



Staff Report for Council Meeting

Date of Meeting: February 9, 2022

Report Number: SRPI.22.015

Department: Planning and Infrastructure

Division: Policy Planning

Subject: SRPI.22.015 - Request for Approval - Terms of Reference for the Affordable Housing Strategy Implementation Committee

Purpose:

The purpose of this report is to seek Council's approval of a Terms of Reference for a new Implementation Committee for the Affordable Housing Strategy.

Recommendation(s):

- a) That Council receive staff report SRPI.22.015;
- b) That Council approve the Terms of Reference provided in Attachment A of Staff Report SRPI.22.015 in relation to a new Implementation Committee;
- b) That the Clerk's Office be directed to advertise for the non-Council members of the Implementation Committee; and,
- c) That Council appoint members for this Implementation Committee at a future meeting of Council.

Contact Person:

Chun Chu, Senior Planner, Planning Policy, telephone number 905-771-5493

Report Approval:

Submitted by: Kelvin Kwan, Commissioner of Planning and Infrastructure

Approved by: Darlene Joslin, Interim City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

The Affordable Housing Strategy was endorsed by Council on November 24, 2021 (see Appendix B for the meeting extract). Additionally, Council passed a motion to require a “task force to report back to Council on a priority set of actionable items on housing affordability (Affordable Housing) by no later than March 31, 2022”. In order to execute this motion, staff is bringing forward a terms of reference for this task force, herein referred to as the Affordable Housing Strategy Implementation Committee, or the “Implementation Committee”.

The Implementation Committee stems from a recommended action in the Affordable Housing Strategy. The purpose of the Implementation Committee is to provide oversight for the implementation of the Strategy by prioritizing and monitoring the tools and measures that can help facilitate affordable housing in the City. In addition, the Implementation Committee can identify and recommend advocacy efforts to be undertaken by Council. Further, the Implementation Committee will encourage partnerships between different stakeholders to increase affordable housing. Lastly, the Implementation Committee will monitor the implementation of the Strategy to ensure the City is achieving its goals and outcomes.

The establishment of a committee is governed by the City’s Procedural By-law that requires the preparation of a terms of reference and the appointment of committee members by Council. As such, staff have drafted a terms of reference for Council’s consideration and approval (see Attachment A). The terms of reference outlines the mandate of the Committee and specific tasks expected of members of the Committee. It identifies the membership of the Committee, which includes two members of Council and five members representing various organizations that have a direct interest and/or expertise regarding the provision of affordable housing. While the term of office for the Committee is coincident with that of Council, given that this Committee will be formed in the spring of 2022, the non-Council members appointed in 2022 will remain in office during the 2022-2026 Council term of office in order to provide continuity after the 2022 municipal election. Lastly, the terms of reference clarifies that all Committee meetings are open to the public, who will be able to make delegations.

Financial/Staffing/Other Implications:

This staff report will not result in any immediate financial impacts.

Relationship to Council’s Strategic Priorities 2020-2022:

The terms of reference for the Implementation Committee for the Affordable Housing Strategy is the first step in the implementation of the Strategy. Approval of the terms of reference supports Council’s Strategic Priority for “A Strong Sense of Belonging” by providing more housing options and creating diverse and inclusive communities.

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Climate Change Considerations:

Climate change considerations are not applicable to this staff report. Nonetheless, it should be noted that the Implementation Committee supports the Affordable Housing Strategy, and the Strategy has tools and programs that may result in transit-oriented development which can support climate change mitigation.

Next Steps:

After Council approves of the terms of reference for the Implementation Committee, the City Clerk will advertise for the five non-Council members by directly contacting the organizations listed in the terms of reference. Following this, staff will report back to Council with a list of recommended members for appointment to the Implementation Committee. In addition, Council will be requested to appoint two members of Council to the Committee.

Once established, the Implementation Committee should hold its first meeting as soon as possible to review a draft prioritization of actions. Staff will help prepare this initial draft by relating the actions of the Affordable Housing Strategy to the timing of other City initiatives. Based on the results of the Implementation Committee meeting, staff will then report back to Council on the Committee's recommended prioritization of actions and any other related matters.

It is noted that the appointment of the Implementation Committee and the hosting of the Committee's first meeting will likely occur over a two- to three-month period, depending on Council's decision and the schedules of the future members of the Committee. Consequently, the deadline of March 31, 2022 for reporting back to Council on a priority set of actionable items on housing affordability may need to be postponed.

Conclusion:

Council's endorsement of the terms of reference for the Implementation Committee will enable City staff to begin soliciting qualified members to the Committee. Once established, the Implementation Committee will play an important role in determining timing of recommended actions, consultation process for each, and their readiness to be brought to Council for approval of specific tools for the Affordable Housing Strategy.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix A – Terms of Reference for the Affordable Housing Strategy Implementation Committee
- Appendix B – Extracts from the November 24, 2021 Council Meeting

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Report Approval Details

Document Title:	SRPI.22.015-Request for Approval–Terms of Reference for the Affordable Housing Strategy Implementation Committee.docx
Attachments:	- SRPI.22.015-Appendix A - Terms of Reference for the Implementation Committee.pdf - SRPI.22.015-Appendix B - Extracts from November 24, 2022 Council Meeting.pdf
Final Approval Date:	Feb 2, 2022

This report and all of its attachments were approved and signed as outlined below:

Patrick Lee - Jan 19, 2022 - 4:52 PM

Kelvin Kwan - Jan 20, 2022 - 9:00 AM

Darlene Joslin - Feb 2, 2022 - 9:26 AM