

**COMMUNITY RELATIONS COMMITTEE**  
**OF**  
**BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION**  
**("BC Housing")**

**TERMS OF REFERENCE**  
**(The "Terms of Reference")**

**Introduction**

The term "community relations" generally refers to BC Housing's outreach and interactions with the broader community in which BC Housing operates. This may include, for example, affordable housing partners, community leaders, clients, media, stakeholders and the public.

While communications, research and sector relations are primarily staff-driven functions, the Community Relations Committee (the "**Committee**") supports the Board in its oversight of community relations through providing strategic recommendations and reviewing material and reputational risks associated with BC Housing's commitments in the areas of Reconciliation, equity, sustainability and resilience, relations with the housing sector, communications and engagement with stakeholders and the public, and research.

**Purpose**

The purpose of the Committee is to assist the Board in fulfilling its obligations with respect to community relations in the following areas:

- Reconciliation and Indigenous Relations;
- Equity;
- Environmental sustainability and resilience;
- Research;
- Community engagement and external communications;
- Affordable housing sector relations; and
- Sponsorships.

The Committee's main responsibilities include:

- Reviewing BC Housing's program and initiatives in light of their impacts on sector relations, mandated commitments in the areas of Reconciliation, equity and environmental sustainability, and recommending them to the Board;
- Offering strategic advice on BC Housing's priorities pertaining to equity and Reconciliation, sustainability, research and communications, and ensuring that related reputational and material risks are properly identified and managed.

In order to discharge its responsibilities, the Committee has unrestricted access to BC Housing's personnel and documents through the Corporate Secretary, CEO, Vice President of Equity and

Corporate Affairs, Executive Vice President of Operations, and Vice President of Strategic Business Operations and Performance of BC Housing. The Committee will be provided with the resources necessary to carry out its responsibilities, including the authority to engage independent legal counsel and other advisers as part of this resource requirement.

The Committee will consider relevant strategic risks and opportunities in its planning and decision making.

These Terms of Reference establish the Committee's governance framework and duties and responsibilities in fulfilling its oversight role.

### **Accountability**

The Chair of the Committee will provide a verbal report at the next meeting of the Board of matters considered since the Board's last meeting. Minutes of the Committee's meetings will be made available to all Commissioners once approved by the Committee.

### **Committee Membership**

The Board approves the Terms of Reference for the Committee, including the method for establishing membership and composition of the Committee as well as delegated duties and responsibilities. The Committee Chair is appointed by the Board at the Board Chair's recommendation.

The Committee will be composed of no fewer than four Commissioners.

The members of the Committee will be familiar with various aspects of community relations as defined by the Terms of Reference, including research, communications, and sector relations and at least one Committee member must possess expertise in the areas of external communications, community leadership and research.

The Corporate Secretary will provide staff support to the Committee.

### **Orientation**

In accordance with the Board's Terms of Reference, an orientation session and relevant orientation materials will be provided by the Corporate Secretary and appropriate senior staff of BC Housing to new members of the Committee.

### **Meetings**

A quorum for any meeting of the Committee will be constituted by the majority of the members of the Committee. The Board Chair will serve as a voting member of the Committee; however, their presence is not counted in determination of the Committee's quorum.

Committee meetings will be held at the call of the Committee Chair in accordance with the Committee Meeting Timetable outlined in the Terms of Reference under the section titled "Committee Timetable," or as deemed necessary to carry out the business of the Committee.

The Chief Executive Officer, Vice President of Equity and Corporate Affairs, Executive Vice President of Operations, and Vice President of Strategic Business Operations and Performance and the Corporate Secretary of BC Housing may attend all meetings of the Committee. Other BC Housing employees may attend the meetings of the Committee, if authorized by the Committee Chair. The Committee will hold in-camera meetings at the end of each regular meeting and may require that some or all employees of BC Housing do not attend.

## **Independent Advice**

The Committee may at any time, through the Corporate Secretary of BC Housing and following approval of the Board Chair, engage independent consultants to assist the Committee with its duties.

## **Duties and Responsibilities**

The Committee will oversee BC Housing's relationship with the housing sector, including opportunities and risks that impact BC Housing's goals and objectives as delineated in the Service Plan and Strategic Plan. This will include:

- Reviewing the impact of BC Housing's programs and initiatives on the social housing sector, ensuring that reputational and material risks are identified and managed, and recommending changes to the Board, where necessary;
- Reviewing initiatives and programs mandated by Government that impact the housing sector, ensuring the adequacy of resources to deliver on programs, overseeing that reputational and material risks are identified and managed, and recommending approval by the Board;
- Ensuring BC Housing's compliance with government policies, provincial requirements and Ministry priorities as established in the Mandate Letter as it pertains to its relationship with the housing sector; and
- Reviewing sponsorships and relationship building programs and strategies in support of BC Housing's goals as set in the Service Plan and strategic plan.

In its oversight of BC Housing's research activities, the Committee's responsibilities will also include:

- Reviewing trends and findings in housing research and formulate strategic and policy-level recommendations;
- Reviewing the impact of BC Housing's research on relationships with the sector and Indigenous people and other equity-seeking groups;
- Providing strategic counsel on research and evaluation initiatives as they impact community and government relations;

The Committee will also be responsible for:

- Reviewing BC Housing's strategic plan to ensure that risks and opportunities related to Reconciliation and Indigenous relations are identified and managed;
- Provide strategic advice and foresight on matters that impact BC Housing's relationship with Indigenous peoples;
- Ensuring that management has an adequate process in place to monitor evolving obligations in the areas of Reconciliation and Indigenous relations and that BC Housing's programs and initiatives are in compliance of legislative and other requirements in these areas;
- Ensuring that management has an adequate process in place to identify and mitigate risks related to the impact of BC Housing's programs and initiatives on racialized communities and other equity-seeking groups;

- Providing strategic advice and foresight on the impact of BC Housing's programs and initiatives on racialized communities and other equity-seeking groups;
- Ensuring that management has an adequate process in place to monitor evolving obligations in the areas of equity and accessibility and that BC Housing's programs and initiatives are in compliance with legislative and other requirements; and
- Overseeing that management has an adequate climate action plan in place in alignment with legislative and other requirements;
- Reviewing such other matters that the Committee or the Board deems advisable or timely.

### **Committee Effectiveness**

The Committee annually reviews the Terms of Reference to ensure that it continues to meet best practice and the needs of the Board. As part of the annual Board evaluation process facilitated by the Governance and Human Resources Committee, Committee members will assess the Committee's performance in carrying out its duties.

### **Committee Workplan**

The Committee approves an annual workplan of activities for the year.