SUBJECT: Terms of Reference for the Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing Community Liaison Committee (Wards 1, 8, 10, & 12) (PED07296(b))

RECOMMENDATION:

a) That the Terms of Reference for the Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing Community Liaison Committee, attached as Appendix “A” to Report PED07296(b), be approved.

b) That the Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing Community Liaison Committee Progress/Status Report item on the Outstanding Business List be deferred from June to August 2009.

EXECUTIVE SUMMARY:

In October 2008, Council approved Item 4 of Committee of the Whole Report 08-030, concerning the review of tools for regulating residential rental housing in Wards 1, 8, 10 and 12. Staff was directed to undertake a consultation process through the establishment of a Community Liaison Committee (CLC) in order to obtain input from the community to determine the appropriateness, potential effectiveness and the prospective extent of a strategy for regulating residential rental housing. Council also directed staff to prepare a Terms of Reference for the Neighbourhood Residential Rental Housing CLC.
BACKGROUND:

The purpose of this Report is to recommend that Council:

1. Receive and approve the Terms of Reference for the Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing Community Liaison Committee.


On October 15, 2008, City Council approved the formation of a Residential Rental Housing Community Liaison Committee (CLC) within the areas identified as the Ainslie Wood-Westdale Secondary Plan (Ward 1), the Mohawk-Buchanan-Bonnington-Southam Neighbourhoods (Ward 8), the Guernsey Neighbourhood (Ward 10), and the Meadowlands Neighbourhood (Ward 12). For clarity, this CLC will be referred to as the Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing Community Liaison Committee (NRRHCLC). At the same meeting, Council also directed that a City-wide Residential Rental Housing Community Liaison Committee be established.

At the Committee of the Whole Meeting, on October 14, 2008, when the City-wide CLC was proposed there was some concern that the City-wide CLC would delay the start of the NRRHCLC; however, it was discussed and decided that the two Community Liaison Committees would be established and that the Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing CLC would commence immediately and that the City-wide CLC would follow. Report PED07296(c) also being considered at Economic Development and Planning Committee’s March 24, meeting, will provide information concerning the City-wide initiative.

On October 29, 2008 Council directed staff to prepare a Terms of Reference for the NRRHCLC. The NRRHCLC convened its first meeting on Tuesday, January 27, 2009. The CLC members had an opportunity to review and provide feedback on a draft Terms of Reference. One of the changes noted by the CLC was to create two Vice-Chair positions. The Committee appointed the two (2) respective Presidents for the McMaster University Student Union and the Mohawk Student Association. The reviewed Terms of Reference are attached as Appendix “A” to Report PED07296(b).

The Terms of Reference provide clarity regarding the goal and purpose of the NRRHCLC. The purpose of the CLC is to seek input on the appropriateness, potential effectiveness and the prospective extent of regulating rental housing. The areas of focus, as directed by Council, will be the following four areas:

- the Ainslie Wood-Westdale Secondary Plan area around McMaster University in Ward 1;
- the Mohawk-Buchanan-Bonnington-Southam Neighbourhoods around Mohawk College in Ward 8;
the Guernsey Neighbourhood in proximity to the Mohawk East Campus in Ward 10; and,
• the Meadowlands Neighbourhood in proximity to Redeemer University College in Ward 12.

The role of the NRRHCLC members will be to seek input and feedback from the organizations, community associations, and/or the residents, tenants and landlords they represent as well as consider the findings and actions of other municipalities. The outcome/recommendation(s) of this Community Liaison Committee will be forwarded to the City-wide Residential Rental Housing Community Liaison Committee for consideration. The Terms of Reference also outlines the membership composition and conditions, support services, rules of order, meeting schedule, requirements for minutes and agendas, and the procedure for approving future amendments to the Terms of Reference.

The NRRHCLC will review and examine the feasibility and implications of a policy to regulate single/semi-detached residential rental housing by either implementing a Licensing By-law; and/or, implementing a Zoning By-law Amendment; and/or, reviewing other tools that may be identified.

To date the NRRHCLC has had two meetings. The first meeting held on Tuesday, January 27, 2009 provided a general orientation and overview regarding the issue of regulating residential rental housing and the tools that the Committee should consider. The second meeting was held on Saturday, February 7, 2009. At this meeting the Committee participated in a brainstorming activity to identify the issues in relation to residential rental housing from the following four perspectives: the resident, the tenant, the landlord and the City. The second half of the meeting included a presentation by Scott Courtice, the President of the Town and Gown Association of Ontario who discussed the broader issue of regulating rental housing and what other municipalities have done or are contemplating. Minutes for these meetings, once reviewed by the Neighbourhood Community Liaison Committee, will be forwarded to Economic Planning and Development Committee for information through the Legislative Coordinator of the Economic Development and Planning Committee.

