



## Terms of Reference

<b>Committee Name:</b> Council's Task Force on Affordable Housing	<b>Committee Type:</b> Advisory
<b>Staff Support/Departmental Support:</b> CAO and/or designate	<b>Created by:</b> COW-2020-13
<b>Date Approved:</b> June 3, 2020	<b>Amendments:</b> N/A

### Mandate/General Statement

Council undertook in January 2019 the development of its strategic priorities for the 2018-2022 term of office. Under the *Safe, Sustainable, Healthy Community* Pillar, one of the objectives was to “encourage new accessible and affordable housing”.

In support of the County of Simcoe’s 10-year Affordable Housing and Homelessness Prevention Strategy, the Council’s Task Force on Affordable Housing will seek to explore options for addressing the affordable housing needs within the Town of Midland and undertake a series of objectives as outlined within the Terms of Reference.

### Strategic Plan Priorities/ Legislative Requirements

- ***Pillar Three – Safe, Sustainable, Healthy Community***

### Committee Composition

1. There shall be five (5) voting members of the Council’s Task Force on Affordable Housing (“Task Force”, or “Committee”) and one non-voting member, to be appointed by Council for a term to coincide with the current Term of Council and shall consist of:
  - The Mayor
  - One member of Council
  - Three Public Members
2. There is no legislative/statutory requirement for Council representation.
3. The Council representative shall be appointed by Council.
4. The Clerk (or designate) shall receive and review Committee applications and complete the related criteria-based matrix detailing each applicant’s ranking for Council’s consideration at an upcoming Council meeting.
5. The Task Force shall appoint a Chair and Vice Chair from its membership annually.

## Committee Criteria

1. Public Members shall be appointed based on the degree of their demonstrated experience, skills and/or knowledge in one or more of the following:
  - Affordable and social housing issues;
  - Financial management and oversight;
  - Planning, land use and development of residential housing;
  - Corporate, social and environmental responsibility;
  - Senior level intergovernmental relations.
  - Residency will not be a limiting factor for consideration.
2. Ineligibility - Members may not work for a fee on Town housing projects during their appointment to the Committee, nor for a period of 12 months after leaving the Committee.
3. Members must be able to commit the necessary time to meetings and events (if applicable).
4. Members shall provide adequate notice to staff if unavailable to attend meetings.
5. Members should demonstrate a strong interest in the Task Force's objectives.
6. Members shall conduct themselves as a representative of the Town and adhere to the Town's Code of Conduct for Boards and Committees.
7. Resignations from the Task Force shall be tendered in writing to the Clerk or designated Staff support. The Clerk will advise Council.
8. Attendance
  - a) If a member is absent for three (3) consecutive meetings and the Chair of has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
  - b) Upon notification by the Chair regarding the absence, Council may declare the seat of any member of the Task Force vacant.

## Committee Duties

The purpose of the Task Force is to assist with the exploration of options to address affordable housing needs within the Town of Midland, including:

- Review in conjunction with Town staff the Town's inventory of surplus municipal lands for the purpose of determining suitability for affordable/attainable housing;
- Research the various (governance) models for affordable housing as well as the various incentives for affordable housing that municipalities have supported for

the purpose of advancing the objectives and explore the idea of a Community Land Trust for affordable housing;

- Advocate to senior levels of government for funding, policies and programs that support housing affordability and help residents access housing options;
- Consider efforts to raise awareness and advocate for a poverty reduction strategy to address local challenges.

## **Staff Support and Duties**

1. Support Staff shall consist of the CAO and/or designate and other Staff as may be required. Staff from the Community Services, Planning and Finance Divisions will provide resources to support the Task Force and additional support may be sought from other departments as required.
2. The Clerk or designated Staff support shall prepare the agendas and reports.
3. The Clerk or designated Staff support shall confirm meeting dates and provide proper notice.
4. The Clerk or designated Staff support shall publish and distribute agendas, and record and distribute the minutes to the Task Force for approval.

## **Meetings**

1. The Task Force shall meet at least monthly and on an as needed basis. Notice of meeting dates shall be provided to the public in accordance with the Town's Procedural By-law. Meetings shall be at the discretion of the Chair.
2. The Clerk shall determine the meeting schedule at the commencement of each Council term in conjunction with the appointed Chair. Meetings during the months of July and August shall be at the discretion of the Chair.
3. Meetings shall be held at the Town Municipal Offices or in such other place as appointed.
4. A quorum for meetings shall be 50% plus one (1) of the voting members.
5. Items which are recommendations to Council shall follow the form of a Task Force resolution.
6. Task Force meetings shall follow the Town Procedural By-law as amended from time to time.

## **Reporting Structure**

1. The Task Force shall report at least annually to Council through the Clerk or designate by way of a Staff Report. Report format shall be in accordance with the Town's standard Staff Report format.
2. Minutes of the meetings shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP). Minutes of the last Task Force meeting in the Council term shall be included on the CIP as information. Any recommendations shall be included in the Staff Report to Council.
3. The Task Force shall provide a deputation to Council semi-annually outlining the accomplishments and provide an overview of its objectives for the following year. Where there is a significant requirement for funding the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.

## **Budget**

Not applicable.

## **Remuneration**

Not applicable.

## **Review of Terms of Reference / Sunset Clause**

Prior to the end of the first quarter of the fourth Year of the Council Term, the Task Force shall review the Terms of Reference and recommend to Council any amendments by way of a Staff Report from designated Support Staff.

## **Definitions**

For the purpose of this Terms of Reference, the following definitions shall apply:

1. "Task Force" means the Council's Task Force on Affordable Housing established by Council.
2. "Council" means the governing body of the Town of Midland.
3. "Mayor" means the elected official and head of the Council for the Town of Midland.
4. "Member" means an individual appointed to the Task Force.
5. "Town" means the Corporation of the Town of Midland.