



SUBJECT: Update Terms of Reference for Housing and Development Liaison Committee

TO: Community Planning, Regulation & Mobility Cttee.

FROM: Office of the Mayor

Report Number: MO-03-20

Wards Affected: All

File Numbers: 500-01

Date to Committee: March 10, 2020

Date to Council: March 30, 2020

Recommendation:

Direct the Interim Director of Community Planning to review and report back on revised terms of reference for the City's Housing and Development Liaison Committee.

PURPOSE:

Vision to Focus Alignment:

- Building more citizen engagement, community health and culture

Background and Discussion:

The City currently has a Housing and Development Liaison Committee that provides a conduit between the City's planning department and the development industry. The terms of reference for this committee have not been updated since 2004. The committee is not well-known among council nor members of the public and there is a need to increase awareness of its existence along with its role, function, and membership. In order to also increase the transparency and accountability of the committee it is important to update the terms of reference to clarify how membership is determined, improve recruitment, share meeting minutes with council and the public.

Halton Region went through a similar exercise for their own Housing & Development Liaison Committee for the same reason and recently updated their terms of reference

this month through a report that was approved by regional council. Their work can be used as a starting point and is attached to this report as appendix A.

Strategy/process

N/A

Options Considered

N/A

Financial Matters:

Not Applicable

Total Financial Impact

Not Applicable

Source of Funding

Not Applicable

Other Resource Impacts

Not Applicable

Climate Implications

Not Applicable

Engagement Matters:

We will include the Housing Development Liaison Committee in the consultation process to develop the new terms of reference.

Conclusion:

It is necessary to update the terms of reference of the City's Housing and Development Liaison Committee to improve awareness, recruitment, accountability and transparency.

Respectfully submitted,

Mayor Marianne Meed Ward

Appendices:

- A. Halton Region Resolution

Report Approval:

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council. Final approval is by the City Manager.