



## The Corporation of the Town of Fort Erie By-law 45-2024

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### Being a By-law to Amend By-law 106-2023 to Revise the Affordable Housing Advisory Committee Terms of Reference

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**Whereas** By-law 106-2023 was passed to re-establish the Affordable Housing Advisory Committee and update Terms of Reference; and

**Whereas** Council received and approved the recommendations contained in the March 6, 2024 Affordable Housing Advisory Committee meeting minutes at the Regular Council Meeting held on March 18, 2024, to amend the composition of the Affordable Housing Advisory Committee; and

**Whereas** it is deemed desirable to amend the Terms of Reference for the Affordable Housing Advisory Committee;

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

- 1. That** Schedule A to By-law 106-2023 is repealed in its entirety and replaced with Schedule A attached to and forming part of this by-law.
- 2. That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 22<sup>nd</sup> day of April 2024.**

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Mayor

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Clerk

# **Affordable Housing Advisory Committee**

## **Terms of Reference**

### **1. Mandate and Objectives**

- 1.1. The Committee's mandate is to provide advice to Council regarding housing affordability and attainability in the Town of Fort Erie
- 1.2. The Committee's objectives shall be but are not limited to:
  - a) Provide a forum for the exchange of information on affordable housing issues and initiatives and recommend potential responses, actions and directions
  - b) Monitor and obtain information on the local housing market and identify trends and emerging housing needs in the community
  - c) Provide advice and make recommendations concerning affordable housing opportunities and initiatives
  - d) Provide advice and make recommendations for a comprehensive plan to address affordable housing initiatives
  - e) Encourage a range of safe and affordable housing options which meet the needs of individuals and families of varying income levels, age groups and needs
  - f) Advocate for housing affordability, appropriate housing mix and affordability initiatives

### **2. Membership**

#### 2.1. Qualifications

- a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files

#### 2.2. Composition

- a) The Committee shall be comprised of 10 (10) members:
  - i. Mayor
  - ii. Regional Councillor
  - iii. Housing and Homelessness Action Planner, Niagara Region, and one (1) Alternate
  - iv. Representatives of Community Organizations, Agencies or Housing Providers (1 from each) that are actively involved in Affordable Housing advocacy and Homelessness Prevention (Total of 7) and one (1) Alternate for each

#### 2.3. Term

- a) Committee members shall hold office concurrent with the term of Council, and shall continue until a new Council appoints new Committee members following an election

### **3. Roles and Responsibilities**

- 3.1. At the first meeting of the term, Committee members shall appoint a Chair and Vice-Chair

### 3.2. Chair and Vice-Chair

- a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required
- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under By-law No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

### 3.3. Committee Members

- a) Attend meetings of the Committee (if unable to attend, notification should be sent to the Staff Liaison as soon as possible before the meeting to advise and indicate if their Alternate will be attending)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate

### 3.4. Staff Liaison

- a) Provide guidance and advice to the Committee in fulfillment of its mandate
- b) Prepare and submit reports to Council as required
- c) Circulate agendas and record and prepare minutes of Committee meetings
- d) Minutes shall be forwarded to the Clerk's Office in a timely manner

### 3.5. Sub-Committees

- a) Sub-Committees will be formed as necessary and will report to the Committee
- b) Sub-Committee minutes will be provided to the Committee

### 3.6. Resignations and Vacancies

- a) Notices of resignation shall be submitted in writing to the Clerk's Office and the Staff Liaison
- b) If a vacancy occurs, Committee members shall canvass for applications from interested individuals/organizations meeting vacancy profile

## 4. Meetings

### 4.1. Meeting Schedule

- a) Generally, the Committee will meet quarterly or as required to conduct business to carry out its mandate
- b) At the first meeting of the term, the Committee shall establish the meeting schedule
- c) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee

### 4.2. Quorum shall be six (6) members

### 4.3. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

#### 4.4. Agendas and Minutes

- a) The format of agendas and minutes shall be in a form approved by the Clerk
- b) Minutes shall be forwarded to the Clerk's Office in a timely manner

#### 4.5. Ad Hoc Guests

- a) The Committee may invite additional attendees, from time to time, to address specific issues or topics

### **5. Resources**

#### 5.1. The Committee will have access to Town Conference Rooms for meetings

- a) Reservations of Conference Rooms are facilitated through the Staff Liaison

### **6. Reporting**

#### 6.1. This Committee reports to Council through its minutes and through reports prepared by Town Staff

### **7. Remuneration**

#### 7.1. This Committee operates on a volunteer basis only

### **8. Amendments to the Terms of Reference**

#### 8.1. The Committee shall review the Terms of Reference before the end of each term and make recommendations to Council through their minutes, as needed