

Town of Lincoln
Housing Select Committee
Terms of Reference (2022-2026)

Pre-amble

Previously, a Housing Task Force was created at the request of the Mayor and Council in 2019 and following that in 2021 an advisory committee was approved by Council known as the Housing and Homelessness, Community Partnership Advisory Committee. However further changes in legislation have amended the mandate for the Committee and is now known as the Housing Select Committee.

In the Fall of 2022, the Province of Ontario passed several new Bills to achieve the construction of 1.5 million new homes by 2032 based on the recommendations from the Ontario Housing Affordability Task Force Report. These items, which have made fundamental changes to the land use planning system in Ontario, range from the type and amount of development fees that municipalities can collect, amending planning policies to eliminate exclusionary zoning, and increasing the speed in which development approval applications are processed among others.

Purpose

The purpose of the Town of Lincoln's Housing Select Committee is to assist the Town in implementing the province's changes to land use planning policies, to better define the housing needs within the Town's boundaries, and to recommend ways of increasing the housing options for households with low and moderate incomes.

Mandate

Although Niagara Region has the overall legislated responsibility for providing housing for low- and moderate-income households, it does not control local actions such as development approvals and financial incentives.

The Town of Lincoln Housing Select Committee will provide feedback and guidance on how the Town can implement new Provincial policies which are changing Lincoln's planning and development regulations, ensuring the Town meets the affordable housing goals adopted by Council. In addition, Council has directed the Chief Administrative Officer, to review all possible opportunities for the construction of new affordable and attainable housing projects in Lincoln, up to and including any sort of incentive and property/real estate transaction.

Guiding Principles

- Explore existing relationships which assist to support housing that accommodates the broadest range of income levels as well as housing for those with special needs,
- To support a mix of housing types, densities, design, and tenure across the entire Housing Continuum to meet the project demographic and socio-economic needs of current and future needs, and
- To allow residents to find and access housing that is safe, large enough for their needs, affordable, and meets their physical needs in Lincoln, where their social safety net exists.

Scope of Activities

To implement its mandate, the Housing Select Committee is expected to undertake the following scope of activities:

- Review and provide recommendations on development regulations that are created by the Province, Region, and/or the Town,
- Review and provide comments on development proposals regarding the provision of housing that is on the lower-half of the housing continuum,
- Cultivate relationships between housing and social service providers and potential partners within the Town of Lincoln to create housing that is oriented towards of the housing continuum,
- Foster a greater understanding of the need and commitment to address the issue of providing suitable and attainable housing for our community,
- Consider environmental sustainability, diversity, inclusion, and accessibility requirements, and
- Advocate, build awareness, provide education to encourage and foster affordable and attainable housing within the Town of Lincoln.

Membership and Representation

The Housing Select Committee shall be comprised of the following representatives:

- Voting Members
 - 2 Council Representatives,
 - A minimum of 5 citizen members.
 - Quorum is defined as half + 1 of voting members
- Non-Voting Members
 - Staff representatives,
 - Key stakeholders within the industry (i.e., Niagara Regional Housing, YWCA, Niagara Home Builders Association, Private Sector Builders/Developers, Non-Profit/Community Housing Providers/Operators,

Multi-unit landlords, etc.) whom are invited by the Committee to attend and provide support, advise and information to the Committee.

In accordance with the Town's Procedural By-law for Council and Committees the term for all Members (Council and citizens) is 4 years. Citizens can apply to sit on the Housing Committee for a second term.

Responsibilities and Duties of Members

All Committee members shall abide by these Terms of Reference. Members must also be willing to commit the time required to understand and evaluate the information provided, as well as be open-minded to various options and perspectives.

The Committee and its members shall not act outside of the mandate and advisory capacity of the Committee. Should a Committee member wish to comment on an issue that is within the mandate of another Council Committee, the Chair shall consult with the responsible liaison and the Chair of the other Committee.

Chair and Vice-Chair

The Committee shall select a Chair and Vice-Chair annually among its members at the first regular meeting of the Committee. Chair's and Vice-Chair's are eligible to be elected again for a second year.

The Chair shall provide leadership to the Committee, ensure that the Committee carries out its mandate and act as liaison between the Committee and staff. The Chair in conjunction with Town staff shall set the agenda for each meeting.

In the Chair's absence, the Vice-Chair shall assume the position and responsibilities of the Chair during this time.

