



<b>Section</b> TERMS OF REFERENCE		<b>Subject</b> <i>WESTVIEW DEVELOPMENT COMMITTEE OF THE BOARD</i>	
Page 1 of 2	<b>Board Motion</b> 00.00.000	<b>Effective Date</b> DD MON YEAR	<b>Last Revised Date</b> DD MON YEAR

<b>COMMITTEE</b>	<b>Westview Development Committee of the Board</b>
<b>TYPE OF COMMITTEE</b>	The Westview Development Committee is an Ad Hoc Committee of the Board of Directors of the North Peace Housing Foundation.
<b>BACKGROUND</b>	The Committee has been established to review and provide recommendations on the Westview Development Plan. This plan aims to guide the development of a mixed-use, mixed-income, and mixed-tenure area located on the west hill of Peace River.
<b>OBJECTIVES</b>	The objectives of the Committee are to review the existing Westview Development Plan in its current form to identify potential areas of improvement and provide recommendations to the Board of Directors.
<b>SCOPE OF WORK</b>	The Committee will perform the following tasks: <ul style="list-style-type: none"> <li>• Review the existing Westview Development Plan and associated documentation</li> <li>• Conduct research and analysis to identify potential areas of improvement for the plan</li> <li>• Engage with stakeholders and the community to gather feedback on the plan</li> <li>• Provide recommendations on how to improve the plan to ensure that it aligns with the overall vision and goals of the Foundation</li> <li>• Prepare a final report with recommendations for the Board of Directors</li> </ul>
<b>MEMBERSHIP</b>	The Committee shall consist of five (5) Board members - the Chairperson and Vice-Chairperson of the Board and three (3) Directors as selected by the Board.
<b>CHAIRPERSON</b>	The Committee Chairperson shall be appointed by the Board of Directors.
<b>EX-OFFICIO</b>	The Executive Director is an ex-officio member of the Committee, without a vote.
<b>MAJORITY</b>	A majority of Committee members constitutes a quorum.
<b>TERM OF OFFICE</b>	The term of office shall be determined by the Board of Directors. Upon completion of objectives, the Committee will be dissolved by Board Resolution.
<b>MEETINGS</b>	Meetings of the Committee shall be at the call of the Chairperson.
<b>AUTHORITY</b>	The Westview Development Committee shall not bind the North Peace Housing Foundation, except by resolution of the Board of Directors.
<b>RESOURCES</b>	The Westview Development Committee shall have access to existing documentations related to the development plan and Foundation Directors and employees when required.



North Peace Housing Foundation  
Corporate Manual  
Terms of Reference

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Page 2 of 2	<b>Board Motion</b> 00.00.000	<b>Effective Date</b> DD MON YEAR	<b>Last Revised Date</b> DD MON YEAR

**REPORTING**

Copies of all Committee meeting minutes, reports and correspondence shall be presented to the Board by the Chairperson.

**EXPENSES**

Expenses incurred in the operation of the Committee shall be covered by the Board. The Board shall be provided with an accounting of all Committee expenses.

Approved:

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Hazel Reintjes, Board Chair

Date:

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