

**City of Cornwall  
Mayor's Task Force on Housing  
Terms of Reference**

The establishment of a Task Force on Housing has been prioritized by the current City of Cornwall Council in Pillar 3 of the 2019-2022 Strategic Priorities:

*Growing quality of housing stock, including affordable housing*

1. Create a taskforce.

**Mandate**

The Mayor's Task Force on Housing (herein known as the "Task Force") will provide evidence-informed and action-oriented observations and recommendations to Council to increase the supply of quality housing for residents in the City of Cornwall.

It will present a coordinated and practical set of recommendations designed to guide Council as it makes decisions to address Cornwall's available housing supply. Recommendations will consider the needs of residents at different stages of life and a range of housing options.

While it is the legislative mandate of Council to make the final decision on all matters that affect the City, the role of the Task Force is to provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Task Force in keeping with the Council's Strategic Priorities.

It will rely on:

- a) Deepening members' knowledge and understanding of the existing rental housing supply;
- b) Local experience and knowledge obtained through a community-wide collaborative process with key resource people;
- c) Relevant policies and studies such as the *Vision 2025 – Taking the Next Steps (5-year update to the Ten-Year Housing Plan) for the City of Cornwall and the United Counties of Stormont, Dundas & Glengarry*;
- d) The application of best practices and principles from other cities and housing task forces.

**Scope**

The scope of work of the Task Force will be to:

- a) Establish a good understanding of the current state of housing in the City of Cornwall (housing needs assessment and environmental scan, current and projected housing development, roles and responsibilities of the City, developers, not for profits, community agencies and residents);

- b) Examine and determine the barriers to the development of housing in the City of Cornwall;
- c) Examine tools and incentives available to the City to stimulate investment in housing from inside and outside our community, including the National Housing Co-Investment Fund;
- d) Establish recommendations to increase the supply of housing and complement the *Vision 2025 – Taking the Next Steps (5-year update to the Ten-Year Housing Plan) for the City of Cornwall and the United Counties of Stormont, Dundas & Glengarry*;
- e) Establish a process to engage and consult the public. The Task Force will consult with business, labour and community groups. The Task Force will also seek input from a broad cross section of the community with a variety of lived experiences seeking housing in Cornwall, such as seniors, students, vulnerable populations, immigrants, and young professionals.

## **Definitions**

Affordable Housing shall be as defined by the Ontario Ministry of Municipal Affairs and Housing.

## **Membership**

The Task Force shall be composed of no more than 13 voting members, appointed by the Mayor as follows:

- 1.1 Mayor
- 1.2 One member of City Council
- 1.3 MP
- 1.4 MPP
- 1.5 One staff member representing the Social & Housing Services Department
- 1.6 One staff member representing the Planning Department & Economic Development
- 1.7 One individual with lived experience
- 1.8 One representative from St. Lawrence College
- 1.9 One representative from the Cornwall Construction Association
- 1.10 One representative from the Cornwall & District Real Estate Board
- 1.11 One representative from the Labour Market

1.12 One representative from the Local Immigration Partnership

1.13 One representative from the Health Sector  
(preferably related to mental health)

#### Ad Hoc Members

Ministry of Municipal Affairs and Housing  
Canadian Mortgage and Housing Corporation  
Strategic Planning Coordinator  
Leading Local Employers  
Eastern Ontario Health Unit  
Social Development Council of Cornwall & Area  
Fire Services  
Cornwall Police Services  
Paramedic Services  
Cornwall Community Hospital  
SDG Landlord Association  
Roy McMurtry Legal Clinic  
Other agency/organization representative, as identified by the Mayor

The Mayor shall appoint all representatives to the Task Force.

The Task Force will invite additional resource people to attend and present at specific meetings to meet its mandate.

The Task Force will receive technical and administrative support from Staff.

Members must be willing to commit to the time required to understand and evaluate the information provided, as well as be open-minded to various opinions and perspectives.

Members must also:

- Collaborate on agenda items and priority areas of work for the Task Force
- Regularly attend and actively participate in meetings
- Prepare for meetings and review and/or contribute to reports, as indicated

#### **Chair and Vice Chair**

The Mayor shall be Chair and Spokesperson for the Task Force. The Vice-Chair shall be the Council representative.

The Chair provides leadership to the Task Force, ensures the Task Force carries out its mandate, and acts as the primary liaison between the Task Force and staff. The staff liaison will prepare the agenda/minutes for each meeting in consultation with the Chair.

If the Chair is temporarily absent, the Vice Chair will assume the position and responsibilities for the Chair in the interim. If the position of Chair becomes vacant, the Vice Chair shall assume the responsibilities of the Chair. If the Vice Chair becomes vacant, the Chair may appoint a member of the Task Force as Interim Vice Chair.

### **Appointment and Term**

Members will be appointed to the Task Force until the end of 2022 or until the final presentation of its recommendations to City Council, at which time the Task Force will be dissolved.

### **Meetings**

Initially, the Task Force will meet monthly or at the call of the Chair. Meetings will take place at a City boardroom, 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 Task Force 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 Task Force and any other person required to attend, at least three (3) working days before the date of the meeting.

### **Reports to Council**

The Task Force shall provide updates to Council every six months.

### **Code of Conduct and Conflict of Interest**

All members of the Task Force are expected to abide by the conflict-of-interest provisions as established by the Corporation of the City of Cornwall and by the code of conduct provisions established for City Task Forces.