



TERMS OF REFERENCE
Northern Bruce Peninsula
Attainable Housing Taskforce

MANDATE:

The Northern Bruce Peninsula Attainable Housing Taskforce an action-oriented group of residents and stakeholders, organized to discuss the issues and opportunities surrounding attainable housing. The taskforce will do the groundwork that will shed light on community needs and will highlight ideas for improving access to attainable housing on the Northern Bruce Peninsula. This Taskforce is being organized to support the Municipality of Northern Bruce Peninsula Council's work in developing and acting on, an attainable housing strategy.

DELIVERY OF AN ATTAINABLE HOUSING PLAN:

The Committee shall consider the following areas in preparing a Attainable Housing Plan:

- Research and Analysis
 - Conduct a housing needs survey for MNBP
 - Conduct focus groups with local stakeholders affected by housing needs
 - Review housing forms/tenures in other communities to find promising models
- Advocacy
 - Be the voice for housing needs in the community and beyond
 - Develop an ongoing relationship with businesses, volunteers, landowners, and the under-housed
- Organization and Project Management
 - Develop timeline for each project if applicable
 - Support Municipality to coordinate implementation
 - Ex: Garden suite legislation – work that needs to happen – clear understanding of where we are with where we need to be

CONSULTATION PROCESS:

- Public consultations will use a variety of methods as feasible with COVID restrictions. Methods will include surveys, phone interviews, focus groups etc.
- Consultations will look to understand local housing issues and opportunities. Consultations will also investigate how other municipalities and communities across Ontario and Canada are addressing attainable housing issues
- The taskforce will seek opportunities for regional collaboration on attainable housing planning including but not limited to stakeholders like the Grey Bruce Health Unit, County of Bruce, Parks Canada, and local businesses.

COMPOSITION, ORGANIZATION AND QUALIFICATIONS:

The Committee will consist of nine (9) members comprised of one (1) member of Council and eight (8) community volunteer representatives.

Community volunteer representatives shall meet the following qualifications:

- Be a resident of NBP
 - (a resident shall be defined as a person who rents or leases residentially on a full time, year-round basis or owns an improved property in NBP)
- Have an understanding of the goals, objectives and desired outcomes of the Attainable Housing Taskforce
- Take a genuine interest in the anticipated results and overall success
- Understand and represent the diverse interests of the community
- Actively participate in Committee meetings through attendance, discussion and review of agendas, minutes, papers and any other applicable Committee documentation

It is the intent of the Committee to bring the following expertise to the table:

- Business acumen
- Legal experience
- Communications
- Trusted community connections
- Wisdom and youth
- Planning
- Housing needs
- Architecture
- Project management & construction
- Social work
- Medical work
- Local business

The Committee will elect a Chair and a Vice Chair and a Recording Secretary shall be provided by NBP to prepare the Committee agendas and scribe the meeting minutes only. In addition, the Mayor and/or Community Services Manager shall be recognized as an ex-officio member of the Committee. Community Services shall be the lead department for the Committee.

The Committee will generally meet monthly at 9:00 a.m. in the Council Chambers at the Municipal Office. The duration of the Committee meetings shall not exceed two (2) hours. Depending on the COVID-19 conditions the Taskforce may meet via ZOOM.

Meeting agendas and minutes will be in electronic format and displayed on the Municipal website. Meeting minutes will be presented to Council following approval at the next Taskforce meeting.

The Committee shall be governed by all applicable Municipal by-laws and policies for the conduct of meetings and activities including but not limited to:

1. Procedural By-law
2. Purchasing/Procurement By-law
3. The Municipal Act
4. The Municipal Conflict of Interest Act

Persons appointed as Committee members shall complete mandatory training as required by the Municipality from time to time including but not limited to accessibility, Respect in the Workplace and Health and Safety.

TERMS AND CONDITIONS:

The Northern Bruce Peninsula Attainable Housing Taskforce shall be appointed by by-law and shall run with the current term of Council.

Meetings shall be established and conducted in accordance with the Municipality Procedural By-law and any other applicable legislation.

AVAILABLE RESOURCES:

The Committee will:

- be permitted to utilize certain Municipal resources, within reason, such as photocopying, faxing, etc.