



# Affordable Housing Advisory Committee (AHA)

## Terms of Reference

### **Purpose**

The Affordable Housing Advisory Committee was established in 2014 under *Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy's* theme "to establish strong leadership and governance".

The Affordable Housing Advisory Committee will continue to provide advice for Council's consideration regarding the ongoing implementation and progress of the current 10-Year Affordable Housing and Homelessness Prevention Strategy within Simcoe County.

### **Responsibilities**

The responsibilities of the Affordable Housing Advisory Committee shall be to:

- a) Support and further the objectives of the 10-Year Affordable Housing and Homelessness Prevention Strategy.
- b) Work together with County staff to update the Strategy within the context of the program and/or changes to funding that have the potential to impact implementation of the Strategy.
- c) Identify 10-Year Strategy updates for submission to the Province to meet reporting requirements.
- d) Make recommendations to County Council with respect to development of annual report cards.
- e) Make recommendations to County Council that are reflective of diverse needs across the County.
- f) Promote awareness about the importance and benefits of affordable housing.
- g) Make recommendations to Council regarding opportunities for advocacy to other levels of government for increased funding as well as changes in legislation and regulations that support the Strategy.
- h) Bring a holistic perspective on affordable housing and homelessness prevention with members reflecting their respective geographical areas and sectors of expertise, in order to collectively advance the 10-Year Strategy across the County.



## Composition

The Affordable Housing Advisory Committee is comprised of seven (7) Council representatives, seven (7) representatives from the public, private and non-profit sectors and the Warden as an ex-officio member.

## Council Representatives

The seven (7) Council representatives shall be recommended by the Governance Committee and ratified by County Council to represent the various geographic areas within the regions, specifically:

- One (1) representative of County Council representing the County at-large.
- One (1) representative for East Simcoe representing the Townships of Oro-Medonte, Ramara and Severn.
- One (1) representative for North Simcoe representing the Towns of Midland and Penetanguishene and the Townships of Tay and Tiny.
- One (1) representative for South Simcoe representing the Towns of Bradford West-Gwillimbury, Innisfil and New Tecumseth and the Townships of Essa and Adjala-Tosorontio.
- One (1) representative for West Simcoe, representing the Towns of Collingwood and Wasaga Beach and the Townships of Clearview and Springwater.
- One (1) representative for the City of Barrie.
- One (1) representative for the City of Orillia.

## Private, Public and Non-Profit Organization Representatives

At the beginning of a new Council term, staff will recommend a total of seven (7) private, public and non-profit sector organizations, from the following sectors, to be represented on the Committee for that term. In addition, the seven (7) members may each provide one (1) alternate who would represent that sector should they be unable to attend. The members along with the alternates will be appointed during a meeting of the Committee Council representatives. Perspectives are to represent issues county-wide.

- a. **Building and Development Industry** – local or provincial associations representing the building and development industry.
- b. **Health Sector** – community-based health services that are accessed by low-to-moderate income households, for example from a community health centre or from a Local Health Integration Network.
- c. **Homelessness Prevention Services** – two representatives from amongst the organizations that provide services for persons who are homeless or at risk of



homelessness, including those that are members of Simcoe County Alliance to End Homelessness (SCATEH).

- d. **Landlord/Property Management** – local or provincial associations representing the landlord sector, or an individual landlord and/or property management company who could provide informed representation.
- e. **Mental Health and Addictions Care** – mental health and addictions service providers offering services along a continuum of care.
- f. **Indigenous Communities Representative** – represent the interests of Indigenous communities County-wide.

The term of appointment for private, public and non-profit organization representatives will coincide with the term of Council.

Alternates who attend Affordable Housing Advisory Committee meetings, in the absence of a non-Council member, shall have the same rights and privileges during proceedings as the member, meaning he/she shall count towards quorum and have full voting privileges. In the interest of continuity of informed decision-making, it is expected that non-Council representatives will share information regarding Affordable Housing Advisory Committee business items with their alternates.

Non-Council members and their alternates are to represent their respective sector and not the interests of any particular agency.

In order to qualify for membership on the County's Affordable Housing Advisory Committee, non-Council members (and their alternates, if applicable) must remain actively involved with an agency of the sector they are representing.

Should a vacancy of a non-Council representative occur throughout the term of Council, County staff shall reach out to representatives from within the respective sector. A meeting of Committee Council representatives shall be convened to consider any new sector representatives (and/or their alternates, if applicable).

Appointments shall be subject to the approval of County Council.

## **Chair/Vice-Chair**

A Chair and Vice-Chair will be elected from among the County of Simcoe Councillors on the Advisory Committee at the first meeting at the start of a new term of Council and at the first meeting in the third year of the term.



## **Quorum**

A majority of members are required to be present in order to constitute a quorum, including at least four (4) members of Simcoe County Council.

## **Meetings**

The Affordable Housing Advisory Committee will meet bi-monthly, at the call of the Chair or as requested by Simcoe County Council. Meetings will be held during regular business hours at the County of Simcoe Administration Centre, 1110 Highway 26, Midhurst or other such location that may be designated by Committee.

## **Resources**

The County Clerk's Office will provide administrative support, including the preparation of reports to the Committee, distribution of agendas and the general administrative co-ordination of meetings. Staff from Social and Community Services, and the Planning and Finance Departments will provide resources to support the Advisory Committee. Additional support may be sought from other Departments as required.

## **Reporting**

The report from the Affordable Housing Advisory Committee shall be provided to County Council through Council Committee of the Whole, Human Services Section. The presentation of Committee activities shall be in the form of a report containing the place, date and time of the meeting, a record of those present at the meeting and all recommendations of the Committee.

The Committee does not have the authority to specifically direct the activities of County staff or amend its own Terms of Reference.

## **Remuneration**

Remuneration will be at the discretion and pursuant to the policies established by the various institutions and associations represented on the Committee.

Terms of Reference Last Updated: February 13, 2024