



Terms of Reference

Scugog Housing Advisory Committee

Approved by Council Resolution CR-2023-128 on April 3, 2023.

Scugog Housing Advisory Committee

Terms of Reference

1. Purpose

The purpose of the housing Committee shall be to advise Council concerning initiatives to ensure an appropriate range and mix of housing within the Township.

2. Mandate

The duties of the Committee shall include:

- a) Advocating for a variety of housing opportunities in terms of type, tenure, density and affordability to meet the needs of present and future residents;
- b) Identifying and recommending opportunities to increase and improve the housing mix within the Township, for both ownership and rental purposes;
- c) Increasing general public awareness concerning housing needs and opportunities through educational initiatives;
- d) Encourage residential intensification and infill development that is sensitive to surrounding development;
- e) Collaborating with other Township Committees and/or other external organizations in the pursuit of projects related to enhanced housing opportunities for Scugog.

The mandate of the Committee shall be to advise Council and support initiatives to ensure an appropriate range and mix of housing within the Township.

3. Committee Composition

The Committee shall be composed of eight (8) voting members and one (1) of which shall be a member of Council.

A Council member shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee. The Mayor is a member ex-officio.

Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

4. Subcommittees

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. The Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall

not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council. These Subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Subcommittee and/or working group shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

5. Staff Support

Staff has two principle functions in regard to Committees: committee coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support from the Corporate Services Department (Committee Coordinator). This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be required from time to time.

The Director of Development Services or alternate will act as the staff liaison for the committee.

6. Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Boards and Advisory Committees Code of Conduct, the Township's Harassment Policy and any other applicable policies and/or procedures.

7. Conflict of Interest

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee.

Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

8. Council Role

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the Committee to ensure Committee effectiveness.

9. Youth Members

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in housing issues.
- It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.