



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 11-233

TO: Mayor and Members of Council
FROM: Lanie Hurdle, Commissioner, Community Services
RESOURCE STAFF: Same
DATE OF MEETING: September 6, 2011
SUBJECT: Revised Terms of Reference and Membership of Affordable Housing Committee

EXECUTIVE SUMMARY:

On July 19, 2011, Council endorsed, in principle, the Municipal Housing Strategy, except for recommendation #20. As per the implementation plan included in the Municipal Housing Strategy, staff have started to initiate some of the recommendations including, but not limited to, establishing a land bank and reorganizing the Community and Family Services Department to emphasize the housing portfolio.

Recommendation #4 of the Municipal Housing Strategy focuses on the review of both the terms of reference and the membership of the Affordable Housing Committee. The recommendation speaks to broadening the Committee's mandate and membership to include homelessness representation and private sector representation.

Staff have reviewed terms of reference and membership based on the recommendation approved in the Municipal Housing Strategy and has developed proposed terms of reference and membership as detailed in the Option section of this report.

RECOMMENDATION:

THAT Council endorse the revised terms of reference and membership for the Housing and Homelessness Advisory Committee; and

THAT a by-law be presented to Council to amend By-Law No. 2010-205, as amended, being "A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston" to include the revised terms of reference; and

THAT Council direct staff to recruit additional members in accordance with the membership prescribed in the terms of reference of the Housing and Homelessness Advisory Committee.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER <hr/> Lanie Hurdle, Commissioner, Community Services
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER <hr/> Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability and Growth</i>	√
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

The following are the existing terms of reference and membership for the Affordable Housing Committee:

Committee Name: Affordable Housing Advisory Committee

Reporting To: Arts, Recreation and Community Policies Committee

Composition (as appointed by council):

- Two members of Council
- 8 Members of the Public
- 1 representative from the County of Frontenac

Term of Appointment:

- Two Members of Council appointed annually
- Public representatives
- Representative of the County of Frontenac appointed annually

Mandate/Terms of Reference:

Members of the Committee will work to ensure that there is a comprehensive understanding of the affordable housing issues, initiatives and developments, with a mandate to:

- To provide advice to Council, through the Arts, Recreation and Community Policies Committee, on all publicly assisted affordable housing;
- To provide advice regarding the implementation of the Kingston Model for Affordable Housing Development (Kingston Model) and its replacements, the Municipal Housing Statement, and other municipal housing strategies, policies and directives;
- To maintain close linkages with other City Committees and working groups to ensure co-ordination of affordable housing initiatives.

Proposed Changes

1. Name and Membership Representation

The Municipal Housing Strategy recommends that the name of the Committee be changed to Housing and Homelessness Advisory Committee and that membership include a representative from the Kingston Home Builders Association, the Community Leadership Committee established by the United Way of Kingston, Frontenac, Lennox & Addington (KFLA), a homelessness service provider and a tenant of social/affordable housing service. It is important that the homelessness service provider also be involved with the Community Advisory Board on homelessness as this will ensure a better integration between homelessness and housing initiatives. Considering that both the private sector and homelessness housing providers will be formally represented on the Committee, staff are proposing that a representative from the

Kingston Not for Profit Housing Association assign one of their members to sit on the Committee. This will provide the Committee with representation from various housing areas.

Staff are also proposing to add a representative from Kingston Economic Development Corporation (KEDCO) as Council has identified residential growth within its economic development strategic priority.

2. Reporting Structure

Staff are also recommending a change in reporting structure from advising council through the Arts, Recreation and Community Policies Committee to an advisory committee directly reporting to Council. The rationale for this proposed change is for Council to have more direct feedback on this topic which has been identified as one of the strategic priorities during this Council's term. It will also ensure a quicker turn-around time in providing feedback on policy direction and programs. The current reporting structure has been challenging as it can delay Council's ability to deal with a specific matter for over one month. Housing Department and Planning Department staff will continue to attend meetings to provide appropriate Committee support.

3. Term of Membership

Staff's intent is to maintain an overall stable number in the Committee membership so that all members have a chance to take part in discussions during meetings. Members of the public at large currently have terms of one (1) and two (2) years and it is recommended that moving forward all members have two year terms with staggered appointments. This recommendation is based on the fact that it takes some time for members to become familiar with the content and complex issues and to be able to participate in policy direction in a meaningful way.

In the first year (2011), the City would recruit the representatives from the following organizations to sit on the Committee:

- Kingston Economic Development Corporation (KEDCO)
- Kingston Home Builders Association (KHBA)
- Kingston Not for Profit Housing Association (KNPHA)
- Homelessness service providers
- Community Leadership Committee (as established by United Way KFLA)

In November 2011, the one (1) term for four (4) of the current members at large will be expiring and staff are recommending that these members at large will not be replaced when their term expires. It is proposed that representatives of organizations be selected at that time for a two (2) year term.

In year two (2012), when the terms for the other four (4) current members at large expire, City will recruit the following membership:

- one (1) tenant of social/affordable housing services
- two (2) members of the public at large

These changes in Committee membership will also afford staggered term expirations which will ease the transition of new members.

4. Mandate

The proposed change is related to the Committee's input on financial tools and strategies but not on actual funding allocations. This is due to the fact that some organizations and/or companies could be in a conflict of interest as they may be funding recipients or work directly with an organization or a company which may be receiving funds.

