



Affordable Housing Advisory Committee Terms of Reference

Purpose

The Affordable Housing Advisory Committee shall be to identify and advise on affordable housing matters including conducting research and providing advise to Council regarding affordable housing policies, proposals, and affordable housing matters that are from time to time referred to the committee by Council.

Mandate

- The committee shall be advisory in nature, shall not be legislative, and shall report to Council on all matters required by it to do so pursuant to the terms of reference contained herein.
- To work with the City of Welland to continue to advocate to senior levels of government increasing funding under affordable housing and homelessness support programs.
- To assist in developing an Affordable Housing Community Improvement Plan for the City, including participation in the Request for Proposal (RFP) Process and developing a suite of municipal financial and non-financial incentives, in consultation with City Staff, external government and non-goveagencies, the general public in order to support the creation of new affordable housing.
- To provide comment on the affordable housing components of the update to the City of Welland Official Plan.
- To work with the Niagara Region and senior levels of government to create an inventory of surplus vacant government lands, in particular city-owned lands, and where deemed appropriate, consider for the development of affordable housing.
- To investigate the development of alternate forms or affordable ownership models such as rent-to-own and home ownership co-operatives and supporting, facilitating and promoting affordable housing projects.

- To work with the Province, the Niagara Region and other funded community agencies to secure funding to address housing and support the needs of persons with mental health and addition challenges and vulnerable seniors needing care.
- To provide assistance in increasing the diversity and supply of affordable housing units in the City of Welland.

Term of the Committee

The members who are not members of Council, shall be appointed early in the term of each Council and remain members until new appointments are made by the following Council.

Administrative Support

City staff resources for the committee shall be coordinated from the Planning and Development Services division. The committee may, from time to time, invite other resource persons to attend a meeting. A committee secretary shall be provided by the Planning and Development Services division to coordinate the proceedings of the committee, including preparation of agendas and taking minutes.

Committee Composition

The membership of the committee will be comprised as follows:

- Two (2) councillor representatives.
- Five (5) residents with experience in affordable housing.
- Two (2) members of the Welland Affordable Housing Task Force.

Each member of the committee who is not a member of Council may be eligible electors in the City of Welland with the exception that a maximum of two of the seven non-Council members may be non-residents provided those non-residents bring particular skills, knowledge or expertise related to the mandate and terms of reference for the committee.

Committee members shall be appointed by Council.

Any resignation from the committee shall be tendered through the Chair who will advise Council through city staff. Council shall approve a replacement member.

Quorum

Quorum shall consist of a simple majority of the members holding office at the time of the meeting.

Meeting Schedule

The Chair along with staff from Planning and Development Services will establish a regular meeting schedule.

A meeting agenda will be prepared and distributed at least one week prior to the meeting.

Member Responsibilities

Committee members shall work together as a team for the purpose achieving positive outcomes that will benefit the entire community.

Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.

Committee members shall declare any situation that is or has the potential to be a conflict of interest.