

**Mayor's Task Force on Building More Homes**  
**Advisory Committee**  
**Terms of Reference**

**1. Name of Committee**

The Committee shall be named the "Mayor's Task Force on Building More Homes Advisory Committee" (the "**Committee**").

**2. Background**

The City of Thunder Bay is committed to improving the local housing supply, choices, and affordability. Additionally, the City of Thunder Bay is committed to environmental and financial sustainability. A more compact urban form is necessary to achieve these goals.

On August 18, 2023, the City submitted an Application to the Housing Accelerator Fund that set an aggressive target for the development of 2,200 units in three years, should the related application for \$46M be awarded. Council approved this application on August 14, 2023.

On September 21, 2023, Mayor Boshcoff committed to the Provincially assigned housing target of 2,200 units by 2031 in a letter to the Minister of Municipal Affairs and Housing.

On October 23, 2023 Council approved a Housing Pledge to the Province to achieve 2,200 units by 2031. The Pledge contained several initiatives including a Housing Accelerator Task Force that would recommend additional action and strategies to meet Thunder Bay's housing goals. The Mayor expressed his intention to lead this Task Force as a 'Mayor's Task Force' (the "**Task Force**").

Council has committed to both environmental and financial sustainability through the approval of numerous plans, strategies and directions including the Strategic Plan, Official Plan, Asset Management Plan, Climate Adaptation Strategy and Net -Zero Strategy.

A Housing Land Needs Study and Strategy will soon be complete and provide additional important information.

***Mandate:***

The mandate of the Committee is to deliver Housing Initiatives and recommend additional strategies and actions to accelerate the development of a range of housing types and housing affordability levels to meet the City's housing needs.

***Scope:***

The scope of the Task Force will be to:

- 1) Guide the implementation of the City's Housing Pledge and Housing Accelerator Action Plans.
- 2) Provide advice and policy recommendations towards municipal tools to improve housing supply and housing affordability.
- 3) Offer advice or make requests to key housing stakeholders and partners in achieving local housing goals.

The geographic focus will be the Urban Settlement Area boundary of the City of Thunder Bay, as defined by Schedule 'A' – General Land Use within the City of Thunder Bay Official Plan.

***Objectives:***

The objectives of the Committee are to:

- 1) Accelerate desirable housing development consistent with the policies outlined within the City's Official Plan and other approved strategies.
- 2) Achieve community support, collaboration and participation to share in and deliver housing goals
- 3) Support and accelerate a range of housing types and affordability levels with particular focus on affordable housing.
- 4) Identify and provide recommendations to overcome the root causes constraining housing development and affordability.
- 5) Improve Thunder Bay's financial position by achieving additional density and making the best use of existing infrastructure.
- 6) Investigate and recommend additional resources to implement recommendations.

***Deliverables:***

- 1) Recommendations to Council to guide the implementation of the City's Housing Pledge and Housing Accelerator Action Plans.
- 2) A report or reports recommending additional short to long term actions that the City and stakeholders should take to establish, measure and meet ongoing housing supply and housing affordability goals.

**3. Responsibilities**

***Responsibilities***

- 1) Contribute expertise and experience to the work of the Task Force.
- 2) At all times be respectful, collaborative and ethical.
- 3) Make every effort to regularly attend meetings.
- 4) Review information provided prior to meetings.
- 5) Act as a liaison to stakeholder groups and associations that the members belong to.

***Term***

The Term of the Committee will be three years to coincide with the timeframe for the City's Housing Accelerator Fund target and may be extended as determined necessary.

***Meetings and Attendance***

Initially, the Advisory Committee will meet monthly or at the call of the Chair. Meetings will take place at City Hall, or any other designated facility or electronically, as needed.

Additional meetings may be held at the call of the Chair as indicated to ensure the work of the Advisory Committee is completed within the established timelines.

Notice of each meeting confirming the venue, time, and date, together with an agenda will be forwarded to each member of the Advisory Committee and any other person required to attend, in advance of the meeting.

Members of the Committee will attend all regularly scheduled meetings as is reasonably possible, advising the assigned Council & Committee Clerk in advance of any absence prior to the meeting.

If a member misses three or more meetings per year, their membership will be subject to review by the City Clerk or designate.

#### **4. Implementation and Governance Structure**

##### ***Governance Structure***

The following summarizes the key components of the structure for implementing the Terms of Reference. The Mayor shall be Spokesperson for the Advisory Committee. The Advisory Committee will report directly to Council and provide advice to the Administrative Team which also reports to Council.

Voting on motions and questions before the Committee and the general proceedings of the Committee is in accordance with the general procedural rules for City Council and its Committees. All appointed members have one vote each. The voting members of the Committee select a Chair and Vice Chair annually. Quorum for meetings requires more than half of the voting members to be present.

The Chair provides structure and leadership to the Task Force, ensures the Task Force carries out its mandate, and acts as the primary liaison between the Advisory Committee and City Staff. The staff liaison will prepare the agenda/minutes for each meeting in consultation with the Chair. Additional resources will be as assigned by the City Manager to fulfill the mandate of the committee.

The Committee recognises that recommendations coming from the Committee and Administration may at times differ.

##### ***Membership***

The City should endeavour to establish a diverse and balanced representation from the Thunder Bay housing development community. The Committee will be comprised of seven (7) individuals – one (1) representative being the Mayor, and six (6) representatives to be appointed by City Council by recommendation from Administration as it relates to the requirements of the work associated with the Committee. The Committee will be comprised of select representatives from the development community including private, public, nonprofit/social services, with an interest in supporting residential development to meet the City's housing goals. Members will be expected to have a basic understanding of the development process and the local context related to housing needs. Specific experience in municipal planning, development and affordable housing is considered an asset.

##### **Advisory Committee Membership**

The Committee shall be composed of seven (7) members:  
Mayor

Representative of a construction/trades association involved in housing construction  
Representative of a public/not for profit housing organization involved in affordable housing  
Representative of a real estate association  
Representative of an Indigenous led stakeholder with affordable housing development experience  
Representative of an institution delivering construction and trades training  
Member from the public with working knowledge or research involvement in housing, housing affordability and development

Administrative Team

Office of the City Clerk

Development Services

Policy Assistant to the Mayor

Other members of Administration as directed by the City Manager

***Budget***

Subject to grant funding received and any necessary budget approvals, \$20,000 per year for consulting, facilitation, communications, and disbursements.

**5. Code of Conduct and 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.

All members of the the Advisory Committee are expected to abide by the conflict-of-interest provisions as established by the Corporation of the City of Thunder Bay and by the code of conduct provisions established for City Committees.

**6. Contact**

The Administrative Contact for the Committee will be Development Services Staff.

Correspondence and agenda material are to be directed to the assigned Council & Committee Clerk in the Office of the City Clerk.

Each Committee member is asked to make sure that their contact information is kept current with the Council and Committee Clerk.

Office of the City Clerk - 807-625-2230