



Council Advisory Committee on Housing

Proposed Terms of Reference

1. Establishment

Establishment of an Advisory Committee on Housing by bylaw.

2. Mandate

The goal of the Advisory Committee on Housing (herein referred to as “Committee”) is to increase equitable outcomes for Calgarians seeking safe, affordable, and supportive housing.

The Committee will provide Council with:

1. Advice and recommendations on previously approved Council initiatives which address the housing crisis.
2. Independent monitoring and feedback on The City’s progress towards addressing housing affordability.
3. Support for collaboration and advocacy between City Administration, Council, other orders of government, professionals within the housing sector, and Calgarians.

3. Specific Responsibilities

The Committee’s responsibilities include:

- A. Providing advice and input on previously approved Council initiatives which address the housing crisis and housing affordability.
- B. Providing input on systemic, social, financial, and policy barriers that Calgarians face in securing and maintaining housing.
- C. Supporting advocacy for housing to other orders of government to secure funding and in alignment with Council-approved housing initiatives.
- D. Providing specific recommendations to support Council’s decision-making, communications, engagement, and advocacy efforts for the implementation of the previously approved Council initiatives related to housing, and other related actions, policy, regulations, and procedures.
- E. Sharing housing research findings, best practices, and trends to provide advice and recommendations to Council.
- F. Building connections across the affordable housing sector to collaborate on opportunities to increase housing supply and supportive programs across the housing continuum.
- G. Providing independent monitoring and feedback on The City’s progress towards addressing housing affordability.



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4. Reports To

The Committee will report to Council through the Community Development Committee and will provide an annual progress report. Additional reporting may occur as matters arise.

5. Measurable Objectives

The Committee will provide advice to Council on The City's progress of addressing the housing crisis and housing affordability.

6. Composition

The Committee comprises a maximum 15 public members and no less than nine members. Members will be appointed by resolution of Council at the annual Organizational Meeting of Council and will include one Ex-officio member from Partnerships. Public members must be Calgary residents and shall not be City staff.

Membership should ideally include public members from:

- Market housing development industry
- Market rental housing operators
- Non-market housing builders/operators
- Homeless-serving agencies, second stage shelters and transitional housing operators
- Indigenous communities
- Calgarians with lived experience related to homelessness, housing precarity, and non-market tenancies

The overall membership composition must reflect a range of housing subject areas to ensure broad expertise and representation. Diversity, equity, and inclusivity must be considered when selecting members.

7. Meeting Support

City Administration representatives from the Partnerships business unit will act as a resource to the Committee, including supporting the Chair to prepare agendas, scheduling meetings, and recording minutes.

8. Vacancies

Vacancies on the Committee may be filled by resolution of Council at any time. A member of the Committee who is appointed to fill a vacancy shall be appointed for the remainder of the term of the vacant position. In the event of a vacancy or vacancies, the Committee may continue to operate and conduct business until the vacancy or vacancies are filled provided that quorum requirements are fulfilled.



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9. Subcommittees

The Committee may establish subcommittees to undertake specific time-limited tasks as necessary. Subcommittees shall establish Terms of Reference and measurable outcomes.

10. Term

All terms are two years.

Council may appoint some public members for one-year terms in order to stagger term expiries.

A public member may serve a maximum of six consecutive years.

Despite the above, a public member may serve until their successor is appointed. The service of a member beyond the appointed term shall not count towards the limit on the length of service set out above if the additional service is one year or less.

When an appointment is made to fill a public member vacancy:

- If the balance of the term to be served is one year or less, that service shall not count towards the limit on the length of service; and
- If the balance of the term to be served is more than one year, that service shall count towards the limit on the length of service.

A public member may serve more than six consecutive years by a two-thirds vote of Council.

11. Quorum

Quorum is greater than 50% of all members.

12. Chair

The Chair and Vice Chair are nominated and elected by the Committee and may serve up to two consecutive terms. The Vice Chair will take the place of the Chair after the Chair's terms have been completed.

The Chair and Vice-Chair, in consultation with Administration will establish the agenda for the Committee meetings and lead meetings.

13. Meetings

Meetings are open to the public. However, the Committee, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and shall give reasons for doing so in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta). The



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confidentiality of Closed Meetings will comply with the applicable provisions of the *Municipal Government Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta).

The Committee meets monthly, or as determined appropriate by the Committee to meet a given timeline for an initiative.

A meeting may be called or cancelled at the call of the Chair or Vice Chair and notice provided via email.

14. Procedures

Minutes will be prepared by City Administration staff and will be published externally on The City of Calgary's housing website.

If there is disagreement with a recommendation or direction emerging from the discussions, members have the opportunity to have their perspective noted in the meeting notes at the time of the discussion to enable fully transparency of decisions and support.

The Committee will follow the Procedure Bylaw and may establish its own policies and procedures. The Committee must pass a resolution to establish policies and procedures, and the resolution must be documented in minutes.

15. Code of Conduct

Public members of the Committee must abide by the [Code of Conduct for Public Members Appointed to Council Established Boards, Commissions and Committees](#) (CP2022-05).