

**To:** Chief Administrative Officer **Date:** April 7, 2025  
**From:** Mike Dickinson, Manager of Long Range Planning and Special Projects  
**Subject:** **Mission Sustainable Housing Committee Recommendations for Changes to the Committee's Terms of Reference**

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### Recommendation(s)

1. That Council approve the recommendations of the Mission Sustainable Housing Committee as resolved at the Committee's February 13, 2025 meeting; and
2. That the Terms of Reference for the Mission Sustainable Housing Committee be amended as follows:
  - a. Delete from Section 3 RESPONSIBILITIES/DELIVERABLES; Subsection a. stipulating that the Committee, 'Utilize the good work done as part of the 2021 Affordable Housing Strategy workshop as a foundation and launching point'; and
  - b. Revise Section 5 MEMBERSHIP COMPOSITION by amending the following subsections as follows:

Section 5.a. to reflect a change from 11 to 13 maximum **voting members** as follows:

5.a. Amend section that 'There will be a minimum of 5 and a maximum of 13 **voting members** (including Council representatives), who may include the following.'

Delete 5.a. x, stipulating the requirement for Two (2) citizen representatives, and replace this text with: 'One (1) member from Community Living BC'; and

Add a new sub-section 5.a. xi, to read

5.a.xi. 'Three (3) citizen representatives.

### Purpose

The purpose of this report is to provide Council with an overview of the discussions and recommendations from the February 13, 2025 meeting of the Mission Sustainable Housing Committee (MSHC) regarding its future. This includes addressing the issue of low attendance during 2024, presenting the Committee's deliberation on three proposed options for its continuation, and detailing the recommended structural changes to the Committee's Terms of Reference (TOR) to enhance its effectiveness. Additionally, the report outlines the Committee's ongoing commitment to supporting affordable housing initiatives and highlights next steps for implementation.

### Background

During 2024, the MSHC experienced low attendance, with only two of five meetings achieving quorum. This low attendance was partly attributed to changes in leadership among many of the non-profit organizations that participate in the Committee.

With new CEOs now in place, attendance at future meetings is expected to improve.

The future of the Committee was the key agenda item for consideration at the February 13, 2025 MSHC meeting. The objective was to engage Committee members in discussions about the Committee's purpose and provide Council with recommendations regarding its future direction.

## Discussion and Analysis

In light of the low attendance in 2024, the February 13 meeting focused on the Committee's continuation. The agenda, developed in consultation with the Committee Chair, presented three options for consideration:

1. **Discontinue the Committee** – Formal recommendation to Council for dissolution;
2. **Continue with Structural Changes** – Revised the Terms of Reference, new leadership structure; and
3. **Continue As Is** – Maintain existing structure and operations.

Following a thorough discussion, Committee members voted in favour of **continuing the MSHC with structural changes**. These changes aim to enhance the Committee's ability to provide valuable recommendations to Council regarding housing affordability in the City. Key recommendations include:

- Amending the Committee's membership to include one representative from Community Living BC and one additional citizen representative, expanding membership from 11 to 13 voting members.
- Strengthening the Committee's focus on supporting and implementing the City's Affordable Housing Strategy, including:
  - Safe and secure housing initiatives.
  - A tenant relocation strategy.
  - The Affordable Housing Reserve Fund.
  - An updated key performance indicator (KPI) reporting framework for affordable housing.
- Exploring opportunities for mutual learning by inviting representatives from the Development Liaison Committee to future meetings.

The minutes from the February 13, 2025, meeting, which details the Committee's deliberations and decisions, are included as **Attachment A**. The recommendations for changes to the MSHC's TOR are included in **Attachment B**.

## Financial Implications

The financial implications with this report are negligible but include the advertising cost of the additional citizen representative in a local newspaper.

## Communication

To ensure effective communication, MSHC members will be contacted ahead of each meeting with a request for agenda content, followed by the distribution of the finalized agenda. Advertising for the additional citizen representative will occur following Council's approval of the recommended changes.

## Summary and Conclusion

The Mission Sustainable Housing Committee has recommended continuing with structural changes to its Terms of Reference, as outlined in Attachment B. Key amendments include expanding the Committee's membership to add one representative from Community Living BC and one additional citizen representative, bringing the total membership to 13 voting members. These changes aim to enhance the Committee's ability to address housing affordability in the City and to strengthen collaboration with key stakeholders.

Additionally, the Committee will focus on implementing the Affordable Housing Strategy, including initiatives such as safe and secure housing, a tenant relocation strategy, the Affordable Housing Reserve Fund, and updated key performance indicators (KPIs) to better track progress on affordable housing goals. The Committee also identified the benefit of inviting representatives from the Development Liaison Committee to future meetings to foster mutual learning about affordable housing construction and the role of non-profit organizations in meeting housing needs.

To support these objectives, it is recommended that Council approve the revised Terms of Reference, direct staff to advertise for one additional citizen representative, and endorse the Committee's continued engagement with affordable housing initiatives. The next steps include Council approval of the TOR and initiating the advertising process for the citizen representative.

**Report Prepared by:** Mike Dickinson, Manager of Long Range Planning & Special Projects

**Reviewed by:** Dan Sommer, Director of Development Services

**Approved for Inclusion:** Mike Younie, Chief Administrative Officer

### Attachment(s)

Attachment A: Mission Sustainable Housing Committee Minutes (Draft) – February 13, 2025

Attachment B: Recommended Revised Mission Sustainable Housing Committee Terms of Reference