



**CITY OF HAMILTON**  
**COMMUNITY & EMERGENCY SERVICES DEPARTMENT**  
**Housing Services Division**

<b>TO:</b>	Chair and Members Emergency & Community Services
<b>COMMITTEE DATE:</b>	February 8, 2016
<b>SUBJECT/REPORT NO:</b>	Housing & Homelessness Advisory Committee 2016 Budget Submission (CES16011) City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Marjorie Walker 905-546-2424 ext. 4837
<b>SUBMITTED BY:</b>	Joe-Anne Priel General Manager Community & Emergency Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the Housing & Homelessness Advisory Committee's 2016 base budget submission attached as Appendix A to Report CES16011 in the amount of \$1,000, be approved and referred to the 2016 budget process for consideration.

**EXECUTIVE SUMMARY**

The Office of the City Clerk posted a call for applications in November 2015, to recruit citizen membership for Council Advisory Committees including a call for applications for the Housing & Homelessness Advisory Committee (HHAC) (Report CES15053), a new volunteer committee replacing the former Tenant Advisory and Food and Shelter Committees.

The application deadline for HHAC was January 7, 2016. Applications are currently being reviewed and interviews are yet to be scheduled. The aim is to host the first meeting of the HHAC towards the end of April 2016.

HHAC is a reallocation of the roles and responsibilities of emergency shelter and tenant matters of the former Food and Shelter Advisory Committee (FASC) and the former Tenant Advisory Committee (TAC) with a mandate to more broadly address housing and homelessness issues. This citizen-based advisory committee will complement the work of the Housing and Homelessness Planning Group and enhance the work of the City's 10-year Housing and Homelessness Action Plan.

The TAC budget of \$1,000 covered the cost of regular meeting expenses including refreshments, photocopying, printing, parking, and transportation. It also included registration costs for community forums/events relating to tenant issues and affordable housing.

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The FSAC budget of \$500 covered the cost of regular meeting expenses including room rental, equipment, refreshments, photocopying, parking and any other transportation support members may require for.

Given the HHAC has increased membership and must cover the cost of similar meeting expenses; staff is requesting a budget of \$1,000 for 2016.

***Alternatives for Consideration –Not Applicable***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial:

It is recommended that \$1,000 be allocated to cover meeting expenses.

Staffing:

Staff from Housing Services Division, Community & Emergency Services will act as staff liaison to the Housing & Homelessness Advisory Committee.

Legal:

There are no legal implications to Report CES16011.

**HISTORICAL BACKGROUND**

On July 10, 2015, City Council passed Item 17 of Report 15-014 of the General Issues Committee – Review of the City of Hamilton's Advisory Committees (CM15007) and staff undertook a review of the structure and function of Hamilton's Advisory Committees.

Review of the Tenant Advisory Committee (TAC) and the Food and Shelter Advisory Committee (FSAC), included an evaluation of the advisory committees' respective mandates and Terms of Reference, previous reports to Council, the Advisory Committee Procedural Handbook, best practices from other municipalities, and Hamilton's Engagement Committee's Public Engagement Charter. This was followed by consultations with the respective Advisory Committees, staff liaisons and staff from the Housing Services Division.

It was concluded that the roles and responsibilities of both committees would be better addressed through the development of a new citizen group with a mandate to address the broader issues and policies relating to housing and homelessness issues from a citizen perspective.

To address these findings, on November 9, 2015, Council approved the establishment of a Housing & Homelessness Advisory Committee (HHAC) (Report CES15053). HHAC Terms of Reference are, attached as Appendix B to Report CES16011.

At the November 9, 2015 meeting, Council also directed staff to report back to the Emergency & Community Services Committee with a base budget submission request, to be referred to the 2016 budget process, for the newly created HHAC. This report intends to satisfy this direction.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

There are no policy implications to Report CES16011.

## **RELEVANT CONSULTATION**

None

## **ANALYSIS AND RATIONAL FOR RECOMMENDATION**

The Tenant Advisory Committee consisted of seven (7) members, meeting six (6) – eight (8) times a year. The TAC budget of \$1,000 covered the cost of regular meeting expenses including refreshments, printing, parking, and transportation. It also included registration costs for community forums/events relating to tenant issues and affordable housing.

The Food and Shelter Advisory Committee consisted of five (5) members, meeting six (6) – eight (8) times a year. The FSAC budget of \$500 covered the cost of regular meeting expenses including refreshments, printing, parking, any equipment rentals, and any transportation members may require for support.

The HHAC budget submission request of \$1,000 is based on estimated meeting expenses for 12-15 Council appointed volunteer citizens meeting six (6) – eight (8) times a year. Like TAC and FSAC, meeting expenses will include the cost of refreshments, printing, parking, and any transportation members may require for support.

## **ALTERNATIVES FOR CONSIDERATION**

None

## **ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN**

### **Strategic Priority #1**

A Prosperous & Healthy Community

*WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.*

**Strategic Objective**

- 1.5 Support the development and implementation of neighbourhood and City wide strategies that will improve the health and well-being of residents.
- 1.6 Enhance Overall Sustainability (financial, economic, social and environmental).

**Strategic Priority #2**

Valued & Sustainable Services

*WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.*

**Strategic Objective**

- 2.2 Improve the City's approach to engaging and informing citizens and stakeholders.

**Strategic Priority #3**

Leadership & Governance

*WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in*

**APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report CES16011: Housing & Homelessness Advisory Committee  
2016 Budget Submission

Appendix B to Report CES16011: Housing & Homelessness Advisory Committee  
Terms of Reference