

TOWN OF WINDSOR
ADMINISTRATIVE POLICY ESTABLISHING THE
AFFORDABLE HOUSING COMMITTEE

1. Council hereby establishes the Affordable Housing Committee (the "Committee") as an Area Advisory Committee pursuant to the provisions of the Municipal Government Act.
2. The mandate of the Committee shall be to advise Council and support initiatives for increasing the availability of affordable housing within the Town of Windsor.
3. The Committee shall consist of between six (6) and twelve (12) community members who shall be appointed by Council for a minimum term of one (1) year and a maximum term of four (4) years. Members may be appointed for more than one term.
4. Committee membership may include residents from outside of the Town with a goal of having 50% of members being town residents.
5. The Committee shall annually appoint a Chair and Vice-Chair.
6. The Committee shall meet at least four (4) times per year. Additional meetings may be called at the request of the Chair with at least one week's prior notice.
7. A Committee member who misses three consecutive meetings with unexcused absences, shall cease to be a member of the Committee.
8. The Committee shall be responsible to the Planning Advisory Committee and shall provide regular updates to that committee.
9. Minutes of all discussions and recommendations of the Committee shall be kept.
10. The Committee shall provide an annual report to Town Council.
11. The duties of the Committee shall include:
 - (a) increasing general public awareness concerning the issue of housing affordability through educational initiatives;
 - (b) providing support to specific affordable housing projects including, where necessary, advocating on behalf of the developers of affordable housing projects;
 - (c) maintaining statistics and other information relevant to the need for affordable housing within the Town;
 - (d) identifying and recommending opportunities to increase the supply of affordable housing within the Town.

Approved by Council on **June 28, 2011 at the regular meeting of Windsor Town Council.**