

## **Draft Terms of Reference**

### **AFFORDABLE AND SENIORS' HOUSING TASK FORCE**

#### **1. Goal**

- 1.1 Identify strategies that support the creation and maintenance of affordable and seniors' housing as set out in the Region's Community Strategic Plan, Regional Official Plan, and At Home in Durham: Durham Region Housing Plan 2014-2024, in order to inform the 2017 Social Housing Servicing and Financing Study.

#### **2. Mandate**

- 2.1 The Affordable and Seniors' Housing Task Force is an ad hoc committee of Regional Council established in accordance with these Terms of Reference to inform Council discussions related to the Region's rental housing supply.
- 2.2 The Task Force will identify opportunities that impact the Region's housing supply for seniors and low to moderate income households, including new opportunities created by the recent update of the provincial Long-Term Affordable Housing Strategy and newly announced federal funding commitments.
- 2.3 The Task Force mandate focuses on three areas:
  - Committee Education: deepening members' knowledge and understanding of the existing rental housing supply in Durham Region, planning and financial tools to support the maintenance of existing rental housing, as well as policies and programs that encourage affordable housing development in Durham;
  - Information Sharing: inform Committee and Council discussion on matters related to the implementation of the Region's Corporate Strategic Plan, Regional Official Plan and At Home in Durham, and matters that further the Region's stated goals related to affordable and social housing; and,
  - Foster Collaboration: identify opportunities that support the Region's stated objectives related to affordable housing through collaboration with the federal and provincial governments, area municipalities, Durham residents, financial and housing development industries, as well as other businesses, agencies and institutions with an interest in the housing needs of Durham residents.

### **3. Scope of Activities**

The scope of activities may include:

#### 3.1 Committee Education

- Information from housing policy, finance, planning, and development industry professionals on strategies that best leverage the existing affordable rental housing supply and encourage the development of new affordable housing.
- Receiving presentations on best practices from other jurisdictions for the creation and maintenance of affordable and seniors' housing in other communities.

#### 3.2 Information Sharing

- Identify potential areas of investigation for new or existing programs, approaches or policies related to the maintenance of the existing social housing supply and efforts to stimulate new affordable housing development in Durham Region.
- Identify policy implications as they relate to the provincial Long-Term Affordable Housing Strategy update, Durham's Community Strategic Plan, the Regional Official Plan and Durham's Housing Plan, At Home in Durham.
- Identify potential policy implications as they relate to proposed federal government activities that support the revitalization of the existing social housing infrastructure and future affordable housing development across the Region.

#### 3.3 Fostering Collaboration

- Identify partnership opportunities with the federal and provincial governments, area municipalities, Durham residents, financial and housing development industries, as well as other businesses, agencies and institutions to engage local housing-related industry professionals in discussions about the policy tools and regulatory changes being brought forward through the Long-Term Affordable Housing Strategy update to support new affordable housing development across Durham Region.
- Support on-going activities that facilitate public information sharing on the socio-economic benefits of affordable housing development and social housing programs.

#### **4. Composition**

4.1 The Task Force will be comprised of eleven members as follows: the Regional Chair, the Chair of the Finance and Administration Committee, the Chair of the Health and Social Services Committee, and one Regional Councillor from each of the eight area municipalities.

#### **5. Membership Selection**

5.1 Regional Council shall appoint all representatives to the Task Force.

#### **6. Officers**

6.1 A chair and a vice-chair will be elected by the Task Force at the first meeting. The Region's CAO or his/her designate shall chair the inaugural Task Force meeting.

#### **7. Support Services**

7.1 The Commissioner of Social Services or his designate shall support the activities of the Task Force. A Social Services Department staff liaison will provide administrative, procedural and technical support to the Task Force.

7.2 The staff liaison will co-ordinate the agenda and arrange for the attendance of guests/speakers for Task Force meetings.

7.3 Corporate Services - Legislative Services will provide secretarial and other support services including circulation of the agenda and meeting materials.

#### **8. Meetings**

8.1 The Task Force will establish a four month meeting schedule at its inaugural meeting taking into account the business needs and schedule of Regional Council. The Task Force shall provide Corporate Services - Legislative Services with a schedule of meetings after the inaugural meeting.

8.2 Special meetings may be held at the call of the Task Force Chair.

8.3 Unless otherwise arranged with Task Force members, all meetings will take place at Regional Headquarters and are open to the public.

8.4 As a Task Force established by Council, the Task Force is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.5 Quorum shall consist of a majority of sitting members.

## **9. Minutes and Agenda**

- 9.1 The minutes of the Task Force will be amended as necessary and approved at the following meeting.
- 9.2 When approved, minutes will be forwarded to the Committee of the Whole for inclusion in the next regularly scheduled agenda.
- 9.3 The Task Force agenda will be prepared by the staff liaison and chair/vice-chair and distributed at least one week prior to the scheduled meeting.

## **10. Final Report**

- 10.1 The Task Force will seek to achieve consensus on decisions that will inform the Final Report.
- 10.2 A final report shall be prepared by the Task Force for consideration and approval by the Committee of the Whole