

Proposed Text for Discussion: Bylaw for the Council Advisory Committee on Housing

1. This Bylaw may be cited as the “Council Advisory Committee on Housing Bylaw”.
2. (1) In this Bylaw,
 - (a) “*Committee*” means the Council Advisory Committee on Housing established by this Bylaw;
 - (b) “*Council*” means the municipal council of the *City*;
 - (c) “*City*” means the municipal corporation of The City of Calgary;
- (2) If this Bylaw refers to any statutes, regulations or bylaw, the reference is to the statute, regulation or bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any statutes, regulation or bylaw that may be substituted in its place.

ESTABLISHMENT

3. The Council Advisory Committee on Housing is hereby established as a committee of *Council*.

MANDATE

4. (1) The goal of the Council Advisory Committee on Housing is to increase equitable outcomes for Calgarians seeking safe, affordable, and supportive housing.
- (2) The *Committee* will provide *Council* with:
 - (a) advice and recommendations on previously approved *Council* initiatives which address the housing crisis;
 - (b) independent monitoring and feedback on The *City*’s progress towards addressing housing affordability;
 - (c) support for collaboration and advocacy between *City* administration, *Council*, other orders of government and professionals within the housing sector and Calgarians.

RESPONSIBILITIES

5. The *Committee*’s responsibilities include:
 - (a) providing advice and input on previously approved *Council* initiatives which address the housing crisis and housing affordability.
 - (b) providing input on systemic, social, financial, and policy barriers that Calgarians face in securing and maintaining housing;

- (c) supporting advocacy for housing to other orders of government to secure funding and in alignment with *Council*-approved housing initiatives;
- (d) providing specific recommendations to support *Council's* decision-making, communications, engagement, and advocacy efforts for the implementation of the previously approved *Council* initiatives related to housing, and other related actions, policy, regulations, and procedures;
- (e) sharing housing research findings, best practices, and trends to provide advice and recommendations to *Council*;
- (f) building connections across the affordable housing sector to collaborate on opportunities to increase housing supply and supportive programs across the housing continuum;
- (g) providing independent monitoring and feedback on The *City's* progress towards addressing housing affordability.

REPORTS

- 6. (1) The *Committee* reports to *Council* through the Community Development Committee.
- (2) The *Committee* will provide *Council* with an annual progress report. Additional reporting may occur as matters arise.

COMPOSITION OF THE COMMITTEE

- 7. (1) The *Committee* shall consist of a minimum of 9 members and a maximum of 15 members:
- (2) Membership should include members from:
 - (a) housing developers;
 - (b) market rental housing operators;
 - (c) non-market housing developers and operators;
 - (d) homeless-serving agencies, second stage shelters and transitional housing operators;
 - (e) Indigenous people living in Calgary;
 - (f) Calgarians with lived experience related to homelessness, housing precarity, and non-market tenancies;
 - (g) Calgarians with knowledge of or lived experience related to housing for seniors, post-secondary students, and families with children;

- (h) Calgarians with knowledge of or lived experience related to universal access design standards and housing for equity deserving communities including newcomers.

The overall membership composition must reflect a range of housing subject areas to ensure broad expertise and representation. Diversity, equity, and inclusivity must be considered when selecting members.

- (3) Members will be appointed by resolution of *Council* at the annual Organizational Meeting of *Council*.
- (4)
 - (a) The Director, Partnerships is a member of the committee.
 - (b) The Director, Partnerships shall not count towards the minimum and maximum limits for members of the *Committee* as set out in subsection (1);
 - (c) The Director, Partnerships may send a delegate to attend *Committee* meetings on their behalf.
- (5) Other than the member set out in subsection (4), members shall not be *City* employees.

TERM

- 8.
 - (1) Terms are 2 years.
 - (2) Despite subsection (1), *Council* may appoint some members for 1-year terms in order to stagger term expiries.
 - (3) A member may serve a maximum of 6 consecutive years.
 - (4) Despite the above, a member may serve more than 6 consecutive years if authorized by a 2/3 vote of *Council*.
 - (5) Despite the above, a member may serve until their successor is appointed. The service of a member beyond the appointed term shall not count towards the limit on the length of service set out above if the additional service is 1 year or less.

VACANCIES

- 9. When an appointment is made to fill a member vacancy:
 - (a) if the balance of the term to be served is 1 year or less, that service shall not count towards the limit on the length of service; and
 - (b) if the balance of the term to be served is more than 1 year, that service shall count towards the limit on the length of service.

QUORUM

10. Quorum for the *Committee* is a majority (greater than 50%) of the membership of the voting body.

CHAIR AND VICE CHAIR

11. (1) The Chair and Vice Chair are elected by the *Committee* and may serve up to two consecutive terms.
- (2) The Chair and Vice-Chair, in consultation with Administration, will establish the agenda for the *Committee* meetings and lead meetings.

MEETINGS

12. (1) The *Committee* will meet monthly, or as determined appropriate by the *Committee* to meet a given timeline for an initiative.
- (2) Notice of meetings must comply with sections 195 and 196(2) of the *Municipal Government Act*. Notice by email to *Committee* members is permitted.
- (3) Meetings are open to the public. However, the *Committee*, by majority vote, will decide when it is appropriate to meet in a closed meeting and shall give reasons for doing so in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta). The confidentiality of closed meetings will comply with the applicable provisions of the *Municipal Government Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta)
- (4) A meeting may be called or cancelled at the call of the Chair or Vice Chair and notice provided via email.

MEETING SUPPORT

13. (1) The Manager of Housing Solutions will act as a resource to the *Committee*.
- (2) The Manager of Housing Solutions will arrange venues, agendas and minutes for meetings in consultation with the Chair and will distribute required materials to members.
- (3) Minutes will be prepared by City Administration staff and will be published externally on the *City's* website.

PROCEDURE

14. The *Committee* will follow the Procedure Bylaw 35M2017 and may establish its own policies and procedures not inconsistent with that Bylaw. The *Committee* must pass a resolution in order to establish policies and procedures, and the resolution must be documented in minutes.

CODE OF CONDUCT

15. Members must abide by the *Council* policy on the *Code of Conduct for Public Members Appointed to Council Established Boards, Commissions and Committees* (CP2022-05).

COMING INTO FORCE

16. This Bylaw comes into force on the day it is passed.

Text for Discussion