TO: Mayor and Members of Council

FROM: Carolyn Downs, City Clerk

RESOURCE STAFF: Carolyn Downs, City Clerk

DATE OF MEETING: November 2, 2010

SUBJECT: Affordable Housing Committee Mandate

EXECUTIVE SUMMARY:
The Kingston Affordable Housing Development Committee brought a report forward to the By-Law 98-1 Review Committee in September requesting that the committee be renamed, that the mandate be amended, and that the Committee be included in the committee by-law as a Committee of Council. The Nominations Committee deferred the matter and referred it to staff for their review and consideration.

RECOMMENDATION:
That a By-Law be presented to amend By-Law 2010-205 “A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston”, to include the Affordable Housing Advisory Committee as an Advisory Committee reporting to the Arts, Recreation and Community Policies Committee, and that the mandate as outlined in Appendix A be adopted and continue to function until such time as staff have completed an updated Municipal Housing Strategy for the City, which includes a component with regard to governance of the strategy and its implementation.

AUTHORIZING SIGNATURES:
_______________________________________
Carolyn Downs, City Clerk

_______________________________________
Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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<thead>
<tr>
<th>Commissioner</th>
<th>Position</th>
<th>Consultation</th>
</tr>
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<tbody>
<tr>
<td>Cynthia Beach</td>
<td>Sustainability &amp; Growth</td>
<td>N/R</td>
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<tr>
<td>Terry Willing</td>
<td>Community Services</td>
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<tr>
<td>Denis Leger</td>
<td>Transportation, Properties &amp; Emergency Services</td>
<td>N/R</td>
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<tr>
<td>Jim Keech</td>
<td>President and CEO, Utilities Kingston</td>
<td>N/R</td>
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(N/R indicates consultation not required)
OPTIONS/DISCUSSION:
In May of 2005 Council adopted the Kingston Model for Affordable Housing Development report. One of the recommendations in the report was that An Affordable Housing Development Committee be established that would provide advice to the Community Services Committee and Council on affordable Housing matters. The composition of that committee included one member of council, the housing manager, two community champions, a private developer, a non-profit housing provider, a tenant, a landlord, a representative of a community based service agency and a financial expert. The committee reported to Council through the Community Services Committee. The Committee was established and in 2008 the terms of reference were adjusted and the composition was amended to include a representative from the County of Frontenac.

In September of 2010, the Committee sent a report to the By-Law 98-1 Review Committee requesting that the Committee be included in the list of City Committees in the Committee By-Law. It was also requested by the Committee that the Terms of reference be amended and approved, and that the name be changed from the Affordable Housing Development Committee to the Affordable Housing Committee.

The By-Law 98-1 Review Committee deferred the request and referred it to staff for consideration and input, with a report to be sent directly to City Council by the end of November 2010.

The name of the Committee has been changed from the Affordable Housing Development Committee to the Affordable Housing Advisory Committee. This change was requested by the Committee in order to clarify that the Committee considers a broad range of affordable housing issues, including matters related to rent supplements, existing subsidized housing stock, and the centralized waitlist.

As explained in the memo attached to the report presented to the By-Law 98-1 Review Committee, the mandate has been changed to reflect that the committee deals with all publicly assisted affordable housing matters including planning, development, redevelopment and provision of affordable housing to all segments of the Kingston Community.

The Committee further requested that the membership on the committee be increased to include one additional member of Council, resulting in a composition of 12, including the Director of Community and Family Services. Staff is recommending that two members of Council, one member from the County of Frontenac, and six members of the public sit on this committee, resulting in a committee composition of 9. The Director of Community and Family Services would not serve as a member of the committee, and would only attend the meetings in a support role. The director would have no vote. Appointments would be staggered one and two year terms, with members of Council being appointed annually.

