



The Municipal Corporation of the Town of Fort Erie By-law 106-2023

Being a By-law to Re-Establish the Affordable Housing Advisory Committee, Adopt Terms of Reference and Repeal By-law 82-2018

Whereas By-law No. 82-2018 was passed to establish the Affordable Housing Committee and adopt Terms of Reference; and

Whereas Report No. PDS-44-2023 was considered and approved at the Council-in-Committee Meeting held on June 12, 2023, to update Terms of Reference for the Affordable Housing Committee; and

Whereas it is deemed desirable to re-establish the Affordable Housing Committee as the Affordable Housing Advisory Committee, adopt Terms of Reference and repeal By-law No. 82-2018;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

- 1. That** the Affordable Housing Advisory Committee is re-established and its Terms of Reference attached to and forming part of this by-law as Schedule "A" are adopted and approved.
- 2. That** By-law No. 82-2018 is repealed.
- 3. That** the Clerk of the Town is delegated authority to affect administrative modifications to Schedule "A" that facilitate improvement of the Committee's effectiveness.
- 4. That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 26th day of June, 2023.

Mayor

Deputy Clerk

By-law 106-2023 Schedule "A"
Affordable Housing Advisory Committee
Terms of Reference

1. Mandate and Objectives

- 1.1. The Committee's mandate is to provide advice to Council regarding housing affordability and attainability in the Town of Fort Erie
- 1.2. The Committee's objectives shall be but are not limited to:
- a) Provide a forum for the exchange of information on affordable housing issues and initiatives and recommend potential responses, actions and directions
 - b) Monitor and obtain information on the local housing market and identify trends and emerging housing needs in the community
 - c) Provide advice and make recommendations concerning affordable housing opportunities and initiatives
 - d) Provide advice and make recommendations for a comprehensive plan to address affordable housing initiatives
 - e) Encourage a range of safe and affordable housing options which meet the needs of individuals and families of varying income levels, age groups and needs
 - f) Advocate for housing affordability, appropriate housing mix and affordability initiatives

2. Membership

2.1. Qualifications

- a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files

2.2. Composition

- a) The Committee shall be comprised of nine (9) members:
 - i. Mayor
 - ii. Regional Councillor
 - iii. Housing and Homelessness Action Planner, Niagara Region, and one (1) Alternate
 - iv. Representatives of Community Organizations, Agencies or Housing Providers (1 from each) that are actively involved in Affordable Housing advocacy and Homelessness Prevention (Total of 6) and one (1) Alternate for each

2.3. Term

- a) Committee members shall hold office concurrent with the term of Council, and shall continue until a new Council appoints new Committee members following an election

3. Roles and Responsibilities

- 3.1. At the first meeting of the term, Committee members shall appoint a Chair and Vice-Chair
- 3.2. Chair and Vice-Chair

By-law 106-2023 Schedule "A"

- a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required
- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under By-law No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

3.3. Committee Members

- a) Attend meetings of the Committee (if unable to attend, notification should be sent to the Staff Liaison as soon as possible before the meeting to advise and indicate if their Alternate will be attending)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate

3.4. Staff Liaison

- a) Provide guidance and advice to the Committee in fulfillment of its mandate
- b) Prepare and submit reports to Council as required
- c) Circulate agendas and record and prepare minutes of Committee meetings
- d) Minutes shall be forwarded to the Clerk's Office in a timely manner

3.5. Sub-Committees

- a) Sub-Committees will be formed as necessary and will report to the Committee
- b) Sub-Committee minutes will be provided to the Committee

3.6. Resignations and Vacancies

- a) Notices of resignation shall be submitted in writing to the Clerk's Office and the Staff Liaison
- b) If a vacancy occurs, Committee members shall canvass for applications from interested individuals/organizations meeting vacancy profile

4. Meetings

4.1. Meeting Schedule

- a) Generally, the Committee will meet quarterly or as required to conduct business to carry out its mandate
- b) At the first meeting of the term, the Committee shall establish the meeting schedule
- c) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee

4.2. Quorum shall be five (5) members

4.3. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

4.4. Agendas and Minutes

By-law 106-2023 Schedule "A"

- a) The format of agendas and minutes shall be in a form approved by the Clerk
- b) Minutes shall be forwarded to the Clerk's Office in a timely manner

4.5. Ad Hoc Guests

- a) The Committee may invite additional attendees, from time to time, to address specific issues or topics

5. Resources

5.1. The Committee will have access to Town Conference Rooms for meetings

- a) Reservations of Conference Rooms are facilitated through the Staff Liaison

6. Reporting

6.1. This Committee reports to Council through its minutes and through reports prepared by Town Staff

7. Remuneration

7.1. This Committee operates on a volunteer basis only

8. Amendments to the Terms of Reference

8.1. The Committee shall review the Terms of Reference before the end of each term and make recommendations to Council through their minutes, as needed