



COMMUNITY HOUSING COMMITTEE Terms of Reference



Committee Name

Community Housing Committee

Purpose

The Pincher Creek Community Housing Committee will provide advice to the Town of Pincher Creek Council on matters related to:

- Housing Trends and Needs, including local, regional, provincial, and national statistics and forecasting.
- Housing Policies and Bylaws; including suggestions to update existing documentation if required.
- Land Use Designations and Area Structure Plans.
- Interfacing with the Pincher Creek Foundation as the local housing authority.
- Inventory of available local land and housing.
- Federal/provincial housing grants and initiatives.

Specifically, the Committee will:

- review and discuss documentation contained in a 'Housing Library' including:
 - Housing Needs Assessments
 - Community Economic Development Strategy
 - Town of Pincher Creek Strategic Plan
 - Town of Pincher Creek related policies and bylaws
 - Historical documentation: projects, housing issues, public and private properties, housing applications, Indigenous housing initiatives, Rural Development Network work
- review Area Structure Plans and provide recommendations.
- work with the Housing Community Action Team.
- review current land use practices related to various housing types and locations and provide recommendations if required.
- receive and consider housing information from the public.
- provide regular reports to their respective Council regarding the progress of the committee.
- facilitate conversations regarding economic development and community interest as appropriate.

Membership

The Committee shall be composed of up to 7 voting members as appointed by Council. Composition shall be as follows:

Town of Pincher Creek – three (3) Councillors
Municipal District of Pincher Creek – one (1) Councillor
Village of Cowley – one (1) Councillor
Pincher Creek Foundation – one (1) representative
Community Housing Action Team – one (1) representative

A member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek, the M.D. of Pincher Creek or the Village of Cowley.
- Are absent for three (3) meetings unless absences are authorized by the Town of Pincher Creek.
- Send written notice of resignation to the Town of Pincher Creek.

Frequency of Meetings

- Meetings will be conducted in accordance with Procedural Bylaw 1596-21.

Authority

- The Committee shall act in an advisory capacity to the Town Council and shall not have the power to direct Town consultants or enter into any agreements.

Term

- two (2) years or until such time as the purpose of the committee has been fulfilled.
- the Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of the Town of Pincher Creek or by committee resignation or recommendation.

CAO, Town of Pincher Creek

Date

Approved by:	Date:	Policy Number
Committee of the Whole	December 7, 2022	
Reference:	Approval/Revision Date:	Motion #
Committee of the Whole	May 2016	
	November 2, 2022	
	December 5, 2022	#COTW 2020-041
	March 23, 2023	CHC Meeting Minutes
Regular Council Meeting	March 25, 2024	Motion 24-131
Title: Community Housing Committee Terms of Reference		