



Staff Report

Administration – Chief Administrative Officer

Report To: COW_Finance_Admin_Fire_Community_Services
Meeting Date: August 26, 2024
Report Number: FAF.24.089
Title: Blue Mountains Attainable/Affordable Housing Advisory Committee Terms of Reference
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.24.089, entitled “Blue Mountains Attainable/Affordable Housing Advisory Committee Terms of Reference”;

AND THAT Council approve the Blue Mountains Attainable/Affordable Housing Committee Terms of Reference as presented and attached to this report;

AND THAT Council direct staff to initiate the advertising and recruitment process to establish a Blue Mountains Attainable/Affordable Housing Advisory Committee as outlined in the Draft Terms of Reference.

B. Overview

This report provides a follow-up to previous direction received from Council directing staff to bring forth a draft Terms of Reference for an Attainable/Affordable Housing Committee for Council consideration.

C. Background

At the June 17, 2024 Special Committee of the Whole meeting, Council considered a [Blue Mountains Attainable Housing Corporation Report](#) that identified proposed next steps for The Blue Mountains Attainable Housing Corporation. One of those recommendations included the establishment of a formal Attainable/Affordable Housing Committee of Council.

On June 24, 2024, the following Resolution was approved by Council:

- A) THAT Council of Town of The Blue Mountains receives for information the correspondence of Shawn Everitt, Chair, The Blue Mountains Attainable Housing Corporation Re: Proposed Next Steps for The Blue Mountains Attainable Housing Corporation, CARRIED.

B) THAT Council of The Town of The Blue Mountains direct staff to initiate the formal process of dissolving The Blue Mountains Attainable Housing Corporation at the estimated cost of \$30,000 and with full dissolution to be completed no later than December 1, 2024, CARRIED.

C) THAT Council of The Town of The Blue Mountains request the members of The Blue Mountains Attainable Housing Corporation to bring forward a draft Terms of Reference that would provide the basis for the scope and mandate for the potential establishment of a formal Attainable Housing Committee of Council, CARRIED.

D) THAT Council of The Town of The Blue Mountains engage with the TBM Housing Strategy Working Group to consider how best to collaborate on the Attainable Housing Portfolio, CARRIED.

E) THAT Council of the Town of The Blue Mountains directs the CAO to provide a report to Council regarding the subject matter in The Blue Mountains Attainable Housing Corporation report titled "Proposed Next Steps for The Blue Mountains Attainable Housing Corporation" and the options to internalize management by the end of the 3rd quarter in 2024, CARRIED.

D. Analysis

Staff have worked closely with the current membership of The Blue Mountains Attainable Housing Corporation (BMAHC) and bring this report forward specifically for the purposes of addressing item C from the above noted Council resolution.

Staff will be bringing forward a Staff Report to the September 16, 2014 Committee of the Whole that will address item E from the above noted Council resolution. Staff are considering recommending internalizing the Attainable Housing Portfolio within Town operations in the future.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

None.

G. Financial Impacts

Some staff resources will be required to manage the additional Committee of Council based on the draft Terms of Reference.

H. In Consultation With

The Blue Mountains Attainable Housing Corporation Board of Directors

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer cao@thebluemountains.ca.

J. Attached

1. Draft Terms of Reference

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Shawn Everitt, Chief Administrative Officer
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Report Approval Details

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|----------------------|--|
| Document Title: | FAF.24.089 Blue Mountains Attainable Affordable Housing Advisory Committee Terms of Reference.docx |
| Attachments: | - Attachment-1-Draft-Terms-of-Reference.pdf |
| Final Approval Date: | Aug 15, 2024 |

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Aug 15, 2024 - 3:31 PM



Blue Mountains Attainable/Affordable Housing Advisory Committee

TERMS OF REFERENCE

1. PURPOSE

The Blue Mountains Attainable/Affordable Housing Advisory Committee (“Advisory Committee”) has been established to address the Town’s current housing crisis by reviewing relevant and legitimate materials which provide clear, factual, and defensible information. The primary purpose is to champion the increase of attainable housing and living accommodation options that reflect the needs of the entire demographic of The Blue Mountains, and through research and advocacy communicate these opportunities for growth 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” through the assessment of the following elements:
 - Creating and maintaining on an annual basis the “Town of The Blue Mountains Living Wage” document;
 - Develop for Council endorsement a 2024 baseline of Attainable Housing and Living Accommodation inventory and unmet accommodation demands utilizing the 2024 Housing Analysis;
 - Reporting on the Annual state of Housing and Living Accommodation;
 - Reporting Annually on the Average Housing Market Analysis and Historical Trending Data;
 - Setting of Annualized targets for additional stock in the Council endorsed “Scale of Attainable Housing Ranges”.
2. Provide support and champion development projects throughout the Town to achieve the desired range of housing opportunities that are contained in the Council endorsed “Scale of Attainable Living Ranges;”