The NRRHCLC has booked monthly meetings up until June 2009 at which time the Chair and Vice-Chairs will decide what if any, additional meetings will be required. There are plans to also conduct three (3) to four (4) additional Public Information Centres with key stakeholders (tenants, landlords and residents) from the identified neighbourhoods (Wards 1, 8, 10 & 12). The Senior Project Manager is currently facilitating the NRRHCLC and is currently planning these meetings which will occur in March, April and May. This will provide an opportunity for additional input by broader stakeholders.

There is an outstanding report due to the Economic Development and Planning Committee requiring staff to report back with a status/progress report in June 2009.
Staff is requesting that this report be deferred to August 2009 so that staff may include the outcome from June Neighbourhood CLC meeting in the status/progress report.

ANALYSIS/RATIONALE

n/a

ANALYSIS OF ALTERNATIVES:

n/a

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial: There are no funds budgeted for the Neighbourhood Residential Rental Housing Community Liaison Committee. Such costs will be absorbed in the Parking and By-law Services Division operating budget.

Staffing: n/a

Legal: Non-applicable at this point in time.

POLICIES AFFECTING PROPOSAL:

The following will be reviewed in consideration of the recommendations of the Neighbourhood CLC:

- Planning Act
- Municipal Act
- Ontario Heritage Act
- Provincial Policy Statement
- Places to Grow Growth Plan
- Health Protection and Promotion Act
- Ontario Building Code Act
- Fire Protection and Prevention Act
- Business Licensing By-law 07-170
- Noise By-law 03-020
- Property Standards By-law 03-117
- Yard Waste and Maintenance By-law 03-118
- Waste (Solid Waste) By-law 05-190
- Zoning By-laws
CONSULTATION WITH RELEVANT DEPARTMENTS/AGENCIES:

Consultation will be undertaken with the following:

- Legal Services
- Licensing Coordinator, Municipal Law Enforcement Section
- Property Standards and Zoning Coordinator, Municipal Law Enforcement Section
- Environmental & Special Enforcement Coordinator, Municipal Law Enforcement Section
- Environmental Health Manager, Public Health Services
- Zoning By-law Reform Manager, Strategic Services and Special Projects
- Housing Division, Community Services
- Chief Fire Prevention Officer, Hamilton Emergency Services
- Hamilton Police Association
- Town and Gown Association of Ontario
- City of London, Planning and Licensing Representatives
- Consultation with other municipalities as identified and as required.
- Other individuals/areas as identified through the process

CITY STRATEGIC COMMITMENT:

By evaluating the “Triple Bottom Line”, (community, environment, economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

Community Well-Being is enhanced. ☑ Yes ☐ No

The intent of the Neighbourhood CLC is to explore potential options that will enhance community well-being by providing safe and housing for tenants and creating a balanced community in partnership with residents, tenants, the City and the post-secondary institutions.

Environmental Well-Being is enhanced. ☑ Yes ☐ No

Health, safety and property standards will be addressed in the development of a strategy to regulate rental housing.

Economic Well-Being is enhanced. ☑ Yes ☐ No

Investment in Hamilton is supported and enhanced by preserving neighbourhood character and ensuing adequate health, safety and property maintenance.

Does the option you are recommending create value across all three bottom lines? ☑ Yes ☐ No
Do the options you are recommending make Hamilton a City of choice for high performance public servants?  

☐ Yes  ☑ No

JX/dt  
Attach. (1)
Terms of Reference
City of Hamilton

Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing
Community Liaison Committee

GOAL
1. To provide a recommendation(s) to regulate residential rental housing for the specific areas as outlined in section/sub-section 2.1.

PURPOSE
2. The purpose of the Neighbourhood Residential Rental Housing Community Liaison Committee is to seek input on the appropriateness, potential effectiveness and the prospective extent of regulating rental housing.

2.1 The areas of focus, as directed by Council, shall be the following four areas:

- the Ainslie Wood-Westdale Secondary Plan area around McMaster University in Ward 1;
- the Mohawk-Buchanan-Bonnington-Southam Neighbourhoods around Mohawk College in Ward 8;
- the Guernsey Neighbourhood in proximity to the Mohawk East Campus in Ward 10; and,
- the Meadowlands Neighbourhood around Redeemer University College in Ward 12.

2.2 The Neighbourhood Residential Rental Housing Community Liaison Committee shall review and examine the feasibility and implications of a policy to regulate single/semi-detached residential rental housing by:

- Implementing a Licensing By-law;
- Implementing a Zoning By-law Amendment; or,
- Reviewing other tools that may be identified.
2.3 The Neighbourhood Residential Rental Housing Community Liaison Committee members shall seek input and feedback from the organizations they represent, community organizations and associations, residents, and the general public that may have a particular interest in the issue.

