

REVISED
Housing Advisory Committee
Terms of Reference and Mandate – May 2019

Mandate

To serve as an *advisory body* to City Council on issues relating to the supply, demand, and need for affordable housing ***and homelessness supports in Windsor and Essex County***. Act as a medium for informational exchange with sector representatives on housing ***and homelessness*** program initiatives and community issues. Act as a resource and advocate on behalf of all stakeholders to educate and advance the awareness of Council representatives on matters pertaining to housing ***and homelessness***. ***Responsible for championing the implementation of the 10 Year Housing and Homelessness Master Plan and for evaluating and monitoring progress towards meeting the goals and strategies of the Plan.***

Composition/Membership

The Housing ***and Homelessness*** Advisory Committee shall consist of **17** voting members and 8 non-voting resource members.

The Housing ***and Homelessness*** Advisory Committee of the City of Windsor consists of the following sectors for the **2019-2022** term:

- 1 City Councillor Windsor City Council
- 1 Member County Council
- 1 representative (Labour Council)
- 4 representatives (Community Groups)
- 1 representative (Central Housing Registry)
- 2 (Tenant Representatives)
- **1 (Mental Health & Addictions sector)**
- **1 representative (Homeless Coalition sector - Community Developer)**
- 2 representatives (Housing Providers)
- 1 representative (Real Estate Board)
- 1 representative (Housing with Supports)
- 1 representative (Emergency Housing)

Duties and Responsibilities

The Duties and Responsibilities of the Housing ***and Homelessness*** Advisory Committee are outlined in the Committee's Mandate.

Appointment and Term

Windsor City Council shall appoint the members of the Housing ***and Homelessness*** Advisory Committee.

The term of Committee membership shall be established by Windsor City Council and is currently approved to be for four years. A Committee member may be offered and may accept consecutive terms subject to the approval of Windsor City Council.

A Chairperson shall be chosen by a majority vote of the Committee members. The position of Chairperson shall be held for the same term as the Committee member term, currently four years. At the expiration of the term, the outgoing Chairperson may, subject to the approval of Windsor City Council, remain as Committee members and may be nominated for the position of Chairperson for consecutive terms.

Vacancy:

The Committee may, but is not required to, recommend persons to fill a vacancy if such recommendation is approved by a majority vote of the members present. A vacancy, and any recommended replacements shall be reported by the Chair of the Housing **and Homelessness** Advisory Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

Absenteeism:

Any member who is absent from three consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting.

Any member who is absent from 30 percent of the meetings during any one calendar year without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee.

Agenda and Minutes

An Agenda will be provided prior to each meeting. Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Minutes shall be taken of all meetings of the Committee and shall be distributed as soon as possible to all Committee members.

All matters related to recording and distributing the Minutes shall comply with the City of Windsor policies governing the recording and distribution of the Minutes of a Committee of City Council.

Rules of Order

Elections and meetings will be conducted in accordance with Bourinot's Rules of Order and the City of Windsor's Procedural By-Law 98-2011.

Meetings shall generally be guided by the following:

1. The order of business shall ordinarily be as set out in the Agenda, except that the items may be taken up out of order or added to the agenda at the discretion of the Chair by a majority vote of the members present.

2. All decisions of the Committee shall be made by resolution approved by a majority vote of all members present.
3. The Chair shall generally conduct the meeting in accordance with standard Rules of Procedure.
4. In the event of absence of the Chair, a person chosen by a majority vote of the members present shall chair the meeting, provided a quorum is present.
5. A person or persons may be invited to one or more Committee meetings as additional resource to discuss and provide guidance, input or information relevant to a specific subject matter under discussion by the Housing **and Homelessness** Advisory Committee, provided the invitation is approved by a majority vote of the members present.

Reporting Structure/Frequency of Meetings

The Housing **and Homelessness** Advisory Committee reports to the **Community Services and Parks Standing Committee**.

The Committee shall meet on a quarterly basis.

Remuneration

Advisory Committee members receive no compensation for their service on the City's Advisory Committees.

Quorum

The quorum of the Housing **and Homelessness** Advisory Committee is **9** voting members.