



HOUSING ADVISORY COMMITTEE TERMS OF REFERENCE

Approved: March 1, 2021 via Bylaw 10216-2021

INTRODUCTION

The establishment of a Housing Task Force was 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. On December 21, 2021 Council adopted the Housing Report that the Task Force prepared as well as the 17 recommendations that were contained in the report.

MISSION STATEMENT & MANDATE

The Housing Advisory Committee will oversee and assist in the coordinating, fulfillment and implementation of the 17 recommendations set out in the Housing Report.

This Advisory Committee acts in an advisory capacity to Council, with the final decisions in all matters resting with Council.

SCOPE OF WORK

- Review the Housing Report, dated November, 2020 (and adopted by Council on December 21, 2020) as prepared by the Smiths Falls Housing Task Force
- 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
- Establish a process to engage and consult the public on matters relating to housing, including hosting of community development and educational sessions. The Committee will consult with business, construction and community groups. The Committee 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.
- Act as a commenting body to review new and updated bylaws/policies that are to be implemented as a result of the Housing Report
- Assist staff with fulfilling, coordinating and implementing the recommendations contained in the Housing Report.

DELIVERABLES

- Present an interim report to Smiths Falls Town Council in October 2021 to provide an update on the progress of the policy and initiatives outlined in the Housing Report.
- Present a final report no later than September, 2022 that provides Council with a consolidated document that addresses all 17 recommendations and how they have been implemented by this committee, staff members and Council.



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TASK FORCE STRUCTURE

The Housing Advisory Committee shall be appointed by Council and consist of the following:

Voting Members

Ideally, Council would like to see members from the following sectors appointed for this committee. 1 representative from each of the following sectors will be sought:

- The Mayor or designate
- One Municipal Council member or designate
- One member from the Planning Advisory Committee
- Two members from the Housing Task Force
- A landlord or property manager
- A developer or builder
- A realtor
- A representative from the senior's community
- A tenant
- A member of the community

Minimum membership of 7 members / maximum membership 11.

Non-Voting Staff Resource

- Manager of Economic Development & Tourism

The Advisory Committee will invite additional subject matter experts to attend and present at specific meetings in order to meet its mandate.

The Advisory Committee 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 Advisory Committee. The Committee shall select a Vice-Chair from among its membership. 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 staff liaison will prepare the agenda/minutes for each meeting in consultation with the Chair.



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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 accordance 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 Advisory Committee members shall abide by the Terms of Reference for this Committee as approved by Council. All Advisory 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 Committee
- 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.

LENGTH OF TERM

Membership term expires on at the conclusion of this term of Council.



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MEETINGS

The Advisory Committee 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 Committee 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 meetings are open to the public.

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

Any person wishing to appear before the Advisory 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.
- Coordinating the participation of subject matter experts (including municipal staff and external) in the work of the Committee where needed.

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 Administrative Officer. Time restraints, budget and workload will be taken into consideration.



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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 Advisory Committee 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 Advisory Committee .

TIMELINES

An interim report will be completed by the end of October, 2021.

The Advisory Committee will complete its current mandate and author its final report no later than September, 2022 with a presentation to the Committee of the Whole to follow.