



# The Municipal Corporation of the Town of Fort Erie

## By-law No. 82-2018

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### Being a By-law to Establish the Town of Fort Erie Affordable Housing Committee

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**WHEREAS** at the Council-in-Committee meeting held on June 11, 2018 Report No. PDS-39-18 was approved to establish and Affordable Housing Committee and Terms of Reference, and

**WHEREAS** it is deemed desirable to establish said Committee and its Terms of Reference

**NOW THEREFORE** the Municipal Council of The Corporation of the Town of Fort Erie hereby enacts as follows:

1. **THAT** the Fort Erie Affordable Housing Committee is hereby established and its Terms of Reference attached hereto as Schedule "A", are approved.
2. **THAT** pursuant to the provisions of Section 227 of the *Municipal Act, 2001* the Clerk of the Town of Fort Erie is hereby authorized to effect any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law may be necessary after the passage of this by-law.

**Read a first, second and third time and finally passed this 18 day of June, 2018.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

I, Carol Schofield, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 82-2018 of the said Town. Given under my hand and the seal of the said Corporation, this       day of       , 2018.

# FORT ERIE AFFORDABLE HOUSING COMMITTEE

TERMS OF REFERENCE

<b>FORT ERIE HOUSING COMMITTEE TERMS OF REFERENCE</b>
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## **INDEX**

<b><u>SECTION</u></b>		<b><u>PAGE</u></b>
SECTION 1	Name and Purpose of Committee	2
SECTION 2	Composition of Committee	2
SECTION 3	Reporting Relationship	3
SECTION 4	Term of Office	3
SECTION 5	Vacancies	3
SECTION 6	Quorum and Meetings	3
SECTION 7	Voting	4
SECTION 8	Powers	4
SECTION 9	Duties of Chair, Vice Chair, and Secretary	4

## **SECTION 1 - NAME AND PURPOSE OF COMMITTEE**

- 1.01 The Committee shall be known as the Fort Erie Affordable Housing Committee, hereinafter called "the Committee".
- 1.02 The duties and responsibilities of the Committee shall include but not be limited to the following:
- Provide a forum for the exchange of information on affordable housing issues and initiatives and recommend potential responses and directions;
  - Monitor and obtain information on the local housing market and identify trends and emerging housing needs in the community;
  - Provide advice and make recommendations where appropriate concerning affordable housing initiatives;
  - Provide advice and make recommendations where appropriate with respect to a comprehensive plan to address affordable housing initiatives;
  - Encourage a range of safe and affordable housing options which meet the needs of individuals and families of varying income levels, age groups and needs;
  - Act in conformance with the by-laws and legislation of the Town of Fort Erie;
  - Be accountable to Town Council;
- 1.03 The Committee may provide advice to Council, in concert with the duties and responsibilities of the Committee as outlined in the guidelines.

## **SECTION 2 - COMPOSITION OF COMMITTEE**

- 2.01 The Committee shall be represented by community stakeholders and representatives, a member of Council and Town staff. There shall a limit of eleven (11) members of the Committee. Appointments or the filling of vacancy(ies) shall be by Council resolution.
- 2.02 At the first meeting of the Committee, the Chair, Vice-Chair and Secretary shall be elected.
- 2.03 The Committee shall be comprised of representatives from the following community organizations. Alternates will be appointed for each representative:
- Town Council (1)
  - Town Staff (1)
  - Bridges Community Health Centre (1)
  - The Fort Erie Native Friendship Centre (1)
  - Salvation Army (1)
  - The Fort Erie Multicultural Society (1)

Seniors Citizen's Organization (2)  
Habitat for Humanity (1)  
Development Community (1)  
Community at Large or Other Stakeholder Groups (2)

### **SECTION 3 - REPORTING RELATIONSHIP OF COMMITTEE**

- 3.01 The Committee shall submit copies of all Committee minutes to the Council of the Town of Fort Erie via the Town Clerk. The staff liaison will report to Council regarding Committee activities, as necessary.

### **SECTION 4 - TERM OF OFFICE**

- 4.01 The term of the Committee members shall be concurrent with the term of Council.

### **SECTION 5 - VACANCIES**

- 5.01 Vacancies shall be filled by Council resolution.
- 5.02 Any vacancy affecting the Chair, Vice-Chair or Secretary shall be filled from the remaining Committee members by a majority vote.

### **SECTION 6 - QUORUM AND MEETINGS**

- 6.01 A quorum for any meeting shall be a majority of the Committee members holding office at the time of the meeting
- 6.02 Formal notice of each meeting shall be given at least 48 hours in advance of the meeting. Special meetings for extraordinary purposes may be called by the Chair or a majority of Committee members.
- 6.03 The Committee shall have regard to the Town's Procedural By-law for the conduct of meetings and to the ABC Handbook for guidance.
- 6.04 No member shall miss more than 3 consecutive meetings without Committee consent, by motion.
- 6.05 At the first meeting, the Committee shall establish the meeting schedule, with a minimum of one meeting per month.

### **SECTION 7 - VOTING**

- 7.01 Questions arising at any meeting of the Committee shall be decided by a majority vote.
- 7.02 Each Member shall be entitled to one (1) vote on each question arising at any Meeting.

- 7.03 Every member that is present at a meeting when the vote is taken, including the Chair, must vote, unless they have declared a conflict of interest.
- 7.04 Any tied question shall be deemed to be negative.

## **SECTION 8 - POWERS**

- 8.01 The Committee Members may only exercise such powers and do such other acts and things according to these Terms of Reference and empowered by the Municipal Council of the Town of Fort Erie.
- 8.02 The Committee shall act in conformance with all Town of Fort Erie by-laws and legislation.

## **SECTION 9- DUTIES OF CHAIR, VICE-CHAIR AND SECRETARY**

- 9.01 The Chair shall preside at all meetings of the Committee. During the absence or inability of the Chair to preside, the duties and responsibilities shall be exercised by the Vice-Chair.
- 9 .02 The Secretary shall keep and maintain a record of all proceedings of all meetings held by the Committee and deliver same to the Town Clerk for inclusion in the Council agenda. The Secretary shall provide all notices, including notices of meetings.