Housing Committee

Agenda

Friday, July 24, 2015
9:00 a.m. – 11:00 a.m.
La Cite Francophone – Hall Jean-Louis Dentinger
8627 rue-Marie-Gaboury (91 Street), Edmonton

Agenda Items

1. **Call to Order** – Councillor Dwight Ganske, Chair
2. **Chair Opening Remarks** – Councillor Dwight Ganske, Chair
3. **Approval of Agenda** – Councillor Dwight Ganske, Chair
4. **Approval of Minutes of February 19, 2015** – Councillor Dwight Ganske, Chair
5. **Provincial Housing Direction** – Ernie Hui, Deputy Minister, AB Seniors
   
   **Recommended Motion:** That the Housing Committee accept the presentation by Seniors Deputy Minister Ernie Hui as information.

6. **Housing Committee Terms of Reference** – Stephanie Chai, Project Manager
   
   **Recommended Motion:** That the Housing Committee recommend the revised Terms of Reference to the Governance, Priorities & Finance Committee, through to the Capital Region Board for review and approval.

7. **2015/2016 Housing Project Updates** – Stephanie Chai, Project Manager
   
   **7.1 Project A: Sub-regional Needs Assessments**
   
   **Recommended Motion:** That the Housing Committee receive the update on the sub-regional needs assessments for information.
7.2 Project B: 2015 ReEnvision Housing Symposium Planning

Recommended Motion: That the Housing Committee receive the update for the 2015 ReEnvision Housing Symposium for information.

8. 2015/16 Housing Budget Update – Stephanie Chai, Project Manager

Update on Other B Projects
- Our Affordable Future Implementation
- Sub-Regional Housing Plan Model
- Regional Housing Plan

9. Capital Region Board Projects Update – Neal Sarnecki, Project Manager

9.1 Specialized Transit – Regional Needs Assessments

9.2 Household Travel Survey

10. Growth Plan Update – Neal Sarnecki, Project Manager

11. CRGIS Demonstration – Brandt Denham, GIS Coordinator

12. Adjournment – Councillor Dwight Ganske, Chair

Next Meeting
September 18, 2015
9:00 a.m. – 11:00 a.m.
La Cite Francophone – Hall Jean-Louis Dentinger
Housing Task Force

Thursday, February 19, 2015
1:30 p.m. – 3:30 p.m.
La Cite Francophone – Hall Jean-Louis Dentinger
8627 Rue-Marie Gaboury (91 Street), Edmonton

Members:
Dwight Ganske, Town of Stony Plain (Chair)
Stew Hennig, City of Fort Saskatchewan (Vice Chair)
Ed Gibbons, City of Edmonton
Ralph van Assen, Village of Warburg (alternate)

Regrets:
Dan Warawa, Lamont County
Mel Smith, Town of Redwater

CRB Staff & Consultants:
Malcolm Bruce, CEO
Neal Sarnecki, Project Manager
Sharon Shuya, Project Manager
Stephanie Chai, Director of Special Projects
Lisa Saskiw, Administrative Assistant

Guests:
Nolan Crouse, Board Chair
Louise Baxter, City of Spruce Grove
Fiona Beland-Quest, Strathcona County
Loretta Bertol, Government of Alberta
Gibby Davis, City of Edmonton
Jacquie Hansen, City of St. Albert
Carla Howatt, Strathcona County
Cory Labrecque, City of Leduc
Nancy Laing, Leduc Foundation
Lynn Olenik, Heartland Housing Foundation
Lory Scott, City of St. Albert
Pamela Steppan, Strathcona County

1. Call to Order

Chair, Dwight Ganske called the meeting to order at 1:35 p.m.

2. Chair Opening Remarks

3. Approval of Agenda

Motion: That the Housing Task Force agenda be approved.
Moved by: Councillor Stew Hennig, City of Fort Saskatchewan
Decision: Carried unanimously
4. Approval of Minutes, October 24, 2014

Motion: That the Housing Task Force minutes of October 24, 2014 be approved.
Moved by: Mayor Ralph van Assen, Village of Warburg
Decision: Carried unanimously

5. Housing Task Force 2015/2016 Project Summary

5.1 Housing Projects approved by Board

It was agreed by unanimous consensus that the Housing Task Force receive the presentation as information.

