

## Terms of Reference: Government Relations Committee (revised May 2021)

### 1. Background & Purpose

The purpose of the Government Relations (GR) Committee is to provide a forum for members to identify current or potential issues and concerns that can impact the residential construction industry. The Committee shall assist staff by providing supporting evidence, input or research on issues that will help enable staff to prioritize issues for taking appropriate action.

The committee is to support CHBA BC's overall government relations and advocacy activities and help advance CHBA BC's mission. Members are to represent CHBA regions of the province and be able to offer diverse perspective on the residential construction industry.

### 2. Committee Structure

#### i) Appointment of Chair(s) or Vice Chair of the GR Committee

CHBA BC's Board of Directors or executive committee shall appoint the Chair of each of the GR committee, as per the CHBA BC Bylaws. The committee may nominate a new chair that would then be ratified by the executive committee or board.

A Vice Chair may also be appointed to support the Chair, the work of the GR Committee and or future succession planning of CHBA BC. A Vice Chair for the Committee should represent an alternative region or facet of development (i.e., urban, rural, climate zone, geographic location, housing type) to bring diverse perspective to the Committee.

#### ii) Composition of GR Committee Members

The committee shall be comprised of a minimum of five (5) and a maximum of eighteen (18) members. To ensure the committee is well-represented by all regions, each local association can be represented by members on the GR Committee as follows but should not exceed:

Homebuilders Association Vancouver	3	CHBA Vancouver Island	2
CHBA Central Okanagan	3	CHBA Northern BC	2
CHBA Central Interior	3	CHBA Sea to Sky	1
CHBA South Okanagan	2	CHBA Fraser Valley	2

In addition, executive officers and one staff member can attend and participate on the GR committee. CHBA BC encourages local advocacy/government relation committee chairs to participate as the designated local member in order to promote continuity and cross communication on provincial and local issues. If a local association does not fill all of its assigned member-seats, the unassumed seats cannot be filled by another association.

Committee members shall also include:

1. the CHBA BC President;
2. the CHBA President;
3. at least one (1) member from the CHBA BC Board of Directors or Executive Committee;
4. at least one (1) builder and one (1) renovator; and
5. ex officio members, as deemed required and appropriate by the GR Chair or CEO.

### 3. Role and Responsibilities

#### i. Committee Chair

The Chair shall be responsible for advising and reporting to the CHBA BC Board of Directors on government relations committee matters, strategies and outcomes. The Chair, in consultation with and support of staff, shall provide advice when coordinating committee activities, meetings and agendas; facilitate committee meetings, review policy papers and submissions, and will be invited to participate in meetings with government officials

and ministers in Vancouver and Victoria. The chair will also be a CHBA BC designated delegate for the CHBA national Day on Hill meetings in Ottawa.

## **ii. Vice Chair**

The Vice Chair attends meetings, participates in policy discussions, contributes to advocacy strategies and serves as Chair of meetings if the Committee Chair is unavailable.

## **iii. Committee Members**

Committee members shall make every effort to participate in monthly meetings, review posted committee material prior to meetings, be prepared to help identify and discuss issues affecting the residential construction industry, provide any available research or background on issues they bring forward and be respectful of members' opinions and time. Members are asked to RSVP for meeting attendance when prompted. If a member the committee.

## **iv. Staff**

CHBA BC staff shall provide support to the Chair and committee and act as a liaison between the GR Committee and other committees as required. Staff will ensure that the meetings are appropriately recorded, and the minutes, agendas and meeting material are circulated in advance of the meetings.

## **4. Meeting Schedule and Expectations**

The CHBA BC GR Committee will meet through video conference for a minimum of six times per year on the **3<sup>rd</sup> Thursday of every month from 10:00 to 11:00 a.m.** Material will be circulated prior to meetings and members are expected to review the material in advance in order to be prepared for discussions. Special meetings may also be scheduled depending on the issue and its importance. Meeting material will be posted on boardable.com.

## **5. Committee Terms**

### **Chair**

The GR Committee Chair will be appointed to serve for a two-year (2) year term, that begins at the conclusion of the AGM, renewable for an additional term upon approval by the CHBA BC Board of Directors or Executive Committee. If needed, an interim Chair may also be appointed until such time a new chair has been nominated and ratified by the Board or Executive Committee. The CEO may also nominate and appoint a chair.

### **Committee Members**

Individual committee members' term will be for one (1) year and will begin at each CHBA BC AGM. Members should indicate their intention and availability to the chair or CHBA BC staff if they wish to continue. CHBA BC shall appoint or re-appoint members of the GR Committee on an annual basis at the AGM, following an association-wide call for interests and applications in advance and after consultation with the chair and local executive officers.

*The GR Committee was established by board motion in June 2014.*