

Compensation

Members of the Housing Committee will not receive compensation. Expense Claim – Childcare Policy (E-52) shall apply.

Committee Procedure

Unless otherwise determined in the Terms of Reference, meetings of the Housing Committee will be conducted in accordance with Council procedures established by the *Kitimat Municipal Code*.

A Chair and Alternate Chair will be elected at the first meeting annually, at the first meeting of the Housing Committee. Ballots used for the election of the Chair and Alternate Chair will be destroyed following the announcement of the successful person.

Meeting Frequency

The Housing Committee shall meet at least twice annually, or as may be requested by Council based on applications or issues that arise.

Conduct

Members of the Housing Committee will recognize the form and intent of District of Kitimat Policy C-35 Code of Conduct including the principles of integrity, respect, accountability, and leadership and collaboration.