



HOUSING TASK FORCE TERMS OF REFERENCE

Approved: October, 2019 via Bylaw 10085-2019

INTRODUCTION

The establishment of a Task Force on Housing has been prioritized by the current Elected Officials in their 2019-2022 Strategic Plan as a means of identifying priority short term and longer-term objectives and implementation strategies aimed at advancing affordable housing availability and options for the residents of the Town of Smiths Falls.

MISSION STATEMENT

The Housing Task Force will present a coordinated and practical set of recommendations designed to guide council as they make decisions to address the Town of Smiths Falls housing supply.

DEFINITIONS

Affordable Housing shall be as defined in the Provincial Policy Statement.

Municipality refers to the Corporation of the Town of Smiths Falls.

MANDATE

The Task Force will examine the current state of housing supply in the Municipality and make recommendations for strategies and opportunities to expand access for residents. The recommendations will include actions that may be taken by the Municipality to increase access to non-profit and subsidized housing, affordable rental housing and affordable home ownership for low and moderate income households. Recommendations will take into account the needs of residents at different stages of life and the range of housing options designed to lift individuals and families out of unaffordable or substandard housing and minimize risks for chronic homelessness.

SCOPE OF WORK

- Identify current and projected needs for housing within the Municipality
- Identify existing affordable housing units/developments within the Municipality
- Understand the Municipal government's current approaches to increasing access to affordable housing, including the review of applicable Smiths Falls Official Plan policies and Zoning By-Law provisions
- Identify enablers and inhibitors in current Municipal government by-laws, policies and procedures related to the goal of increasing access to housing
- Research effective models of affordable housing and best practice strategies found in other municipalities, including secondary dwelling housing, coach houses, redevelopment, and mixed housing in new developments



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- Review the Federal Government's *National Housing Strategy* and identify opportunities to seek funding through the National Housing Co-Investment Fund
- Review the Provincial Government's *Long-Term Affordable Housing Strategy* and identify partnership and/or funding opportunities as well as review any other pertinent Provincial Policy
- Establish a process to engage and consult the public. The Task Force will consult with business, labour and community groups. The Task Force will also seek input from a broad cross section of the community with a variety of lived experiences seeking housing in the municipality, such as seniors, students, vulnerable populations, immigrants, and young professionals.

DELIVERABLES

- Determine strategies to improve Municipal access to programs and/or funding for the development of affordable housing available.
- Identify potential partners and partnership strategies with the private, non-profit and government sectors to assist in the development of affordable housing
- Identify vacant development lands within the Municipality with the potential to be used for the development of affordable housing
- Identify strategies to promote the conversion of non-residential and residential buildings for use as affordable housing
- Propose planning policy approaches including but not necessarily limited to zoning changes to implement the findings of this Task Force and best carry out the objectives and policies outlined in the Municipality's Official Plan. If policy gaps are identified in the Official Plan, propose solutions to align the Plan with current priorities of the Municipality.
- Present a final report to Smiths Falls Town Council no later than the end of the second quarter 2020 that addresses the above noted items and outlines strategies and actions for implementation

TASK FORCE STRUCTURE

Housing Task Force members shall be appointed by Council and the Task Force shall consist of the following:



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Voting Members

1 representative from each of the following sectors:

- The Mayor or designate
- One Municipal Council member or designate
- Lanark County Housing
- Care Bridge Community Support
- Lanark Leeds and Grenville Health Unit
- A primary healthcare provider representative from Smiths Falls
- A faith community representative from Smiths Falls
- A landlord/property manager
- A develop/builder
- A realtor
- A community advocacy employee from Canopy Growth Corporation
- A representative from the seniors community
- A tenant
- A member of the community

Non-Voting Staff Resource

- Senior Planner or Designate

The Task Force will invite additional content experts to attend and present at specific meetings in order to meet its mandate.

The Task Force will receive technical and administrative support from the Staff Resource.