With regard to the reporting structure, the Committee and staff recommendations differ. The Committee suggests that they will rely on staff to include the Committee’s concerns and recommendations within staff reports. This could place the Committee and staff in a difficult position if there are differing views. It is a clearer and more definitive process for a committee to report through the standing committee. The Committee presents a motion, it is voted on and if it is carried, it is very clear what the intent of the committee as a whole is. There is no reliance on staff to bring it forward. However it is accepted practice for policy to be established in the context of staff providing needed information and research.
The balance of the items referred to in the document presented by the Affordable Housing Development Committee is covered in the City’s procedural by-law and the Committee by-law. Items such as Committee members, chairperson, vice-chairperson, conflict of interest, sub-committees, administration, reporting, staff report and community consultation are all clarified by legislation and therefore there is no need to include it in the documents creating the Committee.

It is to be noted that at the meeting the question was raised as to whether this committee was still required, or whether the role it has now adopted was actually dealt with by an existing Committee. Further, there is also a Low Income Rental Housing Working Group that was created in 2008 with some overlapping duties.

Reporting semi-annually to the Arts, Recreation and Community Policies Committee, the Low Income Rental Housing Working Group examines and researches the quality of low income rental housing issues and proposes policy and other solutions to this problem which the City, or other bodies, may act upon. As a working group, this body is not a committee of Council. It is composed of the Director of Community and Family Services, the Commissioner of Community Services and City staff representatives from Property Standards and the Legal Department, two members of Council and community representatives from Hotel Dieu Hospital, Providence Care Mental Health Division, the Housing Help Centre, Street Health Outreach, the Kingston Community Legal Clinic, Affordable Housing Development Committee, the Kingston Community Round Table on Poverty Reduction and a Landlord/Property Manager.

The By-Law 98-1 Committee felt strongly that there was a role for the newly defined Affordable Housing Committee and that it should continue. It is noted, however, that the Community and Family Services Department is updating the Municipal Housing Strategy. One of the components in that strategy is with regard to governance of the strategy and its implementation. Therefore, although there may be a need for this and other Committees at the current time, the structure or mandates may need to be changed as a result of this updated strategy. For this reason, it is being recommended that the committee be reconfigured at this time, on the understanding that more change may be necessary in 2011.

EXISTING POLICY/BY LAW:
The Affordable Housing Development Committee was established based on a recommendation in the Kingston Model for Affordable Housing that was approved by Council in May of 2005.

NOTICE PROVISIONS:
None required.

ACCESSIBILITY CONSIDERATIONS:
This report can be provided in alternate formats, if requested.

FINANCIAL CONSIDERATIONS:
There are no financial impacts.

CONTACTS:
Jim de Hoop, Director, Community and Family Services
OTHER CITY OF KINGSTON STAFF CONSULTED:

Terry Willing, Acting Commissioner, Community Services

EXHIBITS ATTACHED:
Exhibit “A” – Mandate of Committee
Exhibit “B” – Draft By-Law
COMMITTEE NAME: Affordable Housing Advisory Committee

REPORTING TO: Arts, Recreation and Community Policies Committee

COMPOSITION (AS APPOINTED BY COUNCIL):
Two members of Council
6 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.
A BY-LAW TO AMEND BY-LAW 2010-205, “A BY-LAW TO DEFINE THE MANDATE AND MEETING PROCEEDURES FOR COMMITTEES ESTABLISHED BY THE CORPORATION OF THE CITY OF KINGSTON” (AFFORDABLE HOUSING ADVISORY COMMITTEE)

PASSED:

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

1. That By-Law 2010-205 be amended to add the Schedule ‘A’ attached hereto as Schedule ‘F-4’ – ADVISORY COMMITTEE REPORTING TO A COMMITTEE”, to add the Affordable Housing Advisory Committee.

2. This by-law shall come into force on the date of its passing.

GIVEN FIRST AND SECOND READINGS November 2, 2010

GIVEN THIRD READING AND PASSED

CITY CLERK

MAYOR
COMMITTEE NAME: Affordable Housing Advisory Committee

REPORTING TO: Arts, Recreation and Community Policies Committee

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