



Committee of the Whole Report For the Meeting of October 17, 2019

To: Council
Chris Coates, City Clerk
Date: October 8, 2019
From: Andrea Hudson, Acting Director of Sustainable Planning and Community Development
Subject: Renters' Advisory Committee – Terms of Reference and Work Plan

RECOMMENDATION

That Council:

1. Approve the revised Terms of Reference for the Renters Advisory Committee
2. Approve the Renters Advisory Committee Work Plan

EXECUTIVE SUMMARY

The purpose of this report is to report back on the referral to the Renters Advisory Committee on suggested revisions to the Terms of Reference and to seek Council approval of the work plan prepared by the Committee.

Council established a Renter's Advisory Committee and Interim Terms of Reference attached as Appendix A, in November 2018.

In February 2019, Council received a staff report, attached as Appendix B suggesting a revision to the Terms of Reference to establish operating requirements; to address workflow; and incorporate an annual work plan and a reporting process. The committee has formed and is meeting regularly. They have expressed their support for the proposed revisions referred by Council and developed additional recommendations for the Terms of Reference regarding Co-Chairs and an addition to the Purpose section. The Committee has also developed the work plan which is submitted for Council's consideration.

PURPOSE

The purpose of this report is to present the revised Renters Advisory Committee's Terms of Reference and Work Plan for Council's consideration.

BACKGROUND

Council approved the establishment of the Renter's Advisory Committee and its Interim Terms of Reference resulting from a Council member initiative in November 2018 attached as Appendix A. At the November 8, 2018 Council meeting the following motion was passed:

That Council:

1. Approves the formation of a Renters' Advisory Committee.
2. Adopts the attached Interim Terms of Reference for the committee, pending input from committee members on potential revisions.
3. Directs staff to invite applications from members of the public for appointment to the committee, aiming for an initial committee meeting in January 2018.
4. Appoints Councillors Dubow and Loveday as the initial Council Liaisons to the committee.
5. The Renters' Advisory Committee shall establish a work plan within six months of their first meeting.

ISSUES & ANALYSIS

1. Renters' Advisory Committee Terms of Reference:

The revised Terms of Reference are attached as Appendix B, and include three proposed amendments, which were by the committee in three motions for Council consideration:

- a. That the Terms of Reference for the Renters' Advisory Committee be amended to include the election of two co-chairs. The co-chairs will determine between themselves, working collaboratively, who will co-chair the meetings.
- b. That the Renters' Advisory Committee [recommend to Council to] add "Protect and improve the quality and affordability of existing rental stock," to the [Purpose Section of the] Renters' Advisory Committee Terms of Reference.
- c. That the Terms of Reference be amended to include an annual strategic work plan to identify focus areas for the Renters' Advisory Committee. The work plan shall be submitted for Council's consideration with a report on the items in the strategic work plan. The work plan shall be developed based on referrals from Council, City staff and issues identified by the Renters' Advisory Committee.

The rationale and context for the committee motions to amend the Interim Terms of Reference are provided below:

Operating Requirements

The Interim Terms of Reference were amended to add a Section 4 to clarify the operation of the Committee as follows:

The Committee shall establish an annual work plan to identify the focus of the Committee for the year. The Work Plan shall be submitted for Council's consideration and approval accompanied by recommendations on the Work Plan from City Staff that will include policy considerations, connections to strategic priorities, resource and financial capacity considerations. The Work Plan will be developed based on:

- Referrals from Council
- Referrals from City Staff
- Issues identified by The Committee.

Co-Chairs

The recommendation around co-chairs was part of the original discussion at the initial committee meeting and the recommendation coming forward now is of a housekeeping nature to have Council formally approve a change to the Terms of Reference.

Purpose Section

Renters' Advisory Committee members discussed adding wording to the Terms of Reference document related to protecting and improving existing rental stock, to emphasise the importance of all housing stock in Victoria.

Council Advisory Committee Resolution

Additionally, the Council Policy Resolution adopted on September 12, 2019 has been included in the Renters Advisory Committee Terms of Reference, which directs that "motions arising from all City advisory committees be presented at Committee of the Whole meetings at the next quarterly update or sooner if the matter is time sensitive." This Policy resolution can be an addendum to all Advisory Bodies of this nature going forward.

2. Renters' Advisory Committee Work Plan 2019 - 2022

The Renters' Advisory Committee Work Plan 2019 - 2022 (Attachment C) was adopted by the Committee on September 17, 2019 and establishes the prioritization of actions and the process by which actions are undertaken by the Committee. The Work Plan was developed through strategic sessions at the meetings of May 21, June 4, and July 9th. These sessions included strategic objective setting, consultation with staff on the draft Housing Strategy action items, and an online survey. The results of this process supported the development of the Work Plan as well as the alignment, refinement and prioritization of Housing Strategy actions which were in draft form at the time.

The Work Plan identifies four objectives, which organise the actions undertaken by the Committee over the course of their term:

1. Consulting on the City's Housing Strategy Actions & Policy Development
2. Building Tenant Awareness
3. Advocating to Multiple Levels of Governments
4. Addressing Emergent Issues

The first two objectives include actions that are aligned with existing staff resources and annual budgeting processes and will be undertaken according to the timelines established in the Housing Strategy. The third objective includes Committee advocacy to multiple levels of government, and although these actions may require staff guidance or expertise, they will not likely require additional resourcing requests. The fourth objective is to allow the Committee flexibility to address new or unforeseen issues, however additional resourcing requests may need to be brought forward to Council for consideration through the processes established in the Terms of Reference.

OPTIONS & IMPACTS

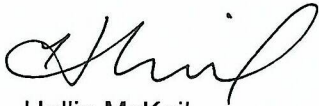
Option 1 – Approve the amendments to the Interim Terms of Reference to and approve the Work Plan as submitted. (Recommended)

Option 2 – Retain the existing Terms of Reference and provide feedback on proposed alterations to the Work Plan.

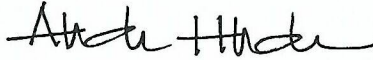
CONCLUSIONS

The Renters Advisory Committee was accepting of the proposed revisions to the Terms of Reference that were forwarded from Council and proposes further amendments to permit co-chairs and elaborate on its stated purpose (to include the protection of existing rental stock). The Committee has also provided Council with a work plan developed through strategic sessions on May 21, June 4, and July 9th.

Respectfully submitted,



Hollie McKeil
Planner – Housing Policy

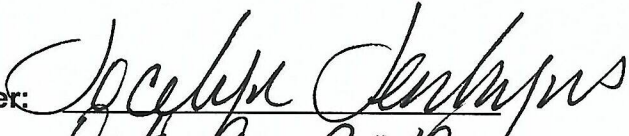


Andrea Hudson
Acting Director of Sustainable Planning
and Community Development



Chris Coates
City Clerk

Report accepted and recommended by the City Manager:


Date: Oct 9, 2019

Attachment A – Interim Terms of Reference

Attachment B – Renters’ Advisory Committee Committee Revised Terms of Reference

Attachment C – Renters’ Advisory Committee Work Plan