6. Project Updates

6.1 2014 Housing Symposium Evaluation

6.2 2015 Housing Symposium Planning

6.3 Sub-regional Needs Assessment Reports

Motion: That the Housing Task Force agree that upon receipt of the Sub-regional Needs Assessment Report by the CRB, the report is to be distributed for immediate use.
Moved by: Councillor Stew Hennig, City of Fort Saskatchewan
Decision: Carried unanimously

Motion: That the Housing Task Force receive the Project Updates for information.
Moved by: Councillor Ed Gibbons, City of Edmonton
Decision: Carried unanimously

7. Growth Plan Update

7.1 Joint Committees/Task Forces Consultation

It was agreed by unanimous consensus that the Housing Task Force receive the presentation as information.

8. Housing Task Force vs. Housing Committee

8.1 Board Motion to review Regional Services Standing Committee

Motion: That the Housing Task Force revert back to a separate standing Committee of the Capital Region Board.
Moved by: Councillor Ed Gibbons, City of Edmonton
Decision: Carried unanimously
9. **Adjournment**

It was agreed by unanimous consensus that the Housing Task Force meeting be adjourned.

Meeting adjourned at 3:01 p.m.

**Next Meeting:** May 22, 2014 at 9:00 a.m., La Cite Francophone – Hall Jean-Louis Dentinger

Housing Task Force Chair, Dwight Ganske
Revised Terms of Reference

Recommended Motion

*That the Housing Committee recommend the revised Terms of Reference to the Governance Priorities & Finance Committee, through to the Capital Region Board for review and approval.*

Background

- On May 14, 2015, The Capital Region Board approved the following two motions;

  *That the Capital Region Board revert the Housing Task Force back to a Standing Committee of the Board effective immediately, as recommended by the Regional Services Committee.*

  And,

  *That the Capital Region Board disband the Regional Services Committee effective immediately and that its mandate and authorities be terminated, as recommended by the Regional Services Committee.*

- The two year review for the membership of all Board Committee is currently scheduled for November 2015.

Rationale

- Because of these changes, the Terms of Reference for the Housing Committee need to be updated to reflect the new change in committee status, which now aligns with the new Board Committee structure.

- The amended Terms of Reference for the Housing Committee are attached for review and recommendation.
BACKGROUND

The Capital Region Housing Plan describes the need for a rolling, 10-year regional housing plan that will identify the housing priorities for the Capital Region and that the development of this plan will be supported through sub-regional planning. Additional responsibilities outlined in the Capital Region Housing Plan include the Board’s role to facilitate education opportunities and the sharing of best practices among municipalities, and to provide leadership in the development of housing policy.

MANDATE

Reporting to the Board, this standing committee will be responsible for the following:

Business and Budget Planning
- On an annual basis, recommend a rolling four year business plan and budget for the committee and its task forces to the Governance, Priorities and Finance Committee for consideration in the Board’s annual business plan update

Housing Policy Leadership
- Guide and oversee the implementation of the Housing Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
- Provide leadership in the development of the Housing Plan to support the needs of the Region
- Recommend suitable housing policies that are consistent with the Growth Plan
- Ensure that regional and community priorities guide decision-making and implementation
- Facilitate educational opportunities and events in alignment with the existing Capital Region Housing Plan
- Work collaboratively with committees and task forces of the Board to ensure greater coordination and integration of planning occurs to ensure Housing Plan goals are being met.

MEMBERSHIP

Membership requires the participation and expertise of the Capital Region housing six sub-regions. This committee will consist of six members, one from each sub-region. Each sub-region will select its own representative and be approved by the Capital Region Board.

LEADERSHIP

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee’s membership, the committee should review and select its Chair and Vice-Chair.

At the end of a two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair.
SUPPORT/RESOURCES
The CEO will support this committee drawing upon CRB administration as required.

This committee will be supported by consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee project.

MEETING FREQUENCY
This committee shall meet bi-monthly or at the call of the Chair as warranted.

AUTHORITY
All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

EX-OFFICIO
Non-voting ex-officio: CRB Chair.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

DECISION-MAKING
Decisions, recommendations and actions determined by the committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

QUORUM
Quorum is defined as 50 percent plus one of standing membership.

DISPUTE RESOLUTION
The committee Chair is accountable for ensuring effective and collaborative committee operations and decision-making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the Board for discussion and resolution.

