



North Shore
Community
Resources

Community Housing
Action Committee
(CHAC)

North Shore Community Resources Society

Community Housing Action Committee

Terms of Reference¹

1.0 Name:

North Shore Community Resources (NSCR) Community Housing Action Committee (CHAC)

2.0 NSCR Responsibility for CHAC

- (a) The Community Housing Action Committee operates as a program of North Shore Community Resources Society.
- (b) CHAC's Terms of Reference shall be approved by the Board of Directors of North Shore Community Resources Society.
- (c) Subject to NSCR's oversight, while working collaboratively with its community partners, CHAC shall operate independently and in a non-partisan manner. CHAC shall not endorse any political candidate or party for elected office.
- (d) CHAC's work is funded through grants and charitable donations from a variety of sources including individuals, foundations and government. To maintain its independence, CHAC does not accept donations from property development companies.

3.0 Mandate:

The Community Housing Action Committee works collaboratively to:

- (a) advocate to increase the stock of affordable housing for lower and moderate income and vulnerable populations on the North Shore who have difficulty accessing affordable housing e.g. single parent and young families, working poor, the physically, mentally and developmentally disabled, low income seniors and youth;

¹ As revised and approved by CHAC and North Shore Community Resources, September 2019

- (b) encourage local, provincial, and federal governments to provide incentives to retain and build more affordable housing on the North Shore, by continually raising their awareness that affordable housing is essential to a healthy society, and by educating and encouraging governments to adopt various initiatives to improve affordable housing;
- (c) facilitate the formation of partnerships for the development of affordable housing for lower income and vulnerable North Shore populations;
- (d) undertake and distribute research and information on the state or problem of and solutions for affordable housing on the North Shore;
- (e) organize and participate in workshops, forums, and public events that provide North Shore residents, governments and private interests to learn about, identify issues and solutions and advocate for affordable housing on the North Shore;
- (f) partner with North Shore or other community organizations, governments (including First Nations) or private interests with similar concerns.

4.0 Activities

The Community Housing Action Committee undertakes the following activities to achieve its mandate:

- (a) Advocacy for affordable housing via submissions to, delegations, consultations, communications and meetings with elected bodies such as municipal councils, elected representatives at all levels of government, government staff such as planners and developers;
- (b) Public education regarding affordable housing via participation at and organization of public meetings, forums, workshops and media work;
- (c) Conduct and disseminate research on affordable housing; and
- (d) Collaboration with community partners and the broader North Shore community by acting as conduit and voice for North Shore citizens on affordable housing.

5.0 Membership

- (a) The total number of CHAC members shall be 10 – 25 individuals.
- (b) Individuals with an interest and knowledge in affordable housing on the North Shore shall be eligible for membership on CHAC.
- (c) CHAC members are approved by North Shore Community Resources Society according to a selection process that includes an interview(s), background check and attendance at

CHAC meetings as a guest. CHAC members are approved by and may be terminated by North Shore Community Resources Society at its discretion. The term of appointment shall be determined by NSCR.

- (d) The membership of CHAC shall be representative of the three municipalities on the North Shore.
- (e) The Chair of CHAC shall be an employee of North Shore Community Resources Society. In his or her absence or at his or her discretion, the Chair of CHAC may delegate his or her responsibilities to another member of CHAC.
- (f) The NSCR Executive Director (or other NSCR manager), a designated NSCR Director, and assigned planners of the three North Shore municipalities shall be *ex officio* members of CHAC.
- (g) The names of CHAC members shall remain confidential in order to safeguard members from being subject to undue influence or inappropriate communication. CHAC shall publish a list of the general backgrounds of CHAC members.

6.0 CHAC Members' Roles and Responsibilities

- (a) CHAC members shall attend CHAC meetings and assist in CHAC activities outside of regular CHAC meetings.
- (b) CHAC members shall conduct themselves professionally both internally and in public at all times.
- (c) CHAC members shall maintain confidentiality regarding CHAC information, materials, correspondence and deliberations unless otherwise determined by the Chair of CHAC.

7.0 Meetings

- (a) CHAC meetings shall be held regularly throughout the year and shall be called by the CHAC Chair.
- (b) The Chair of CHAC shall be responsible for ensuring that the members receive draft meeting agendas and minutes as well as any other materials necessary for its meetings.
- (c) CHAC meetings and decisions shall be conducted by general consensus. If a decision is required and no general consensus can be determined, the matter shall be referred to the Board of Directors of NSCR for consideration.

8.0 Committees and Working Groups

- (a) CHAC's members may create committees or working groups and delegate responsibility for specific activities to the CHAC committee or working group. The Chair of CHAC will be a member of any CHAC committee or working group.
- (b) Any CHAC Committee shall be responsible for reporting regularly on its specific activities to CHAC.

9.0 CHAC Communications

- (a) The Chair of CHAC shall be the official spokesperson for CHAC unless he or she delegates that responsibility to another CHAC member. No individual member or group of CHAC members shall purport to speak on behalf of or represent CHAC without prior authorization of the Chair.
- (b) (c) When CHAC members have been authorized to speak on behalf of CHAC in public, they shall identify themselves as a member of CHAC who is speaking on behalf of CHAC. Conversely, when they speak in public on matters related to housing in their own personal capacity, they shall identify themselves as speaking on their own behalf and not on behalf of CHAC.
- (c) Official written correspondence on behalf of CHAC shall be signed by the Chair of CHAC unless he or she has delegated that responsibility to another member.

10.0 Conflicts of Interest

- (a) Any member of CHAC who has a conflict of interest shall declare that conflict as soon as it ought to be reasonably known to the member to CHAC.

A conflict of interest shall include situations in which the CHAC member (or a member's relative or associate) has a direct or indirect financial or other personal interest in the subject matter being considered by CHAC.

- (b) A CHAC member who has a conflict of interest shall recuse him or herself from any meeting or discussion in which the member has a conflict unless CHAC members permit the member with a conflict to participate and such participation is reasonable in the circumstances (e.g. the financial interest is nominal).