

# Attachment 1, DS-2024-21

## Tecumseh Housing Advisory Panel – Terms of Reference



Town of Tecumseh  
Housing Advisory Panel  
**TERMS OF REFERENCE**  
June 25, 2024

### 1. Purpose

The purpose of the Housing Advisory Panel (Panel) is to advise Council and Staff on housing initiatives set in the Council adopted Housing Action Plan in the Town of Tecumseh.

### 2. Membership

The Panel will be comprised of interested stakeholders from across the local housing continuum with expertise and knowledge in housing related matters in the non-profit, private and public sectors. The Panel shall be comprised of a minimum five (5) members and a maximum of eleven (11) members. The Panel will be comprised of the following as members:

- Council – the Mayor ex-officio and one (1) member of Council
- Windsor-Essex Homebuilders Association – up to two (2) members
- Developers active in rental and ownership housing in Tecumseh – up to two (2) members
- Windsor-Essex County Association of Realtors – one (1) member
- Windsor-Essex Community Housing Corporation – one (1) member
- Family Services of Windsor-Essex – one (1) member
- County of Essex, Community Services – one (1) member
- United Way of Windsor-Essex – one (1) member

Non-Council Members on this Panel shall be appointed on the advice of the Director, Development Services Department. Council members on this Panel shall be appointed by Council resolution and shall be a voting member of the Panel. The Mayor is a member ex-officio of this Panel.

The term of membership will coincide with the term of Council. There is no remuneration for Panel membership.

### **3. Mandate**

The Panel is an advisory committee to Council. Members will provide advice and feedback to Council and Staff, and will be a forum for vetting creative ideas and discussion, to expand housing choices and improve affordability in Tecumseh.

The Panel will provide:

- Advice and feedback on key actions and housing-related initiatives from the Town's Housing Action Plan;
- Information sharing on best practices and innovative approaches that have been successful;
- A forum to share data and exchange ideas on housing needs, development activity, and process improvements;
- Informed insight from various sectors on how to accelerate and expand the range of housing options and help make housing more affordable in the Town of Tecumseh.

The Panel will not approve policies, strategies, incentives or actions or make policy decisions, nor will it replace statutory public consultation and stakeholder engagement on implementation measures that may require amendments to the Town's adopted policies, by-laws or procedures.

Work of the Panel will also be used to assist the Development Services department staff in preparing annual and such other updates to Council on the Housing Action Plan.

### **4. Meeting and Reporting**

- I. The Housing Advisory Panel will be administered through the Development Services Department. The Development Services Department will provide administrative assistance through Development Services staff and the HAF Project Manager with the preparation of the Panel's agendas, minutes and general record keeping.
- II. Meetings shall be held in public open session and adhere to the Town's Procedural By-Law.
- III. Meetings shall be quarterly, four (4) times annually or at the call of the Chair. The scheduling of a meeting will be coordinated through the Development Services Department. Meeting notice, circulation of agendas and minutes, and meeting procedures will adhere to the Town's Procedural By-Law.

- IV. Recommendations to Council as a result of Panel meeting minutes shall be listed in addition to the minutes on the Regular Council Agenda. Council may vote on the recommendations collectively or may vote on each resolution separately if it is capable of standing on its own.
- V. At the inaugural Panel meeting, the the Panel will conduct an election for the chair and vice-chair positions. The appointed positions will be noted as a resolution in the minutes.
- VI. Annually, the Director Development Services will present a report to Council on the housing initiatives of the Housing Action Plan.

## **5. Conflict of Interest**

A conflict of interest may arise from a member when their personal and/or business interests conflict with the duties and decisions of the Panel. The *Municipal Conflict of Interest Act, R.S.O 1900, c M.50* requirements as defined will apply to the Panel. If a 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 the matter. A member must complete a Declaration of Pecuniary Interest for which can be obtained in the Legislative & Clerk Services Department.

## **6. Review of Terms of Reference**

These terms of reference take effect as of June 25, 2024 and shall be reviewed and updated from time to time by the Panel on the advice of the Director Development Services in consultation with the Director Legislative Services & Clerk.