Proposed Terms of Housing and Homelessness Committee

The following provides the proposed membership and terms of the Committee:

Committee Name: Housing and Homelessness Advisory Committee

Reporting To: Council

Composition (as appointed by council) December 1, 2011 – November 30th, 2012:

- 2 members of City of Kingston Council
- 1 representative from the County of Frontenac
- 1 representative from Kingston Economic Development Corporation (KEDCO)
- 1 representative from Kingston Home Builders Association (KHBA)
- 1 representative from the Kingston Not for Profit Housing Association (KNPHA)
- 1 representative from homelessness service providers (involved with Community Advisory Board on Homelessness)
- 1 representative from the Community Leadership Committee (as established by United Way KFLA)
- 4 members of the public at large

Composition (as appointed by council) December 1, 2012:

- 2 members of City of Kingston Council
- 1 representative from the County of Frontenac
- 1 representative from Kingston Economic Development Corporation (KEDCO)
- 1 representative from Kingston Home Builders Association (KHBA)
- 1 representative from the Kingston Not for Profit Housing Association (KNPHA)
- 1 representative from homelessness service providers (involved with Community Advisory Board on Homelessness)
- 1 representative from the Community Leadership Committee (as established by United Way KFLA)
- 1 tenant of social/affordable housing services
- 2 members of the public at large

Term of Appointment:

All representatives to be appointed for two year terms.

Mandate/Terms of Reference:

Members of the Committee will work to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to:

- Provide advice to Council on housing, publicly assisted affordable housing and homelessness policies;
- Provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives;
- Maintain close linkages with other City Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.
- Provide housing and homelessness advice.
- Provide advice on overall financial investment tools for housing and homelessness but not on individual funding allocation.

EXISTING POLICY/BY LAW:

City Of Kingston By-Law No. 2010-205 "Committee By-law"

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

N/A

FINANCIAL CONSIDERATIONS:

N/A

CONTACTS:

Lanie Hurdle, Commissioner, Community Services

613-546-4291 ext. 1231

OTHER CITY OF KINGSTON STAFF CONSULTED:

Lee Campbell, Acting Manager, Housing Programs

Mary McIntyre, Housing Programs Administrator

Rob Rowe, Housing Programs Administrator

Shirley Bailey, Senior Policy Planner

EXHIBITS ATTACHED:

Exhibit A - Draft Amending By-Law to By-Law No. 2010-205 "Committee By-law".

BY-LAW NO. 2011-XX

A BY-LAW TO AMEND BY-LAW NO. 2010-205, "A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEDURES FOR COMMITTEES ESTABLISHED BY THE CORPORATION OF THE CITY OF KINGSTON" (To Establish the Housing and Homelessness Advisory Committee)

PASSED: , 2011

The Council of The Corporation of the City of Kingston enacts as follows:

1. By-Law No. 2010-205 of the Corporation of the City of Kingston entitled, "A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston", as amended, is hereby further amended as follows:
 - 1.1 Schedule F-4 (Affordable Housing Advisory Committee Terms of Reference/Mandate) attached thereto is hereby deleted.
 - 1.2 Schedule "A" attached hereto is hereby inserted as Schedule 'B-15' – ADVISORY COMMITTEE REPORTING TO COUNCIL, to include the Housing and Homelessness Advisory Committee Terms of Reference/Mandate.
2. This by-law shall come into force December 1, 2011.

GIVEN FIRST AND SECOND READING

GIVEN THIRD READING AND FINALLY PASSED

CITY CLERK

MAYOR

SCHEDULE B15 – ADVISORY COMMITTEE REPORTING TO COUNCIL

Committee Name: Housing and Homelessness Advisory Committee

Reporting To: Council

Composition (as appointed by council) December 1, 2011 – November 30th, 2012:

- 2 members of City of Kingston Council
- 1 representative from the County of Frontenac
- 1 representative from Kingston Economic Development Corporation (KEDCO)
- 1 representative from Kingston Home Builders Association (KHBA)
- 1 representative from the Kingston Not for Profit Housing Association
- 1 representative from homelessness service providers (involved with Community Advisory Board on Homelessness)
- 1 representative from the Community Leadership Committee (as established by United Way KFLA)
- 4 members of the public at large

Composition (as appointed by council) December 1, 2012:

- 2 members of City of Kingston Council
- 1 representative from the County of Frontenac
- 1 representative from Kingston Economic Development Corporation (KEDCO)
- 1 representative from Kingston Home Builders Association (KHBA)
- 1 representative from the Kingston Not for Profit Housing Association
- 1 representative from homelessness service providers (involved with Community Advisory Board on Homelessness)
- 1 representative from the Community Leadership Committee (as established by United Way KFLA)
- 1 tenant of social/affordable housing services
- 2 members of the public at large

Term of Appointment:

All representatives to be appointed for two year terms.

Mandate/Terms of Reference:

Members of the Committee will work to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to:

- Provide advice to Council on housing, publicly assisted affordable housing and homelessness policies;
- Provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives;
- Maintain close linkages with other City Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

- Provide housing and homelessness advice.
- Provide advice on overall financial investment tools for housing and homelessness but not on individual funding allocation.