TASK FORCE CHAIR & VICE CHAIR

The Mayor (or designate) shall be the Chair and Spokesperson on the Task Force. The Committee shall select a Vice-Chair from among its membership. Members of Council and municipal staff sitting on the committee are not eligible to assume the position of Vice Chair.

The Chair provides leadership to the Committee, ensures that the Committee carries out its mandate, and acts as the primary liaison between the committee and staff. The



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staff liaison will prepare the agenda/minutes for each meeting in consultation with the Chair.

If the Chair is temporarily absent, the Vice Chair will assume the position and responsibilities for the Chair in the interim. If the position of Chair becomes vacant, the Vice Chair shall assume the responsibilities of the Chair until a new Chair can be elected. If the Vice Chair becomes vacant, the Chair may appoint a member of the Committee as Interim Vice Chair until a new Vice Chair can be elected. Election, when required, will be held at the next meeting of the Committee.

RESPONSIBILITIES AND OBLIGATIONS OF MEMBERS

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law and the Code of Conduct.

All Committee members shall abide by the Terms of Reference for this Committee as approved by Council. All Committee members shall abide by the Policy Respecting the Appointment of Members. Members must be willing to commit to the time required to understand and evaluate the information provided, as well as be open-minded to various opinions and perspectives. Members must also:

- Collaborate on agenda items and priority areas of work for the Task Force
- Regularly attend and actively participate in meetings
- Prepare for meetings and review and/or contribute to reports, as indicated

The Chair, may speak on behalf of the Committee to Council or the public. Other members shall not act or speak on behalf of the Committee without prior approval of the Committee.

The Committee and its members will not act outside the mandate and advisory capacity of the Committee. Should the Committee wish to comment on an issue that is within the mandate of another Council committee, the Chair shall consult with the responsible staff resource/liaison and/or the Chair of the other committee/board.



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LENGTH OF TERM

Membership term expires on achievement of mandate.

MEETINGS

The Task Force will meet as needed over the course of its mandate. Additional meetings may be held at the call of the Chair and as indicated to ensure the work of the Task Force is completed within the established timelines.

QUORUM

A majority of voting members shall constitute a quorum. In the event that a quorum is not met, the meeting may proceed but members cannot vote or make decisions.

PUBLIC PARTICIPATION AND DELEGATIONS

All Committee meetings are open to the public.

Members of the public are not permitted to participate in Committee discussions but may appear as a delegation. Questions may be asked by the public with the majority consent of the committee.

Any person wishing to appear before the committee as a delegation must submit a request to the Municipal Clerk's Office, advising of the topic/item they wish to speak on. All requests for delegations must be received at least one week before the meeting to ensure inclusion on the agenda. All delegations will be limited to 10 minutes.

The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, the person is being disruptive or disrespectful.

STAFF RESOURCES, MINUTES & AGENDAS

The Staff Resource shall provide clerical, administrative and technical assistance to the Committee. The staff resource shall provide the following resources to the Committee:

- Preparing and forwarding meeting materials to members
- Preparation of meeting minutes and correspondence
- Professional advice on matters within the mandate of the Committee
- Assist the Committee in participating in events and activities related to its mandate.

The Staff Resource is provided only to assist the Committee in undertaking their mandate. Additional requests of the staff resource shall be at the discretion of the Chief



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Administrative Officer. Time restraints, budget and workload will be taken into consideration. The minutes of each Committee meeting will be amended as necessary and approved at the following meeting.

CONFLICT OF INTEREST

All members of the Housing Task Force must abide by the Municipal Conflict of Interest Act.

REPORTING PROCESS

A final report will be presented to the Committee of the Whole.

BUDGET

The committee's annual budget allocation shall be requested on an annual basis during the budget process, based on the goals and objectives of the committee and subject to the adoption of the budget by Council. There is no remuneration paid to members of this Task Force.

TIMELINES

An interim report will be completed by the end of March, 2020.

The Task Force will complete its current mandate and author its final report no later than the end of the second quarter 2020 with a presentation to the Committee of the Whole to follow.