



# Blue Mountains Attainable Housing Advisory Committee

## TERMS OF REFERENCE

Dated: July 2024

### 1. PURPOSE

The Blue Mountains Attainable Housing Advisory Committee (“Advisory Committee”) has been established to develop a baseline of the Towns current and real state of the housing crisis by reviewing the relevant and legitimate materials that provide clear factual; and defensible information with the sole purpose of championing the increase of an overall housing stock and inventory of housing and living accommodation options that reflect the entire demographic of The Blue Mountains and to research and propose creative, innovative opportunities to Council through the Committee of the Whole process.

### 2. MANDATE

The Mandate of the Advisory Committee is to:

1. Collaborate, Review, Advise and Recommend to Committee of the Whole a “Town of The Blue Mountains” Housing and Living Accommodation “Scale of Attainable Living Ranges;”
2. Collaborate on the development of an annualized Report to Committee of the Whole that outlines the following key elements:
  - 2024 baseline of Attainable Housing and Living Accommodation inventory and unmet accommodation demands;
  - Average Housing Market Analysis and Historical Trending Data;
  - Current (current year) state of Housing and Living Accommodation;
  - Setting of Annualized targets for additional stock in the Council endorsed “Scale of Attainable Housing Ranges”
3. Collaborate, Review, Advise and Recommend to Committee of the Whole an Annualized “Town of The Blue Mountains Living Wage” document;

4. Be consulted on the development of an Attainable Housing and Living Accommodation Communication Strategy including:
  - Education, awareness and public outreach;
  - Easy access to information for Council and the public including communication and marketing materials to provide information to the public regarding the opportunities, options, and what is permitted already within the Town for Attainable Housing
5. Be the key point of consideration for local and regional and stakeholder-driven ideas and solutions that will produce innovative Attainable Housing opportunities:
  - Establishing a relationship with Developers and Habitat for Humanity;
  - Identify covenants to protect new Attainable Housing builds from increased resale values;
  - Identify tools available to ensure affordable rental stays affordable;
  - Suggested by-law amendments needed to allow all types of dwellings;
  - Additional fees for larger builds with a focus on supporting CIP funding; and
  - Supporting opportunities of a grass roots or not for profit having a role being a land trust.
6. Provide support and champion development projects at the Council level that achieve the desired range of housing opportunities that are contained in the Council endorsed “Scale of Attainable Living Ranges;”
7. Collaborate on an annualized Report Card of the achievements of the Advisory Committee and scoring of progress of annualized and Goals and Objectives.

### **3. ACCOUNTABILITY**

Where appropriate, the Advisory Committee will provide Council with recommendations on an as needed basis through reports to the Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

#### 4. MEMBERSHIP / VOTING

The Advisory Committee may have a composition of nine (9) members comprised of two (2) members of Council and up to seven (7) voluntary members, appointed by Council as noted in the composition below:

##### **Members:**

- Council Member (Chair)
- Council Membre (Alternate Chair)
- Mayor as ex-officio (not counted towards Committee membership)
- Up to seven (7) members at Large representing at least one (1) of the following groups:
  - Currently sharing accommodation and working in the service industry
  - Currently renting accommodation and working in the service industry
  - Currently own their own home and working in the service industry
  - Representative of the BMRA Attainable Housing Strategy Working Group
  - Suggestions
  - Suggestions
  - Suggestion

\*The Advisory Committee will not be voting on procedural items included on the meeting agendas.

Where the Chair is not available to attend a meeting, the second member of Council shall assume the role of Chair for that specific meeting. Notice of the assumption of the Chair by the second representative of Council assuming the Chair shall be made to the Advisory Committee members as early as possible in advance of the meeting.

The Mayor, as ex-officio, is not counted towards quorum and therefore shall not be considered eligible to take on the role of the Chair for a meeting.

Openings for the membership shall be publicly advertised as appointment opportunities arise.

Voting members shall be eligible voters in the Town of The Blue Mountains (who meet elector qualifications outlined in the Municipal Elections Act) and be members of the Town's rural and agricultural community.

##### **Members Will:**

- a) At all times of their membership on the Advisory Committee, the member shall be an eligible voter with the Town of The Blue Mountains for the purposes of their inclusion on the Town of The Blue Mountains' Voters list; and,
- b) Commit to active and respectful participation in regularly scheduled meetings that may include evening-time meetings; and,

- c) Commit to significant preparation for meetings via agenda review including previous minutes and all documentation; and,
- d) Be prepared to meet with Council, and/or attend Council and Committee of the Whole meetings upon Council's request.

All Advisory Committee members are expected to know and abide by relevant conduct policies of the Town. In addition, the following guidelines should be understood by Advisory Committee members:

- a) Only the Advisory Committee Chair can speak on behalf of the Advisory Committee;
- b) Advisory Committee members shall not direct any messaging without the approval of the Chair;
- c) The Advisory Committee Chair plays an important role in ensuring that a functional relationship with high integrity exists within the Advisory Committee, with Council, with the public, and with staff;
- d) Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, the Chair may need to intervene with an appropriate dispute resolution mechanism.

Members of the Advisory Committee shall not be registered or have been previously registered on the Town's Lobbyist Registry.

It is the responsibility of the member to declare any affiliations and/or inclusion on the Town's Lobbyist Registry to the Town Clerk as soon as possible in writing.

#### **Voting by Proxy**

Voting by proxy will not be permitted.

#### **Non-Voting Members:**

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### **5. QUORUM**

The Advisory Committee requires the attendance of the Chair or Alternate Chair, Scribe and least one (1) non-Voting member however, does not require a minimum number of participants to attend each meeting.

### **6. REMUNERATION**

No compensation shall be provided to members of the Advisory Committee for their participation.

## 7. MEETING TIME & LOCATION, AGENDA PACKAGE & MEETING CANCELLATION PROCEDURES

The Task Force will meet on based on the following schedule: an as required basis.

- Initial Meeting:
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Additional meetings of the Advisory Committee may be called by the Chair with a minimum of 72 hours' notice, to address urgent matters.

The Scribe shall send out meeting requests to all participants of the Advisory Committee members. All Advisory Committee meetings shall take place virtually using the Microsoft Teams platform.

The Task Force meetings are not open to the Public nor recorded or livestreamed.

## 8. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Chair. Additions to the Agenda will not be permitted at the meeting however, members who would like to include items for consideration are asked to contact [@thebluemountains.ca](mailto:@thebluemountains.ca) being released.

**Minutes:** will be kept by the Scribe who will distribute the minutes to all of the Advisory Committee.

**Procedure:** All meetings shall be conducted in accordance with the Town's Procedural By-law 2022-79.

## 9. TERM

The Term of the Advisory Committee shall be until March 31, 2026.

## 10. RELATED POLICIES AND TRAINING REQUIREMENTS

POL.COR.07.01 Accountability and Transparency of Town Actions to the Public

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence and Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

POL.COR.21.06 Code of Conduct for Members of Council, Local Boards and Advisory

## Committees

POL.COR.22.07 Respectful Public Interactions Policy

POL.COR.22.08 Frivolous, Vexatious or Unreasonable Complaints Policy

Town Procedural By-law

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)

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