



The Corporation of the City of Peterborough

By-Law Number 19-XXX

Being a By-law to establish a Housing Action Task Force Working Group and the associated Terms of Reference

Whereas the City of Peterborough as Service Manager for Housing and Homelessness, is required under the Housing Services Act, 2011 to have a 10-year Housing and Homelessness Plan and to carry out measures to meet the objectives and targets relating to housing needs within the City and County of Peterborough;

And Whereas it is in the public interest that a Housing Action Task Force Working Group be appointed to work with key partners to increase the supply of affordable housing in order to meet the objectives and targets included in the 10-year Housing and Homelessness Plan;

And Whereas the Housing Action Task Force Working Group would exist as sub-committee to the Housing and Homelessness Plan Steering Committee;

Now Therefore, The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

1. Working Group Name and Mandate

A committee to be called the “Housing Action Task Force Working Group” is hereby established to work with key partners to increase the supply of affordable housing to meet the targets in the 10-year Housing and Homelessness Plan.

2. Roles and Responsibilities

The Housing Action Task Force Working Group (Task Force) shall report to the Housing and Homelessness Plan Steering Committee (Steering Committee) which will report to Council through General Committee or Joint Services Steering Committee, as required.

2.1 The Task Force shall provide recommendations to the Steering Committee for actions that may be taken by the City and its partners to create housing that is affordable for low to moderate income households.

2.2 Task Force recommendations shall form an action plan that includes short and long-term objectives, and an implementation plan with measurable results and a monitoring program.

2.3 The Task Force shall review the Terms of Reference once every three years, or as directed by the Steering Committee.

3. Membership

The Task Force shall be composed of no more than 21 voting members, appointed by the Steering Committee as follows:

3.1 Two members of City Council (as per the Councillor appointments process)

- 3.2 Two members of County Council (as per the Councillor appointments process)
- 3.3 Two community members
- 3.4 No more than 15 members at large with representation that includes:
- a) One staff member representing Peterborough Housing Corporation
 - b) One staff member representing an independent non-profit housing provider
 - c) One staff member representing a local private sector housing developer
 - d) One staff member each from Trent University
 - e) One staff member from Fleming College
 - f) One staff member from the Planning Division of the City of Peterborough
 - g) One staff member from the Planning Division of the County of Peterborough
 - h) One staff member from the Peterborough-Kawartha Homebuilders Association
 - i) One staff member each representing organizations whose mandates address:
 - i. affordable homeownership
 - ii. supportive housing
 - iii. indigenous housing
 - iv. sustainable building
 - v. economic development and/or social finance
 - vi. accessibility and/or seniors housing
- 3.5 New membership shall be facilitated by Social Services staff and approved by the Steering Committee.

4. **Term of Office**

- 4.1 Council members appointed to the Task Force may serve for the duration of the term of the Council upon which they serve, subject to the Mayor's recommendation.
- 4.2 Council members of the Task Force shall be eligible to renew their appointment for multiple terms, subject to continuing to hold a seat at Council.
- 4.3 Community members will serve a term of up to four years with staggered terms.
- 4.4 Any member of the Task Force whose term of office has expired may be eligible for re-appointment, up to a maximum of eight years.
- 4.5 The Task Force shall declare a member's seat vacant and shall provide notice thereof to the Steering Committee if a Task Force member:
- i. is convicted of an indictable offence;
 - ii. becomes incapacitated; or,

- iii. is absent from the meetings of the Task Force for three (3) consecutive meetings, without leave of absence from the Task Force or without reasons satisfactory to the Task Force.

5. Remuneration

- 5.1 Housing Action Task Force Committee members shall serve without remuneration.
- 5.2 Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Task Force responsibilities with prior approval by the Housing Services Manager.

6. Chair and Vice-Chair

- 6.1 The Task Force at its first meeting in each calendar year, shall appoint from its membership a Chair and Vice-Chair. The Chair and Vice-Chair shall hold their positions for one-year, renewable terms.
- 6.2 The Chair shall preside over each meeting, ensuring the rules of order are followed. The Chair shall assist staff in identifying items for the meeting agenda and liaise with staff as required.
- 6.3 The Vice-Chair, in the absence of the Chair, shall have all the same rights and privileges as the Chair.

7. Task Force Meetings

- 7.1 The Task Force will hold regular meetings, at such time and place as determined by the working group.
- 7.2 The presence of a majority of the Task Force constitutes a quorum. Where a quorum is not present, the Task Force may assemble without conducting business. All business will be conducted at the next regular meeting where quorum is met.
- 7.3 The Chair may exclude any person from the meeting for improper conduct.

8. Role of City Staff

- 8.1 Staff from Social Services Division shall provide support and information to the Task Force:
 - a) Prepare the agenda in consultation with the Chair
 - b) Coordinate meetings
 - c) Assess the requirement for additional meetings in consultation with the Chair
 - d) Prepare draft minutes and provide draft minutes to the Steering Committee
 - e) Liaise with Task Force members and City staff to facilitate recommendations arising out of meetings.
- 8.2 Staff from other divisions will support the Task Force and attend meetings as required.
- 8.3 Where required, and in consultation with the Steering Committee, staff will bring forward to Council matters from the Task Force, through a staff report to General Committee or Joint Services Steering Committee, as required.
- 8.4 Staff may arrange for presentations from community groups and agencies and bring reports to the Task Force seeking advice before taking a matter to General Committee or Joint Services Steering Committee.

8.5 Staff may circulate items to the Task Force for advice and comment at the same time comments are being sought from other internal/external organizations and bodies.

By-law read a first, second and third time this ____ day of October, 2019.

Diane Therrien, Mayor

John Kennedy, City Clerk