

# DRAFT Steering Committee Guidelines

## City of Burlington Housing Strategy

**Name:** Burlington Housing Strategy Steering Committee

**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 Steering Committee (Steering Committee) will be established.

The Steering Committee will be an internal committee comprised of City staff, identified below.

### 2. MANDATE

The Steering Committee will provide strategic direction and advice on matters related to the Burlington Housing Strategy.

**The Committee will:**

- Provide advice, insights and feedback to project staff and the consultant on:
  - The project workplan;
  - Project milestones including the engagement plan;
  - The draft Engagement Plan;
  - The draft Steering Committee 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
- Assist with key decisions and provide strategic advice on issues not anticipated by the project Terms of Reference; and
- Ensure there is ongoing and strong connection among the various City departments and corporate projects throughout the organization.

SUNSET DATE: Q2 2022

### 3. COMMUNICATION

The Steering Committee will meet regularly over the course of the Housing Strategy project at important project milestones. In addition to the below meetings, routine emails with updates and request for comments will be sent to the committee.

- At project initiation to review the detailed workplan, the draft Steering Committee Guidelines and the draft Engagement Plan;
- To finalize the draft Guidelines and approve the final Engagement Plan for public release;
- 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

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

### 4. COMMITTEE MEMBERS

The following members of staff (or their designate) will form part of the Committee:

- City Manager
- Director, Corporate Communications and Engagement
- Executive Director of Community Planning, Regulation and Mobility
- Director of Community Planning
- Manager of Policy and Community
- Coordinator of Policy
- CBO/Director of Building & Bylaw
- City Solicitor/Assistant City Solicitor
- Director of Finance (CFO)
- Director of Engineering Services
- Executive Director, Burlington Economic Development