

DRAFT Terms of Reference

Name: Housing and Land Development Advisory Committee
Reports to: Council
Status: Council Advisory Committee

Authorizing Bylaw

- Advisory Committee Bylaw 2017-28
- Council Resolution 2021-24-07

Mandate

Taking direction from and reporting to Council, it is the responsibility of the Advisory Committee to identify and make recommendations on the following:

- Identify housing and land development impediments and opportunities for the City;
- Report to Council on strategic policy issues for achieving progress on housing and land development;
- Advising on ways to provide additional information regarding housing development to the general public;
- Specific policies, procedures, and bylaws as they affect land development planning, applications and process;
- On select topics, hear and respond to delegations of representatives of the development sector, community organizations and provide for a communications channel to engage with industry and land development associations for feedback on specific initiatives and proposals;
- Provide additional perspectives on promoting development policies linking land use, transportation and sustainability; and
- Offer advice on any other housing development issues that Council refers to the Committee for consideration.

Scope

In meeting its purpose, the Committee shall meet to discuss issues related to the development of housing and land development within the City of Whitehorse. The scope of work and mandate of the Committee will be defined by Council, and the Committee will limit its consideration to items falling within that mandate. Administration will work with the Committee to develop an agenda, work plan and budget for the first year.

Within the first year of its mandate, Council will expect the Committee to identify impediments and opportunities in housing and land development, identify market and non-market rental housing gaps, review select policies, bylaws and proposed initiatives, and provide initial recommendations for action items.

Timeline

Council has determined that the Committee will be established for an initial two year period. At or near the conclusion of this timeframe Council shall determine whether it is necessary or advisable to extend the Committee's timeline.

Membership

The Committee will be comprised of 8 voting members and non-voting members along with designated staff from Administration for advisory and secretariat support. A Chair will be chosen from among the 8 members of the Committee.

Of the 8 voting members:

- 4 or more should be selected to bring a housing and land development and/or construction business and expertise perspective to the Committee;
- 2 or more should bring a First Nations government perspective; and
- 2 should bring a broader community perspective related to housing and land development.

From time to time, the Committee may invite additional subject matter experts to provide information and advice on select topics and to ensure a balance of views.

Voting Members

General membership criteria for Council Advisory Committees is set out in the Bylaw. Applicants for Committee membership will be assessed on their demonstrated experience in and understanding of the housing and land development sector as the focus of the mandate of this Committee. Committee applicants will be required to identify how their experience will add perspective and be consistent with the mandate, purpose and scope of the Committee.

Appointment of Committee Members

Committee members will be appointed by Council Resolution at the conclusion of the selection process. Members will be expected to serve a term of two years and may be reappointed if the term of the Committee is extended by Council.

Public advertising will be conducted by the City asking for expressions of interest from land and housing development industry groups, community organizations and interested individuals from the broader community. Targeted invitations will be forwarded to key organizations in the land and housing development industry.

As required under the Bylaw, the selection process should have the goals of achieving a balance of perspectives, within the context of the mandate focus of the Committee, including gender, culture and language and representation from youth and older adults.

Roles and Responsibilities

Chairperson

The Chairperson of the Committee will be selected from the voting members of the Committee, and will retain voting privileges upon assuming the role of Chair. Committee members will be responsible for selecting the Chairperson. The role and responsibilities of the Chairperson will be to:

- Conduct and moderate Committee meetings and facilitate discussion;
- Set an agenda for each meeting; and
- Communicate and report to Council on behalf of the Committee.

When the Chairperson is unable to attend a Committee meeting, they will designate an Acting Chairperson from the voting members of the Committee.

Voting Members

The Committee members' responsibilities will be as follows:

- To attend all of the regular meetings of the Committee;
- To present any concerns or issues to the Committee for discussion purposes, and to contribute to and make recommendations to Council and/or Administration; and
- To gather public input on concerns and issues related to the issues they are considering on housing and land development, and report on these findings to Council.

Meetings

Regular meetings of the Committee shall be determined by the Chairperson in consultation with the Committee, with a minimum of 6 meetings per year. The Chairperson is authorized to call special meetings of the Committee at their discretion.

Budget

The Committee, in collaboration with Administration, will be tasked with developing a budget for expenses for each year of its activities that will be presented to Council for approval as required through the City's regular budgeting processes. The City will provide the Committee with support and secretariat services for all aspects of Committee work. The Committee has no authority to expend or commit the financial resources of the City of Whitehorse.

Committee Procedures

Once the Committee has been appointed by Council they will be expected to follow the policies, procedures and rules for administering the operation of the Committee as set out in the Advisory Committee Bylaw and the Council Procedures Bylaw (including meeting procedures, code of conduct, and public information requirements).

Administration and Technical Support

A staff member from the City of Whitehorse (Director of Development Services or designate) shall serve as the “Administrative Representative” for the Committee, appointed to act as a liaison between the Committee and Council and as a non-voting member as an advisor and support, including the preparation of reports and recommendations to be presented to Council. An additional “Designated Officer” will provide for all secretariat and administrative support for meeting arrangements and materials.

Conflict of Interest

Any member of the board who believes that they may have a conflict of interest must disclose it during the appointment process or address it with the Committee Chair at the first available opportunity. Applicants will not be considered to be in a conflict of interest solely by virtue of being a housing or land development business owner.