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Terms of Reference

Clarington Task Force on Affordable Housing

Background

Following an Official Visit and Roundtable Discussion with the Lieutenant Governor Elizabeth Dowdeswell on January 29, 2018, a Task Force on Affordable Housing was formed.

Mandate

The Clarington Task Force on Affordable Housing shall provide advice, comments and recommendations to Council on issues related to affordable rental housing for both low and moderately-low income households and seniors housing needs to support and address seniors both financially and physically.

Scope of Activities

- Assist with the support, creation and maintenance of affordable housing with particular emphasis on affordable housing for seniors;
- Provide advice, comments and recommendations on issues related to affordable housing;
- Build relationships between Municipal staff, Regional staff, developers and the community;
- Foster a greater understanding of the need and commitment to address the issue of providing suitable and affordable housing for our residents;
- Provide an opportunity to meet with various partners to raise awareness and address barriers;
- Consult with other groups and/or Task Forces on issues of mutual interest.

Membership and Representation

The Task Force shall be comprised of a maximum of 14 voting members including at least 2, but not more than 3, members of Council.

A maximum of 11 citizen members may be appointed. Citizen appointments should represent a broad range of interests in the community.

Responsibilities and Obligations of Members

All Task Force members shall abide by these Terms of Reference. Members must also be willing to commit the time required to understand and evaluate the information provided, as well as be open-minded to various options and perspectives.

The Task Force and its members shall not act outside of the mandate and advisory capacity of the Task Force. Should a Task Force member wish to comment on an issue that is within the mandate of another Council Task Force, the Chair shall consult with the responsible liaison and the Chair of the other Task Force.

Chair and Vice-Chair

The Task Force shall select a Chair and Vice-Chair from among its members.

The Chair shall provide leadership to the Task Force, ensure that the Task Force carries out its mandate and act as liaison between the Task Force and staff. The Chair shall set the agenda for each meeting.

In the Chair's absence, the Vice-Chair shall assume the position and responsibilities of the Chair during this time.

The Chair may speak on behalf of the Task Force to Council or the public. Other members shall not act or speak on behalf of the Task Force without prior approval of the Task Force.

Conflict of Interest

Members of the Task Force must abide by the Municipal Conflict of Interest Act.

Public Participation

All Task Force meetings are open to the public. Members of the public are not permitted to participate in Task Force discussions but may appear as a delegation before the Task Force. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a Task Force Meeting must advise the staff liaison.

The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive and disrespectful.

Meetings

Task Force meetings will generally be held in the Municipal Administrative Centre, although meetings may occasionally be held elsewhere if deemed necessary or appropriate by the Chair.

The Task Force will generally meet monthly. Additional meetings may be required based on the work of the Task Force.

This is an ongoing advisory Task Force, therefore, no set timelines have been established.

Quorum shall consist of a majority of sitting members.

A member of the Board is permitted to participate electronically in a meeting and may be counted in determining whether, or not, a quorum of members is present at any point in time. All, or some, members may participate electronically in meetings. Meetings can be held in person when Public Health restrictions permit; and

For clarity, a Member of the Board may also participate electronically in a meeting that is closed to the public, if the meeting is properly held in closed session (i.e. the deliberations are permitted to be conducted in closed session, moving from open session to closed session, and then rising and reporting, and maintaining minutes of both the closed and open portions of the meeting).

Staff Support

Heather Keyzers, Community Coordinator, Mayor's Office will liaise and attend Task Force meetings to take minutes and assist further as needed. Minutes of the Task Force meetings shall be provided to Council.

The CAO or designate shall be the liaison between the Task Force and the Region of Durham's Affordable and Seniors' Housing Inter-Disciplinary Tactical Team.

Other members of Municipal staff will provide support as necessary.