COMMUNICATIONS
The Chief Executive Officer will act as the single point of contact for all communications requests for this committee and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or task force Chair, members, Board administration, or the Chief Executive Officer.
STATUS OF MEETINGS

Committee meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. Individuals from the Province, industry, the general public or other Board/committee members may be invited to participate in specific agenda items. Committee minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

_All members (elected and administrative) attending the in-camera session shall respect the confidentiality of the in camera items._

REPORTING

This committee is expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

MEETING AGENDAS AND MINUTES

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

The committee will include its meeting minutes with the next Board meeting agenda package.

Nolan Crouse, Board Chair

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BACKGROUND
The Capital Region Housing Plan describes the need for a rolling, 10-year regional housing plan that will identify the housing priorities for the Capital Region and that the development of this plan will be supported through sub-regional planning. Additional responsibilities outlined in the Capital Region Housing Plan include the Board’s role to facilitate education opportunities and the sharing of best practices among municipalities, and to provide leadership in the development of housing policy.

MANDATE
This task force Reporting to the Board, this standing committee will be responsible for the following:

Business and Budget Planning
• On an annual basis, recommend a rolling four year business plan and budget for the committee and its task forces to the Governance, Priorities and Finance Committee for consideration in the Board’s annual business plan update

Housing Policy Leadership
• Guide and oversee the implementation of the Housing Plan through a policy framework that includes the integration of all strategic priorities of the Growth Plan
• Provide leadership in the development of a sub-regional housing model and regional the Housing Plan to support the needs of the Region
• Recommend suitable housing policies, and facilitate that are consistent with the Growth Plan
• Ensure that regional and community priorities guide decision-making and implementation
• Facilitate educational opportunities as identified and events in alignment with the existing Capital Region Housing Plan.

Deliverables
• This Work collaboratively with committees and task force will oversee the completion and recommendation of forces of the following deliverables to the Board, through the Regional Services Committee:
  • Sub-regional to ensure greater coordination and integration of planning framework
    • Phase 1 - Background
    • Phase 2 - Needs assessment studies
    • Phase 3 - Sub-regional housing planning model
    • Phase 4 - Regional housing plan
• The 2014 ReEnvision occurs to ensure Housing Symposium Plan goals are being met.

MEMBERSHIP
The Board will consider Membership requires the project requirements participation and members who have a vested interest and/or expertise to enable the best possible outcome for a specific project. Whenever feasible, membership will remain consistent until project completion.

For housing planning purposes, the Capital Region has been divided into housing six sub-regions. Therefore this task force will consist of six members, one from each sub-region. Each sub-region will select its own representative and be approved by the Capital Region Board.

TERM
There is an expectation that all project deliverables will be recommended to the Board by April 2015.

LEADERSHIP
At its first meeting, the task force will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee’s membership, the committee should review and select its Chair and Vice-Chair.

At the end of a two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair.

SUPPORT/RESOURCES
The CEO will support this committee drawing upon CRB administration as required.

This task force will be supported by the Chief Executive Officer, Capital Region Board administration and consultant resources, and others as determined by its mandate and the Board’s approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support the task force committee project.

MEETING FREQUENCY
Meeting frequency will be established to align with key milestone and delivery dates of the project where policy guidance and recommendations to the Board are required and, where warranted, at the call of the chair.

This committee shall meet bi-monthly or at the call of the Chair as warranted.

AUTHORITY
This task force has been established under the guidance of the Board are considered advisory bodies to the Regional Services Committee Board and is expected to seek counsel and support for any motions by this committee before proceeding therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

EX-OFFICIO
The Board Chair will be considered a non-voting ex-officio member of this task force: CRB Chair.
Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend task force committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

**DECISION-MAKING**

Decisions, recommendations and actions determined by the task force committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the task force committee, or their designated alternate, may vote. Each member will have one vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

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**DISPUTE RESOLUTION**

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8:00AM BREAKFAST
8:45AM GREETINGS
9:00AM KEYNOTE: MARKUS MOOS
10:00AM COFFEE BREAK
10:15AM BREAKOUT SESSIONS
11:15AM LUNCHEON
12:15PM TOUR
2:15PM COFFEE BREAK
2:30PM STORIES: IMPROV + PANEL
3:50PM CLOSING REMARKS
4:00PM WINE + CHEESE

LOCATION
Dow Centennial Centre
Fort Saskatchewan, AB

DATE
October 1, 2015

TIME
8AM to 5PM

Housing for the Next Generation