

# CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

## Schedule "B-10" to By-Law No. 23-23

### Housing Advisory Committee

#### **Purpose**

To identify and advise on housing related matters, including affordable and attainable housing, as well as conduct research and provide advice to Council regarding housing policies, proposals and housing matters that are from time to time referred to the Committee by Council.

The Committee shall:

- a) Work with the Municipality of North Grenville to continue to advocate to senior levels of government increasing funding under affordable housing and housing support programs.
- b) To assist in the review and development of housing policy annually and making recommendations to Council on proposed policy changes.
- c) Provide comment on housing components related to the update of the Municipality's Official Plan.
- d) Investigate the development of alternative forms of affordable and attainable housing ownership models and facilitating and promoting these housing projects.
- e) Aid in increasing the diversity and supply of housing stock within North Grenville.
- f) Act as a commenting body to review housing development projects, including providing comments to Council.
- g) Identify current and projected needs for housing, including affordable and attainable housing, within the Municipality.
- h) Determine strategies to improve Municipal access to programs and/or funding for the development of housing, including affordable and attainable housing, through the United Counties of Leeds and Grenville
- i) Research effective models of affordable housing and best practice strategies found in other municipalities, including additional residential units, redevelopment and mixed housing developments.
- j) Identify strategies to promote the conversion of non-residential and residential buildings to be used for affordable and attainable housing
- k) Identify potential partners and partnership strategies with the private, non-profit and government sectors to assist in the development of affordable and attainable housing.

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

#### **Membership**

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of

Council, all of whom have voting rights. A staff person(s) from Planning and Development may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Influential decision makers (current and retired) from various business/industry sectors,
- b) Individual members willing to take on specific responsibilities for specific areas of the program,
- c) The individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) Availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

### **Committee Chair**

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

### **Advisory Experts**

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

**Meetings**

The Committee shall meet at least six times a year – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Planning and Development department within one (1) week following the meeting.

**Quorum**

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

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

**Department Jurisdiction**

Planning and Development – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

**Staff Contact**

Director of Planning and Development

**Administrative Support**

The Clerk delegates authority to the Building Clerk to provide minute taking. Agenda preparation and distribution will be done by the Building Clerk in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

**Budget**

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Planning and Development shall bring forward budget requests of the Committee as part of the Municipal budget process.