

TERMS OF REFERENCE
LONDON HOUSING ADVISORY COMMITTEE

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

Mandate

The London Housing Advisory Committee reports to the Municipal Council, through the Community Services Committee. The London Housing Advisory Committee serves as a resource, information gathering and advisory body to the Municipal Council on matters pertaining to housing in the City of London.

The London Housing Advisory Committee:

- provides a forum for the exchange of information on housing issues and initiatives and recommend potential responses and directions;
- monitors and obtains information on the local housing market and identify trends and emerging housing needs in the community and recommend action where appropriate;
- reports on and makes recommendations where appropriate on the need for housing for all sectors of the community including students, seniors, low income families, singles, emergency situations and for persons with special needs (including ex-psychiatric patients, developmentally and physically challenged individuals, victims of family violence, ex-offenders);
- reports on legislation, programs and funding that affect housing from senior governments, CMHC and other government agencies or departments and makes representations and recommendations as appropriate;
- reports on and makes recommendations where appropriate on all social housing policies or changes to the social housing delivery system;

- provide advice and make recommendations where appropriate concerning affordable housing initiatives;
- provides advice and makes recommendations where appropriate with respect to a comprehensive plan to address affordable housing initiatives, including recommendations for consideration during capital budget deliberations in accordance with Council's direction eg. recommendations of the Affordable Housing Task Force;
- under the auspices of the Housing Mediation Officer, conducts educational programs, including the production of printed materials, directed at students, community groups, individual residents and landlords that will deal with issues related to student housing;
- on behalf of the City of London, Fanshawe College and the University of Western Ontario, acts as the City Council's contact point for the Housing Mediation Officer (an employee of U.W.O.) and assists the Officer with advice, appropriate action and/or report information or makes recommendations to the Community and Protective Services Committee;
- considers, approves and recommends to each of the funding partners the annual budget for the Housing Mediation Office; and
- reports on the ongoing activities of the Housing Mediation Office.

Composition

Voting Members

Thirteen members consisting of:

- Nine members-at-large
- Two alternate members-at-large
- One representative of each of the following sectors:
 - Non-profit
 - Tenants
 - Private
 - Emergency Housing

Non-Voting Resource Group

One representative of each of the following will be available to attend advisory committee meetings when necessary:

- London Police
- Planning Division
- City's Fire Prevention Office
- Housing Mediation Office
- Canada Mortgage and Housing Corporation (London Office)
- London and Middlesex Housing Corporation
- London & St. Thomas Real Estate Board
- London Homeless Coalition
- City's Housing Division

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

Term of Office

Concurrent with the term of the Municipal Council making the appointment.

Appointment Policies

Appointments shall be in keeping with Council Policy.

Qualifications

Any person who has a general interest in housing may be appointed as a member-at-large.

Only members of the various housing related associations, sectors and organizations cited in the composition of the Advisory Committee may represent their respective body or sector. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Non-voting representatives from local resource groups shall be members or employees of the organization they represent.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory committee members shall serve without remuneration.