2.4 The Neighbourhood Residential Rental Housing Community Liaison Committee will review, discuss and consider what other municipalities have undertaken and/or what they have contemplated.

2.5 The outcome/recommendation(s) of the Neighbourhood Residential Rental Housing Community Liaison Committee will inform the City-wide Residential Rental Housing Community Liaison Committee.

MEMBERSHIP COMPOSITION & CONDITIONS

3. The Neighbourhood Residential Rental Housing Community Liaison Committee shall be comprised of the following:

- Three (3) members of Council appointed by Council;
- Three (3) staff representatives one from each of the following: McMaster University, Mohawk College, and Redeemer University College;
- Two (2) representatives for McMaster Students Union;
- Two (2) representatives for Mohawk Student Union;
- One (1) representative for Redeemer Student Senate;
- Three (3) representatives of the Ainslie Wood Westdale Community Association;
- Two (2) representatives of the Bonnington-Buchanan-Mohawk-Southam Neighbourhood Association;
- One (1) representative of the Guernsey Neighbourhood Association;
- One (1) representative of the Meadowlands Neighbourhood & Ancaster Community Council;
- Four (4) local residents each representing their respective ward of the City – Ward 1, 8, 10 and 12 or in absence of a local resident another resident from any of the four wards identified;
- Four (4) landlords each representing the respective Ward of the City – Ward 1, 8, 10, and 12, or in absence of a local landlord another landlord from any of the four wards identified; and,
- Four (4) tenant representing the respective Ward of the City – Ward 1, 8, 10, and 12 or in absence of a local tenant another tenant from any of the four wards identified.

4. City staff will provide support and assistance to the Committee in achieving its purpose/goal.
5. Upon accepting membership in the Committee, each member agrees to comply with and abide by the following rules of conduct:

5.1 Members are asked to review all documents, agendas and minutes presented to them to make informed decisions;

5.2 Some activities of the Committee will require additional time commitments dependent upon the nature of the issue/task;

5.3 Members are advised that every member has the right to their opinion and to discuss their respective views and opinions and to listen to others;

5.4 Members are advised to refer inquiries from the media, if any, to the Chairperson of the Committee and/or the Senior Project Manager; and,

5.5 Members are advised to comport themselves in such a manner as to preserve the integrity of the Committee.

**SUPPORT SERVICES**

6. The City of Hamilton’s Parking and By-law Services Division shall provide for the administrative costs of operating the Residential Rental Housing Community Liaison Committee including the cost of meeting places.

7. The City of Hamilton’s Parking and By-law Services Division shall provide for the administrative support and the City of Hamilton shall provide the Neighbourhood Residential Rental Housing Community Liaison Committee with City resources and support from staff as required. The expertise, knowledge and input of staff from the following areas, but not limited to, Municipal Law Enforcement, Planning Division, Legal Services, Fire and Public Health, will be required/utilized.

**MEETINGS**

8. The Neighbourhood Residential Rental Housing Community Liaison Committee shall meet once a month. Additional meetings may be scheduled at the call of the Chair.

9. A meeting schedule shall be prepared and forwarded to the Neighbourhood Residential Rental Housing Community Liaison Committee members for information.

10. The Committee will be lead by a Chair and two Vice-Chairs to be appointed by the Committee.
11. The location of meetings shall be at locations, as designated by the Chair of the Neighbourhood Residential Rental Housing Community Liaison Committee.

12. In the absence of the Chair, the Vice-Chair(s) shall assume the role and rights of the Chair.

13. The Chair has the responsibility of facilitating the meeting, providing a safe and neutral space for members. All questions, comments and responses will be directed through the Chair.

14. Decision-making will be based on the principle that everyone has a right to express his or her opinion. Decisions should be reached on a consensus basis, but when required will be made by a vote of greater than 50% of members in attendance at the meeting.

15. The meetings shall be open to the public.

MINUTES AND AGENDA

16. The Minutes of the Neighbourhood Residential Rental Housing Community Liaison Committee meetings shall be prepared by the assigned Administrative Assistant, and included in the subsequent meeting agendas. Amendments to the Minutes, if required, shall be dealt with in the subsequent meeting of the Neighbourhood Residential Rental Housing Community Liaison Committee.

17. The Minutes of the Neighbourhood Residential Rental Housing Community Liaison Committee meetings shall be forwarded to the Economic Development and Planning Committee for information.

18. The Neighbourhood Residential Rental Housing Community Liaison Committee Chairperson and Vice-Chairs shall determine the Residential Rental Housing Community Liaison Committee agenda. The Chairperson may grant requests for discussion of items not on the Agenda.

AMENDMENTS TO THE TERMS OF REFERENCE

19. Any amendment(s) to these Terms of Reference shall be forwarded to the Economic Development and Planning Committee for approval.

Approved by Council (Date)