



**SUBJECT:** Updated Housing and Development Liaison Committee Terms of Reference

**TO:** Community Planning, Regulation & Mobility Cttee.

**FROM:** Community Planning Department

Report Number: PL-54-21

Wards Affected: All

File Numbers: 135-01

Date to Committee: November 9, 2021

Date to Council: November 23, 2021

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## **Recommendation:**

Approve the updated Terms of Reference for the Housing and Development Liaison Committee contained in Appendix A to community planning department report PL-54-21.

## **PURPOSE:**

### **Vision to Focus Alignment:**

- Increase economic prosperity and community responsive city growth
- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

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## **Background and Discussion:**

### **Current Terms of Reference**

The Burlington Housing and Development Liaison Committee (HDLC) was originally established through a staff direction from Council in 1990. The HDLC Terms of Reference were last updated in 2007 by Report CL-3/07.

The mandate of HDLC is to provide a forum for dialogue between City of Burlington staff and representatives of the local housing and development industry. The intent is to foster

open and informal discussions to ensure effective working relationships and to share information on matters such as: evolving industry standards and legislation; development review processes; and municipal policy planning initiatives.

HDLC is not a decision-making committee nor a forum for any formal position on an item proceeding to Committee and Council. Issues affecting specific developers or specific parcels of land are not discussed by HDLC; these matters are referred to separate meetings with staff or to the delegation process for Committee and Council as appropriate.

The current composition of HDLC includes representatives from the housing and development industry along with staff representation from various departments such as: Community Planning, Building & By-law, and Engineering Services. HDLC meetings are currently chaired alternately between the Director of Community Planning, the Director of Engineering Services, and a representative from HDLC (alternating between a member of the West End Homebuilders Association (WEHBA) and the Halton Chapter of the Building Industry and Land Development Association (BILD)).

### **Staff Direction**

In March 2020, staff received the following staff direction:

“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. (SD-06-20)”

The purpose of the above staff direction is to review the current HDLC Terms of Reference and update as appropriate to ensure that HDLC functions transparently and in a manner that serves the public interest.

### **Discussion**

To update the Terms or Reference document, staff held meetings with HDLC, including two facilitated workshops, to discuss expectations and opportunities for improvement going forward. Staff also met with a smaller subset of representatives from HDLC to explore best practices from other municipalities such as: Hamilton, Clarington, Vaughan, Region of Halton, and Region of Peel. We collaboratively drafted the proposed update to the Terms of Reference document (see Appendix A).

Staff and members of HDLC agreed that HDLC is a “liaison committee” and not an “advisory committee”. For clarity, a liaison committee exists to provide an open opportunity for direct engagement with a broad stakeholder group to share information whereas an advisory committee is a select group tasked with providing independent, objective, and technical advice to assist Council and staff in a formal decision-making

process. This distinction was reflected in the original Terms of Reference and is carried forward into this update.

The proposed update to the HDLC Terms of Reference maintains a similar mandate and intent to the current HDLC Terms of Reference but with improvements and clarifications on how the group functions. The updates are summarized as follows:

- Reinforced a collaborative approach to meetings;
- Clarified the role of the chair and members;
- Standardized agenda and minutes preparation;
- Modernized the Committee composition;
- Allows for the creation of subcommittees (as needed); and
- Creation of an annual report to Council.

A schedule of HDLC meetings will be confirmed each year. It is anticipated that HDLC will meet every two months with special meetings scheduled when necessary. Flexibility in frequency of meetings will ensure the best use of everyone's time while enabling open communication on critical items.

Recognizing that HDLC does not function like a committee of council, staff and the development community welcome the proposed updates to the HDLC Terms of Reference to ensure transparency, consistency and accountability. Staff appreciate the important role that the development community plays in building the city. HDLC needs to remain collaborative, open and inclusive to ensure effective working relationships with Burlington's development community.

The updated Terms of Reference will guide staff's administration of this important stakeholder group and provide an open forum for sharing information on key initiatives. To ensure transparency, HDLC meetings will remain open to the public and other development industry stakeholders to attend and observe. Further to this, staff will work with Corporate Communications to develop a website that will enable the posting of agendas and minutes.

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## **Financial Matters:**

Not Applicable

## **Total Financial Impact**

Not Applicable

## **Source of Funding**

Not Applicable

### **Other Resource Impacts**

Not Applicable

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### **Climate Implications**

Not Applicable

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### **Engagement Matters:**

Members of HDLC were consulted and collaborated with to develop the proposed updates to the Terms of Reference.

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### **Conclusion:**

The proposed updates to the HDLC Terms of Reference modernizes this important document while staying consistent with its original mandate and intent. Approval and implementation of the proposed updates to the HDLC Terms of Reference will improve transparency, consistency, and accountability regarding how staff engages with this Committee.

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Respectfully submitted,

Mark H. Simeoni, MCIP,RPP  
Director of Community Planning

### **Appendices:**

A. Updated Housing and Development Liaison Committee Terms of Reference

### **Notifications:**

WEHBA	-	Mike Collins-Williams
BILD	-	Victoria Mortelliti

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.

## Appendix A

### Updated Housing and Development Liaison Committee Terms of Reference

#### REPORTS TO:

This committee is a liaison committee only, with no reporting relationship to a Standing Committee or Council. Generally, matters discussed by HDLC would be considered at, or impact items considered by, the Community Planning, Regulation and Mobility Committee.

CLERK: n/a

ESTABLISHED:	By-law	Report	Item
	July 23, 1990	PD-268-90	

#### OTHER ITEMS OF REFERENCE:

**BACKGROUND:** This Terms of Reference updates the previous Terms of Reference approved in July 2007.

#### PURPOSE:

To establish a collaborative solution-based approach with development industry stakeholders in order to provide clarity on how to continuously support City building (approvals, processes, and policy initiatives) in a timely manner to enhance customer service delivery.