3. Be consulted on the development of an Attainable Housing and Living Accommodation Communication Strategy including:
 - Education;
 - Awareness and public outreach; and
 - 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.
4. 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 all regional stakeholders
 - Identify covenants to protect new Attainable Housing builds from increased resale values
 - Identify tools available to ensure affordable rental stays affordable
 - Suggest by-law amendments needed to allow a range of dwelling types
 - Consideration of additional fees for larger builds with a focus on supporting Community improvement Plan funding allotments
 - Supporting opportunities of a grass roots or not for profit organization that may operate as a land trust or under cooperative/community ownership structures to build or acquire rental units and maintained as affordable in perpetuity.
5. Collaborate on an annualized Report Card of the achievements of the Advisory Committee and scoring of progress of annualized and Goals and Objectives, including comparison of where we are in relation to Grey/Bruce/Simcoe area.

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 up to 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 Member (Alternate Chair)
- Mayor as ex-officio (not counted towards Committee membership)

Each of the seven (7) members at Large will identify themselves as representing at least one (1) of the following categories, but with no category being represented by greater than two (2) Members:

- A current tenant of a rental housing unit (Public)
- A worker in the service industry (Public)
- Representative of the BMRA Attainable Housing Strategy Working Group (Public)
- A youth or young adult individual, less than 30 years of age.(Public)
- A member of the development industry (private or non-profit) (Industry)
- An individual who has recently purchased or is considering purchasing a home in the Town (Public)
- Currently living in shared accommodations and currently working in the Town of The Blue Mountains (Public)

*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 Committee will appoint a Spokesperson who will attend Council, Committee of the Whole meetings to provide Advisory Committee endorsed comment(s)/ position(s) on proposed development projects and Housing impact subject matter.

The Spokesperson will take on the role as Chair of the meeting during change in Council term, to ensure smooth transition of the work of this committee, to the new Council members. Once Council members are appointed to the Committee, the Spokesperson will relinquish the Chair.

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 qualify as per the requirements noted in the “member” section and may or may not be an eligible voter in the Town of The Blue Mountains.

Members Will:

- a) At all times of their membership on the Advisory Committee, commit to active and respectful participation in regularly scheduled meetings that may include evening-time meetings;

- b) Commit to significant preparation for meetings via agenda review including previous minutes and all documentation; and
- c) 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 spokesperson, who has been clearly identified by the Advisory Committee 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; and
- 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:

- Member of Planning Staff
- Legislative Coordinator

5. QUORUM

The Advisory Committee requires the attendance of the Chair or Alternate Chair, Legislative Coordinator and least one (1) 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.

Consideration by Council

Compensation will be provided to the Public Voting Members based on the Council endorsed/approved per diem basis

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

The Advisory Committee will meet monthly based on the following schedule and on a as required basis:

Each Advisory Committee meeting shall be no longer than two (2) hours in length.

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

The time of the meeting and meeting schedule will be set by the Committee at the initial meeting.

The Legislative Coordinator 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, with the option of up to two in-person meetings.

Regular meetings of the Advisory Committee meetings will be conducted virtually and are open to the Public and recorded where the technical abilities are available. No Meetings of the Advisory Committee will be livestreamed. If a member of the public wishes to attend to view or speak at the meeting registration at least two (2) days prior to the day of the meeting is required.

The Advisory Committee has the authorization of Council to conduct up to two (2) in person Special Meetings per calendar year. These meetings will be conducted in person only and shall not consider hybrid participation.

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 being released.

Minutes: will be kept by the Legislative Coordinator 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 October 1, 2027. During an election year, from approximately March – October 2027, the Council member holding the Chair position will relinquish the Chair to the appointed Spokesperson, who will Chair the Committee until a new member of Council is appointed to the Advisory Committee by the 2026 to 2030 Council.

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](#)