

Appendix A to SRPI.22.015
Terms of Reference for the
Affordable Housing Strategy Implementation Committee

City of Richmond Hill



Affordable Housing Strategy Implementation Committee Terms of Reference

Date: February 9, 2022 **(DRAFT)**

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Affordable Housing Strategy Implementation Committee
Terms of Reference**

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1. Name

This committee shall be known as the Richmond Hill Affordable Housing Strategy Implementation Committee (the "Implementation Committee"). The Implementation Committee shall be working as a volunteer committee.

2. Purpose

The purpose of the Implementation Committee shall be to provide oversight for the implementation of the Affordable Housing Strategy (herein referred to as the "Strategy") by prioritizing and monitoring implementing actions of the Strategy. The Committee is also an advocate for the provision of affordable housing in Richmond Hill, and plays an important role in facilitating partnerships that result in the provision of affordable housing.

The mandate of the Implementation Committee is to advise and/or make recommendations to Council with respect to:

- **Prioritizing Recommended Actions**

The Implementation Committee would facilitate the development of new affordable housing in Richmond Hill by providing guidance and/or recommendations on implementation of the actions within the Strategy by short term, medium term and long term planning.

- **Advocating**

The Implementation Committee would identify where and when advocacy should take place, and recommend advocacy efforts to be undertaken by Council where appropriate.

- **Facilitating Partnerships**

The Implementation Committee would identify opportunities and provide advice and/or recommendations to facilitate partnerships with different levels of government, stakeholders, and organizations who are involved in the housing sector, to meet the housing goals and implement the recommended actions of the Strategy.

- **Monitoring**

The Implementation Committee would be responsible for monitoring the implementation of the Strategy, and determining whether the desired outcomes are being achieved.

3. Tasks

In order to execute the Implementation Committee's mandate, committee members are responsible to the following tasks:

- a) Attend all committee meetings and review provided material in advance of the meeting.

- b) Review the progress of the Affordable Housing Strategy implementation and setting priorities for Council’s consideration, taking into account housing needs and resources, as well as efficiencies in undertaking actions.
- c) Identify emerging issues and opportunities in relation to the provision of affordable housing for staff and Council consideration.

4. Sponsorship

Any and all sponsorship arrangements shall be approved by the Implementation Committee, and shall align with the Implementation Committee’s mandate. Sponsorships must not, in any way, confer a personal benefit, directly or indirectly, to any citizen member, member of Council or City employee.

5. Delegated Authority

The Implementation Committee is an advisory committee to Council, and does not have any delegated authority. The Implementation Committee has no authority to direct staff, and any recommendations requiring implementation, reports or staff actions must be first considered by Council before any action by staff may be taken.

Notwithstanding the above, the Implementation Committee may request staff to undertake research and/or analysis for the purpose of providing clarification or supplementary information prior to the Implementation Committee advancing any recommendations to Council for its consideration and approval.

6. Committee Composition

The membership of the Implementation Committee will be comprised as follows:

- Two (2) members of Council, including at least one member of Regional Council
- One (1) representative from the Richmond Hill Board of Trade
- One (1) representative from the Building Industry and Land Development Association (BILD)
- One (1) representative from the Ontario Non-Profit Housing Association, a co-operative housing provider or a non-profit housing provider
- One (1) representative from a supportive housing provider
- One (1) representative from a housing advocacy group

With the exception of the members of Council, representatives of the above mentioned organizations may or may not reside in the City of Richmond Hill.

Only members of the Implementation Committee may vote on any issue.

7. Appointment

All members of the Implementation Committee, including the two members of Council, will be appointed by Council.

The advertising of vacancies for member positions and appointment of members to the Implementation Committee will be in accordance with the policies adopted by Council from time to time.

8. Subcommittees

The Implementation Committee may establish subcommittees as needed to consider specific issues. Subcommittees are not required to be approved through Council. Subcommittees are responsible for preparing their own agendas and minutes as required and making their own arrangements for meeting locations.

9. Terms of Office

All members of the Implementation Committee will hold office for a term coincident with the term of Council.

Notwithstanding the above, the appointment of any non-Councillor member of the Implementation Committee in 2022 will continue during the 2022-2026 Council term of office.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time and the applicable legislation.

10. Lead Division/Reporting Relationship

The Implementation Committee shall be supported by the Policy Planning Division.

The Implementation Committee shall report to Council on an annual basis with regard to the progress of the implementation of the actions proposed in the Affordable Housing Strategy.

Additional staff and/or representatives from special interest groups or government bodies may be asked to attend meetings at the discretion of the Implementation Committee.

For clarity, any staff attending meetings of the Implementation Committee are not members of the Implementation Committee.

11. Administration of the Committee

The Implementation Committee will elect a Chairperson and Vice-Chairperson at its first meeting. The Committee may appoint any other officers as it deems necessary.

Members of the Implementation Committee will serve without remuneration other than reimbursement of expenses, approved by the Commissioner of Planning and Infrastructure, that are incurred directly as a result of performance of the Implementation Committee's duties.

Save and except as set out in these Terms of Reference, the rules of procedure for Special Committees as set out in the Procedure By-law #74-12, as amended, shall apply to the Implementation Committee. In the case of conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

12. Quorum/Meeting Prerequisite

Quorum shall be a majority of the members of the Committee.

13. Meeting Schedule

The Implementation Committee will meet three times per year, with the specific dates and times for meetings to be determined. The Chairperson may call additional meetings and/or cancel any meetings.

The meetings of the Implementation Committee shall not conflict with the regular meetings of Council.

The Implementation Committee members are expected to attend all scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson and the Office of the Clerk in advance. If a member of the Implementation Committee has been absent for two consecutive scheduled meetings and has failed to advise the Chairperson and the Clerk in advance, the member shall be deemed to have abandoned his or her membership; and the member position shall be considered vacant.

All meetings are open to the public, who will be able to make deputations.

14. Staff Resources

Secretariat assistance to the Implementation Committee, including preparation of meeting agendas and minutes, will be provided by the Office of the Clerk.

The Commissioner of Planning and Infrastructure or his/her designate must be present at all meetings.

15. Miscellaneous

The minutes of all Implementation Committee meetings will be presented to Council for adoption and approval of any recommendations.

These Terms of Reference for the Implementation Committee are established by Council and can only be altered by Council.

Date of Adoption by Council: xxx