

# DRAFT Working Group Guidelines

## City of Burlington Housing Strategy

**Name:** Burlington Housing Strategy Working Group

**Reports To:** Community Planning Department through the Community Planning, Regulation and Mobility Committee

**Other Items of Reference:** Report PL-02-21, City of Burlington Housing Strategy Proposed Terms of Reference and Report PL-16-21, City of Burlington Housing Strategy Draft Engagement Plan.

### 1. BACKGROUND

The City of Burlington's Plan "From Vision to Focus" highlights Housing as a top priority. It identifies the need for a Burlington Housing Strategy to increase options for housing across the city. In January 2021, City council endorsed the Burlington Housing Strategy [Terms of Reference](#), directing staff to commence work on the Burlington Housing Strategy. In support of these terms of reference and the overall Burlington Housing Strategy, a Housing Strategy Working Group (Working Group) will be established.

The Working Group will be established with a maximum membership of 20 people comprised of volunteers from a variety of sectors including government, not for profit, co-op, the business community as well as residents working together to support the development of the Housing Strategy. Additionally, the working group will include the Mayor and two members of Council.

### 2. MANDATE

The Working Group will provide direction and advice on matters related to the Burlington Housing Strategy. The working group will advise on local issues, be champions for the project, provide key insights given their diverse backgrounds, and will contribute to the refinement and implementation of the engagement plan. Additionally, the working group will report back to Community Planning, Regulation and Mobility Committee, as needed, to provide independent comments and insight into the Housing Strategy project and process.

**The Working Group will:**

- Provide advice, insights and feedback to project staff and the consultant on:
  - Project milestones including engagement opportunities;
  - The draft Engagement Plan;
  - The draft Working Group Guidelines;
  - The Housing Background Memo, Housing Trends Memo, Best Practices Scan/ Innovative Practices Memo, The State of Housing in Burlington and the Housing Needs Assessment Memo;
  - The Housing Strategy Update Report;
  - The Housing Strategy Interim Report including initial housing objectives, recommended actions and implementation measures; and
  - The Housing Strategy Final Report

- Draft memos to Community Planning, Regulation and Mobility Committee on an as needed basis to provide feedback and insights into the above Housing Strategy memos and reports.
- Ensure there is ongoing and strong liaison among the various stakeholder groups, Council, Consultants and City Staff.
- Share a summary and minutes of all Working Group meetings on the Housing Strategy project webpage
- Work with Staff to investigate opportunities to improve transparency and encourage engagement throughout the Housing Strategy project.

SUNSET DATE: Q2 2022

### **3. COMMUNICATION**

The Working Group will meet regularly over the course of the Housing Strategy project at project milestones. In addition to the below meetings, routine emails with updates and requests for comments will be sent to the working group.

- At project initiation to review the detailed workplan, the draft Working Group Guidelines and the draft engagement plan;
- To finalize draft Guidelines and the draft Engagement Plan;
- To review and comment on the Housing Background Memo, the Housing Trends Memo, the Best Practices Scan/ Innovative Practices Memo, the State of Housing in Burlington and the Housing Needs Assessment Memo;
- To review and comment on the Housing Strategy Update Report;
- To review and comment on the Housing Strategy Interim Report;
- To review and comment on the Final Report; and
- To review key deliverables, as required.

#### **Meeting Dates and Times**

- TBD

#### **Attendance**

Attendance policies will be formalized at the initial Working Group meeting.

**Point of Contact:** Alison Enns, Manager of Policy and Community

#### **Meeting Format**

Working Group meetings will be announced by email to members at least one week in advance by the point of contact. The Chair for any in-person meetings will be identified in advance.

### **4. WORKING GROUP MEMBERS**

Largely TBD

- Mayor Meed Ward
- Councillor Stolte
- Councillor Sharman

**5. DECISION MAKING and CONSENSUS BUILDING**

In finalizing the Working Group Guidelines, the working group will discuss decision making, consensus building, the unique independent role of project consultant and their relationship with the community and stakeholders.

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