

## Official Community Plan (OCP) - Housing Task Force

### 1. Role of the Task Force

The **Official Community Plan (OCP) - Housing Task Force** will make recommendations to Council on the amendment to the Official Community Plan addressing housing needs and deliberate growth and will:

- Review the OCP and identify areas to address based on residential growth trends and housing needs;
- Update the Housing Needs Assessment based on the 2021 census report and the growth occurring in the City;
- Assist with targeted consultation to gather input on housing needs;
- Including diverse stakeholder interests in the OCP review process by representing the views of affected groups in the community;
- Work to engage the community on housing needs to bring various comments and options forward;
- Review and update the OCP Future Land Use Map related to housing opportunities;

**In reviewing of materials, the Task Force shall comment on the following:**

- Growth opportunities the City is currently experiencing;
- Review and recommend new and innovative housing forms, and support to create policies and programs to benefit housing affordability;
- Best outcome possible for the community with diverse perspectives;
- Ensure alignment with Council Priorities.

The Task Force will not participate in operational matters respecting the City of Penticton.

### 2. Membership

The Task Force shall consist of up to **THIRTEEN (13)** volunteer voting members appointed by Council. Preference will be given to representation from the Penticton Indian Band and individuals with direct knowledge or interest and/or experience that include, but is not limited to:

- Housing, with an emphasis on affordable working family housing
- Land use planning
- Architecture/green architecture/urban design/landscape architecture
- Environmental issues
- Heritage, arts and culture
- Youth/students
- Seniors
- Transportation
- Infrastructure

### **3. Qualifications**

The following are considered minimum qualifications to serve on the Task Force:

- Available to attend most Committee meetings (electronic or in-person);
- Access to a computer and an e-mail address in order to participate electronically in meetings and to receive and respond to communications and information including committee meeting agenda packages.

### **4. Appointment and Term**

The Task Force term will be the duration of the housing review with an anticipated completion date of December 2023. Members will be appointed by Council. A majority of appointed voting members shall constitute a quorum. Members must make a reasonable effort to notify staff at least two days before the meeting if they are unable to attend.

Council shall appoint one (1) non-voting Council representative to the Task Force. The Council representative will be the liaison to the rest of Council and will report on the work of the Task Force. The Mayor or Deputy Mayor will act as alternate Council representative.

The Task Force members shall appoint a Chair and Vice-Chair.

### **5. Meeting Procedures**

The Task Force will recognize that each meeting requires a significant commitment of staff resources and meeting should therefore be held when there are clear items of business to address. The Task Force shall meet monthly at a minimum, or as required when Council refers a new piece of business to the Task Force requiring immediate action. For certainty, the rules and procedures of Council Procedure Bylaw and all amendments thereto shall be observed as far as may be applicable.

The Community Services and/or Development Services Department will provide the staff liaison and technical support for the Task Force. The Legislative Services Department will provide meeting management and recording support for the Task Force.

### **6. Conflict of Interest**

All Task Force members are expected to review and sign a Conflict of Interest Declaration and adhere to the requirements set out in the declaration.

If a Task Force member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Task Force member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

## **7. Removal of a Member from Task Force**

Council may remove a member from a Task Force for good and sufficient reason, which may include any of the following, without limitation:

- (a) the absence of a member from three (3) consecutive regularly scheduled Task Force meetings, unless the absence is because of illness or is with leave of the Task Force;
- (b) a finding by Council that the member has engaged in misconduct, such as bullying or harassment of another Task Force member or a City employee; or
- (c) participation by a member in circumstances where the Task Force member has a conflict of interest.

In any case where Council proposes to remove a member from a Task Force, the member will be provided with notice and an opportunity to be heard by Council prior to Council voting on the matter.

## **8. Resignation**

Any member may resign upon sending written notice to the Corporate Officer.

In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

## **9. Confidentiality and Closed Meeting**

All Task Force members are expected to review and sign a Confidentiality Declaration and adhere to the requirements set out in the declaration.

No meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Task Force, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.