The Town of Lincoln Mayor and Council appointed liaisons may speak on behalf of the Committee to Council or the public. Other members shall not act or speak on behalf of the Committee without prior approval of the Committee.

Sub-Committee

Due to the specific matter of the Committee; sub-committees may not be required.

Conflict of Interest

Members of the Committee must abide by the [Municipal Conflict of Interest Act, R.S.O. 1990, c. M50.](#)

Public Participation

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the

Committee. Delegations shall be for a maximum of 5 minutes. Those wishing to appear as a delegation at a Committee Meeting must advise staff representative and Chair for the Committee.

All members of the public must adhere to the code of conduct as per the Town of Lincoln's Procedural By-law.

Meetings

The Committee will generally meet on a quarterly basis. Additional meetings may be required based on the work of the Committee.

This is a Select Committee; while no set timelines have been established, the Committee will be dissolved once its mandate has been fulfilled.

Any member who is absent from three (3) consecutive meetings without the express approval of the Committee given at a scheduled meeting will be deemed to have resigned from the Committee at the end of the third meeting.

Quorum shall consist of a majority of sitting members.

Staff Support

Municipal Planning Staff representatives will be present at all meetings; other municipal staff may attend from time to time as required. Minutes of the Committee meetings shall be provided to Council.

Appendices

Appendix A – Definitions

Appendix B – Illustrations

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APPENDIX A – DEFINITIONS

“Accessible Housing” refers to the manner in which housing is designed, constructed or modified (such as through repair/renovation/renewal or modification of a home), to enable independent living for persons with diverse abilities.

“Adequate Housing” means housing that does not require any major repairs.

“Affordable Housing unit, rented” means, as defined in *the Development Charges Act (1997)*, and subject to future amendments, a residential unit intended for use as a rented residential premises shall be considered to be an affordable residential unit if it meets the following criteria:

- 1) The rent is no greater than 80 per cent of the average market rent, and
- 2) The tenant is dealing at arm’s length with the landlord.

“Affordable housing unit, ownership” means, as defined in *the Development Charges Act (1997)* and subject to future amendments, a residential unit not intended for use as a rented residential premises shall be considered to be an affordable residential unit if it meets the following criteria:

- 1) The price of the residential unit is no greater than 80 per cent of the average purchase price, as determined in accordance with subsection, and
- 2) The residential unit is sold to a person who is dealing at arm’s length with the seller

“Attainable housing” means, as defined in *the Development Charges Act (1997)*, and subject to future amendments, a residential unit shall be considered to be an attainable residential unit if it meets the following criteria:

- 1) The residential unit is not an affordable residential unit.
- 2) The residential unit is not intended for use as a rented residential premises.
- 3) The residential unit was developed as part of a prescribed development or class of developments.
- 4) The residential unit is sold to a person who is dealing at arm’s length with the seller.

“Average market rent” means, , as defined in *the Development Charges Act (1997)*, and subject to future amendments, the average market rent for the year in which the residential unit is occupied by a tenant, as identified in the bulletin entitled the [“Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin”](#), as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario. 2022, c. 21, Sched. 3, s. 3.

“Average purchase price” means, , as defined in *the Development Charges Act (1997)*, and subject to future amendments, the average purchase price applicable to a residential unit is the average purchase price for the year in which the residential unit is sold, as identified in the bulletin entitled the [“Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin”](#) as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario. 2022, c. 21, Sched. 3, s. 3.

“Core Housing Need” refers to households whose housing falls below at least one of the adequacy, affordability, or suitability standards and would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that meets all three housing standards.

“Housing Continuum” means the ‘housing continuum’ is a concept used to describe the broad range of housing options available to help a range of households in different tenures to access housing that is affordable and appropriate.

“Housing Standards” means the adequacy, affordability and suitability of a household’s current housing.

“Low and Moderate Income Households” means in the case of ownership housing, households with incomes in the lowest 60 per cent of the income distribution for the regional market area; or in the case of rental housing, households with incomes in the lowest 60 per cent of the income distribution for renter households for the regional market area.

“Suitable Housing” means that a dwelling has enough bedrooms for the site and composition of resident households according to the National Occupancy Standard requirements.

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APPENDIX B – ILLUSTRATIONS

B.1 – Housing Continuum Illustration

