



Kamloops Housing Board

Terms of Reference

Revised January 25th 2013

1. Definitions

a. In these Terms of Reference:

- i. “Kamloops Housing Board” (KHB) means the Housing Board Members.
- ii. “Chair” means the person selected to direct the Local Housing Board in its mandate, and their alternate.
- iii. “Task Manager” (TM) means the person who will assist with the daily managing of information & research for the Local Housing Board members.
- iv. “Homelessness Action Plan” (HAP) means the Five Year Plan to end homelessness and/or the representatives of the plan.

2. Establishment

- a. The KHB was formed as a result of the community consultation process related to addressing homelessness in Kamloops. There was an identified need to have a Local Housing Board to oversee the ongoing development of the Affordable Housing in Kamloops.

3. Mandate

The primary purpose of the Kamloops Housing Board will be to collect, analyze and distribute housing information in order to facilitate informed planning to address housing related issues in the community. Together with the support of the City of Kamloops and the Social Planning Council, the Housing Board will become an avenue to discuss recent trends, to evaluate supply and demand, to establish community priorities in an open forum, and to discuss policy and legislative reform where deemed necessary. Some additional items that may be addressed by the Kamloops Housing Board include, but are by no means limited to:

- Inform interested parties on housing matters
- Address waitlists for affordable housing
- Establish community based methods to protect and enhance local housing
- Recommend changes to housing related policies such as the British Columbia Building Code, or the Residential Tenancy Act.

4. Membership

- a. The KHB shall be comprised of a maximum of 19 Members (1 non-voting)
 - i. Two to three (2-3) of whom will represent the City of Kamloops, one of which will be acting as the Chair.
 1. One (1) of whom will be from the Development & Engineering Services Department
 2. One (1-2) of whom will be from the Cultural Services Department, and/or from the Community Entity.Housing & Homelessness.
 - ii. Two (2) of whom will represent Market Housing
 1. One (1) of whom will represent Multi-Dwelling Residential Development
 2. One (1) of whom will represent Single-Occupancy Residential Development/Rooming Houses/Suites
 - iii. Two (2) of whom represent Non-Profit Housing
 1. One (1) of whom will represent Property Management
 2. One (1) of whom will represent Support Services tied to housing
 - iv. One (1) of whom will be a Member-at-Large representing current housing concerns in the community
 - v. One (1) of whom will represent Aboriginal Housing
 - vi. One (1) of whom will represent Residential & Development Financing and/or Real Estate.
 - vii. Two (2) of whom will represent BC Housing
 - viii. Two (2) of whom will represent the Construction/Development Community
 - ix. One (1) of whom will represent Thompson Rivers University
 - x. One (1) of whom will represent the Interior Health Authority
 - xi. One (1) of whom will represent the Kamloops Homelessness Action Plan
 - xii. One (1) of whom will represent the Ministry of Social Development.

- b. Members will be residents of the City of Kamloops, except for BC Housing Representative
- c. Members will provide a variety of expertise that relate to housing issues specifically. Each member will bring a developed history of involvement in a variety of housing driven activities with preferences given to those who have been involved in housing in varied capacities.
- d. The Chair will be a representative of the City of Kamloops with expert knowledge of housing issues in the community.
- e. The Task Manager will have good organization skills, a knowledge of market and non-profit housing, a proven ability to write & communicate, and computer proficiency, and will be a member of the Housing Board.

5. Appointment

- a. Appointments to the KHB shall be made as follows:
 - i. There will be an bi-annual call for Submissions of Interest in representation on the KHB for open posts
 - ii. Submissions will be reviewed by the KHB members.
- b. If any vacancy should occur during the term of any member for any reason, the KHB shall immediately appoint a person to fill the vacancy for the balance of the said term. When possible, appointments will be made from past Expressions of Interest to ensure a timely appointment to posts that are surrendered during the term of service.

6. Term

- a. The term of each Member shall be a minimum of 1 years up to a maximum of 8 years.
- b. The Terms of Reference will be reviewed by the Kamloops Housing Board bi-annually.

7. Governance

- a. Five (5) voting members of the board shall constitute a quorum.
- b. Minutes of the Housing Board meetings must be taken by the Task Manager, and distributed to the group.

8. Duties and Responsibilities

- a. The KHB will
 - i. Develop, and assess an affordable housing assessment for the community of Kamloops
 - ii. Support the research, develop and update a of Housing Registry system or other form of monitoring waitlists for affordable housing
 - iii. Attend 4/6 meetings minimum per year
 - iv. Bring content related to housing of interest before the board
 - v. The KHB may assist in reviewing community proposals, performing research into housing issues, providing advice to the City, and monitoring progress of local housing providers both non-profit and market, among other duties seen as appropriate by the membership of the board.
 - vi. Report to the Kamloops Social Planning Council when requested.