#### MANDATE:

- To provide a roundtable for communication and feedback between the City of Burlington and active development industry stakeholders. It is not intended that issues affecting specific developers and builders, specific planning applications or specific parcels of land will be the subject of these meetings, although these may be raised as examples of concerns or issues being discussed.
- HDLC meetings will foster open and informal discussion of:
  - Roles, responsibilities and membership of development industry stakeholders, and City departments and staff,

- Professional and industry standards,
- Proactive information sharing and feedback on both City and Development Industry public policy priorities and processes,
- Advance information about upcoming City consultations or City policies impacting planning, housing or development in the very early stages of policy development to solicit initial feedback and ideas,
- Proposed timelines associated with preparation of staff reports that will be presented to Committee and Council for consideration with respect to matters that may impact development industry stakeholders including but not limited to the processing of development applications, and upcoming planning initiatives,
- An open forum for discussion to identify potential issues (short or long term) and approaches for addressing or mitigating potential impacts,
- Building strong and effective working relationships between City of Burlington staff and development industry stakeholders,
- Identification of common or recurring issues that do not require council consideration and can be resolved cooperatively,
- Principles, processes and strategy, including service delivery and customer experience,
- Cooperative city building that will contribute to the achievement of the City's Strategic Objectives and result in improvements within Burlington for the broader community.

## **HDLC CHAIR**

The meeting shall be chaired by the Director of Community Planning or the Director of Engineering Services. The Chair position will rotate between meetings between the City of Burlington and a development industry stakeholder representative (alternating between BILD and WE HBA).

## **ROLE OF CO-CHAIRS:**

- Conduct an effective meeting.
- Ensure that items on the Committee's agenda are considered and that the mandate of the Committee is upheld throughout the meeting.
- Assist City staff as required in preparing the meeting agenda and reviewing the resulting action items of the meeting.

## **DECISION MAKING**

HDLC is not a decision-making committee nor is it an advisory committee of Council and is not intended as anyone's formal position on an item proceeding to Committee and

Council. A report and delegation process is outlined in the City of Burlington Procedural By-law to meet this interest in the decision-making process.

## **MEETINGS**

An annual schedule of meetings will be confirmed for each calendar year. Unless notified otherwise, all meetings are intended to be hosted by City of Burlington at City Hall when possible, or alternatively held virtually. These meetings are generally intended not to exceed two hours.

## **QUORUM**

A quorum is not required for HDLC meetings.

## **AGENDA**

Agendas for each meeting shall be the responsibility of the City of Burlington and reasonable efforts will be made to ensure that the agendas capture existing and anticipated future Community Planning initiatives (City of Burlington projects) that may impact the development industry stakeholders. In preparing the Agenda, input from the Co-Chairs identified from WE HBA and BILD will be obtained.

Agendas include matters of interest to all stakeholders, as well as to any individual that requests them from the Community Planning Department and shall be made available on the City of Burlington's Website at least five (5) working days prior to the meeting.

The City may provide follow up related to any agenda item with the purpose of providing additional information on a topic.

## **MINUTES**

Meeting minutes including a list of action items will be prepared by the City of Burlington, for each meeting to accurately reflect the discussions and actions. In finalizing the minutes and action items, input from the Co-Chairs identified from WE HBA and BILD will be obtained and reflected.

## **COMMITTEE COMPOSITION**

The Housing and Development Liaison Committee will include:

Development Industry Stakeholders:

- West End Home Builders' Association (WE HBA);
- Building Industry Land and Development (BILD);
- Hamilton-Halton Construction Association (HHCA); and,
- A broad range of active development industry stakeholders.



City of Burlington representatives from various disciplines (Legal, Building, Community Planning, Engineering Services, Parks and Recreation, etc.)

Due to the large group size, non-members are asked to respect the intention that the primary participants in the meeting discussions are the members noted in the committee composition listed above. Members of the public, other development industry stakeholders, members of City Council and City of Burlington staff are welcome to attend to observe HDLC meetings.

## **COMMUNICATION**

Meeting dates, agendas and the minutes will be provided to the specific representatives listed above, those who have requested meeting notices, and will also be made available on the City's website.

## **SUB-COMMITTEES**

On matters where it is agreed that it would be beneficial to facilitate more in-depth discussions to involve a broader representation of the industry, separate processes and meetings shall be established by consensus to ensure the necessary breadth of consultation. Sub-committees will be co-chaired by a City of Burlington staff member in the department responsible for the issue and a member of either WE HBA or BILD involved in the issue.

## **ANNUAL REPORT**

An annual report on the work of the HDLC committee will be provided as information to Council through the Community Planning, Regulation and Mobility Committee. This annual report will be prepared jointly by the Co-Chairs. The annual report is to provide Council with a regular update on the function of the Committee. and may support any future refinements to the HDLC terms of reference. While the scope of the annual report may be further defined it is expected that at a minimum this report will:

- provide details of the meetings,
- outline key inputs and HDLC accomplishments,
- discuss what is working well,
- identify opportunities for future improvements.

**SUNSET/REVIEW DATE:** Winter 2023

**ROLE OF MEMBERS:**

- Provide agenda items to any of the Co-Chairs.
- Bring current and emerging development related information to the meeting in keeping with the mandate outlined in the Terms of Reference.
- Work cooperatively in meetings to identify and propose solutions to resolve development, policy or administrative related issues and concerns.
- Review City-proposed development related policies, guidelines, terms of references and projects and to provide clear and detailed input and options for consideration before staff reports are presented to Committee and Council for consideration.