



# WHISTLER

## TERMS OF REFERENCE

### SELECT COMMITTEE OF COUNCIL: **MAYOR'S TASK FORCE ON RESIDENT HOUSING**

**Council Adoption: October 18, 2016  
File No. 2150**

#### DEFINITION

- a) The Mayor's Task Force on Resident Housing is comprised of local stakeholder organizations and community representatives – each in a unique position to contribute to the understanding, evaluation and planning of Whistler's resident housing initiatives.
- b) The Task Force seeks to leverage the collaborative task force process, the interest and involvement of local businesses and relevant member organizations, as well as leveraging municipal governance and jurisdiction toward the following primary community goals:
  - i. Ensuring that Whistler continues to meet its minimum local labour force target (i.e. 75% of the Whistler labour force resides within Whistler)
  - ii. Ensuring that both market housing and WHA resident restricted housing supply is effectively supporting Whistler's community housing affordability and labour force goals.

#### PURPOSE OF THE MAYOR'S TASK FORCE ON RESIDENT HOUSING

- Identify, share and consider key current and anticipated housing, affordability, economic, and development trends, challenges and opportunities of key relevance to the resort community of Whistler.
- Participate in a collaborative process designed to evaluate the best available data to produce a set of short (3-6 months) to medium term (2-3 year) recommendations for promoting and advancing improved housing availability and affordability, limiting the potential erosion of market housing supply within Whistler, increasing compliance with existing residential housing tenure and use regulations, and supporting the ongoing economic success of the Resort Community.
- Meet regularly to consider the implications of the above, and to develop strategic recommendations to best leverage the community's collective resources toward the desired outcomes.
- Make recommendations as to any additional studies, research, and reporting that may be required to collectively inform the community, and upon which to base key future decision making.
- Advance organizational collaboration and alignment on housing affordability issues across the Resort
- Support and promote implementation of the recommended initiatives of the Mayor's Task Force on Resident Housing, anticipated to be both private sector and public sector responsibilities.

## **GUIDING PRINCIPLES**

Whistler must continue to have an adequate inventory of housing that is affordable and sustainable, and which effectively supports a diverse and vibrant local population

In the future:

- a) Resident restricted housing is affordable for permanent and short-term residents, through innovative and effective policy and financial models.
- b) Effective financial and legal tools exist to develop and manage resident restricted housing affordability in perpetuity.
- c) The planned flexibility within neighbourhood design, housing form, and housing tenure enables the adaptability required to meet changing housing needs and future affordability considerations.
- d) Whistler has a sufficient quantity and appropriate mix of quality housing to meet the needs of diverse residents (Target: 75% of Whistler employees live in the resort community).
- e) Residents enjoy housing in mixed-use neighbourhoods that are intensive, vibrant and include a range of housing forms.
- f) Housing has been developed close to transit, pedestrian and bicycle routes, amenities and services in order to reduce automobile dependency.
- g) Housing is healthy and livable.
- h) Housing design, construction and operations are evolving toward more energy efficiency and improved materials management.
- i) Neighbourhoods and developed areas are designed and managed to be sensitive to the surrounding environment.

These principles are founded on the input and outcomes of the Whistler2020.

## **COMPOSITION OF THE MAYOR'S TASK FORCE ON RESIDENT HOUSING**

- a) Participation on the Mayor's Task Force on Resident Housing shall be as follows:
  - i. One participant from the Whistler Housing Authority staff
  - ii. One participant from the Whistler Housing Authority board of directors
  - iii. One participant from the Hotel Association of Whistler
  - iv. One participant from the Restaurant Association of Whistler
  - v. One participant from the Whistler Association of Retailers and Merchants
  - vi. One participant from the Whistler Chamber of Commerce
  - vii. One participant from Tourism Whistler
  - viii. One participant from Whistler Blackcomb
  - ix. One participant from Whistler Community Services Society
  - x. One participant from the Real Estate Association of Whistler
  - xi. Two Community Member-at-Large (appointed by Council)
  - xii. Two participants from the Resort Municipality of Whistler (CAO and one additional senior staff member)
  - xiii. One representative from RMOW Council
  - xiv. The Mayor of RMOW Council
- b) The chair of the Task Force will be the Mayor.
- c) Changes to the participation on the Task Force will need to be approved by RMOW Council.

## **TERM**

- a) There is no minimum or maximum time period for representation of participant organizations.
- b) It is intended that the Mayor's Task Force on Resident Housing will be a short to medium term commitment, evaluating available information, deliberating on a short to medium term set of recommendations and disbanding after a period of between 18-36 months.

## **MEETING PROCEDURES**

- a) The proceedings of the Task Force will follow the RMOW Council Procedure Bylaw.

## **MEETINGS**

- a) The Mayor's Task Force on Resident Housing will meet:
  - i. On a schedule determined at the first formal meeting of the Task Force
  - ii. On a generally bi-monthly basis
  - iii. As agreed to providing at least seven days' notice to each member (notice of meeting may be waived by the consent of the majority of the Task Force)
- b) Meetings are expected to be workshop oriented, and between 2-3 hours each.

## **QUORUM**

- a) Seven members of the Task Force shall constitute quorum.
- b) Recommendations of the Mayor's Task Force on Resident Housing shall be made by consensus of members in attendance at a meeting, provided a quorum is present at the meeting.
- c) If consensus cannot be reached, a majority opinion will form the recommendation of the Task Force. Dissenting views will be noted and presented alongside the Task Force recommendation.

## **REPORTING**

The Mayor's Task Force on Resident Housing will provide regular updates to Council and the public to ensure a high level of community support and engagement with both the Task Force process as well as key products (reports/plans etc.) delivered by the Task Force.

## **CONFLICT OF INTEREST**

- a) Task Force and any working group participants are expected to adhere to standard conflict of interest policies.
- b) Council members must adhere to the RMOW's conflict of interest policies consistent with Council Policy A-21.

## **CODE OF CONDUCT**

- a) Each participant of the Mayor's Task Force on Resident Housing, and any corresponding working group, must at all times fully comply with applicable federal, provincial and municipal laws and should avoid any situation that could be perceived as improper or unethical.

- b) All participants are expected to be sufficiently familiar with any legislation and bylaws that apply to their position on the Mayor's Task Force on Resident Housing.
- c) All participants will ensure that the confidentiality of confidential information is maintained.
- d) All participants must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on the Mayor's Task Force on Resident Housing.
- e) Confidential information that members receive through their position on the Mayor's Task Force on Resident Housing and/or working group must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of the Mayor's Task Force on Resident Housing or working group must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the participant's private interest. Participants must not offer such information to spouses, associates, immediate family, friends, or persons with whom the member is connected by frequent or close association.

## **ADMINISTRATIVE DUTIES AND RESPONSIBILITIES**

- a) The RMOW Corporate, Economic and Environmental Services Department will be primarily responsible to provide administrative support to the Mayor's Task Force on Resident Housing including:
  - i. Developing and preparing the agenda for each meeting
  - ii. Keeping the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of discussions, as well as any resolutions of the Task Force
  - iii. Providing each participant with notice of meetings and the agenda for the meeting
  - iv. Providing each participant with a copy of the minutes
  - v. On behalf of the Mayor's Task Force on Resident Housing, receive all correspondence, write all letters and communiques, and carry out duties typically performed by a secretary
- b) The Task Force will collectively undertake all background research, assessments, research, trends, as well as the development of presentation materials as directed by the Mayor's Task Force on Resident Housing – these responsibilities are not the sole responsibility of the RMOW.