



Housing Advisory Task Force Minutes

9:00 AM - Wednesday, September 10, 2025

Council Chambers

Present: Mayor Gerry Lichty (Chair); Deputy Mayor John Inglis; Councillor Wayne Good; Tom Hunter; JP Melville; and Steve Sunderland

Also Present: Kelly Watkins, Dipl.M.A., Dipl.M.M., Treasurer and Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development (MCD)

1. Call to Order

The meeting was called to order by the Chair at 9:00 a.m.

2. Traditional Land Acknowledgement

3. Introductions

4. Disclosure of Pecuniary Interest and General Nature Thereof

None.

5. Housing Advisory Task Force Notes

None.

6. Business Arising

None.

7. New Business

a) Terms of Reference

The Housing Advisory Task Force reviewed the draft Terms of Reference and recommend these be considered for approval by Council.

[2025-2026 - HATF Terms of Reference - Sept 10, 2025](#)

b) Meeting Attendance

Mayor Lichty (Chair) reminded members of the Attendance Policy in the Terms of Reference:

Attendance

In order to ensure the efficient and effective operation of the Task Force it is important the Members who have volunteered to participate in the Task Force attend and

participate in Meetings. A Council Member on the Task Force may confidentially report to Council any Task Force Member who refuses or neglects to attend Meetings without just cause. Council may remove that person from the Task Force and appoint another person in their place.

c) Future Meeting Dates

The Task Force set the following future meeting dates:

2025 Meeting Dates

September 10 @ 9am

October 8 @ 9am

November 5 @ 9am

December 10 @ 9am

2026 Meeting Dates

January 14 @ 9am

February 11 @ 9am

March 11 @ 9am

April 8 @ 9am

May 13 @ 9am

June 10 @ 9am

July 8 @ 9am

August 12 @ 9am

September 9 @ 9am

October 14 @ 9am

d) 2025 Work Plan

The Task Force reviewed the draft work-plan and will continue brainstorming and bring the Work Plan back for further discussion at the next Task Force Meeting prior to sending to Council for consideration.

8. Communications

a) Previous Information- EDTF Research

Received by the Task Force for information purposes.

b) Previous Information - Seniors Housing

Received by the Task Force for information purposes.

9. Adjournment

a) Meeting adjourned at 11:05 a.m.

Recommendations to Council

Be It Resolved That Council receives for information the September 10, 2025 Notes of the Housing Advisory Task Force (HATF);

And That Council approves the 2025-2026 HATF Terms of Reference.

Received by Council on October 10, 2025.

Mayor Gerry Lichty, Chair Township of
North Frontenac HATF



Housing Advisory Task Force

(Mandated by the Council of the Municipality of North Frontenac)

Terms of Reference September 2025 – October 2026

Mission: To provide Council with clear, evidence-based information, advice, and recommendations on housing to support informed decision-making and the development of inclusive, attainable, sustainable housing solutions.

Vision: A community where all residents have access to safe, appropriate, and affordable housing options, supported by thoughtful policies and proactive guidance that foster dignity, stability, and long-term well-being.

Mandate: To provide housing related information, advice, and recommendations to Council including advice regarding housing in general, seniors housing, rental housing, housing that is affordable, attainable and facilitates the participation in the economic growth and society of North Frontenac.

Membership:

As appointed by Council on June 12, 2025, the composition of the Task Force shall include:

- Mayor Gerry Lichty
- Deputy Mayor John Inglis
- Councillor Wayne Good

As appointed by Council on June 12, 2025:
Mayor Lichty shall be the Chairperson.

Also, as appointed by Council on August 7, 2025, the composition of the Task Force shall include members of the public as follows:

- Tom Hunter
- JP Melville
- Steve Sunderland

and the following Staff as appointed by the CAO:

- Kelly Watkins, Dipl.M.A., Dipl.M.M., Treasurer; and

- Brooke Ross, Dipl.M.A., Dipl.M.M., Manager of Community Development (MCD) (Recording Secretary)

Tasks and Milestones:

1. Recommendation to Council of appointments for Public Representation. (August 7, 2025).
2. Initial Task Force meeting to discuss a Mission, Vision and Mandate for the Housing Advisory Task Force and draft a Terms of Reference for Council consideration. (Meeting was at the call of the Chair and held on September 10, 2025 at 9:00 a.m. at the Township of North Frontenac Municipal Office Council Chambers, in Plevna).
3. Annual review of these Terms of Reference and Work Plan by the Task Force.

Time Frame and Meetings:

The Housing Advisory Task Force is constituted for approximately one year, commencing on September 10, 2025 and ending October 31, 2026 with the option of continuing meetings at the discretion of Council. Ongoing reports and recommendations will be provided to Council throughout the term of Council. The Task Force will meet once a month or at a frequency to be determined by the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

Procedural Matters

Open to the Public

All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.

Notice

The appointed Manager(s) shall post the date and time of the Task Force Meetings on the Website and the Municipal Office's Electronic Sign at least 48 hours in advance of the meeting.

Electronic Participation

Members may participate in Meetings electronically.

Quorum

Although Task Force Membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least four (4) members, and the CAO or a Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

Attendance

In order to ensure the efficient and effective operation of the Task Force it is important the Members who have volunteered to participate in the Task Force attend and participate in Meetings. A Council Member on the Task Force may confidentially report to Council any Task Force Member who refuses or neglects to attend Meetings without just cause. Council may remove that person from the Task Force and appoint another person in their place.

Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO/Manager shall make the requests.

Responsibilities of the Chair

The Chair is responsible for:

- a) Consulting with the appointed Manager(s) on items to be included in the Agenda;
- b) The preservation of good order and decorum throughout Task Force meetings so that business can be carried out efficiently and effectively;
- c) Providing leadership;
- d) Opening the Meeting by taking the Chair and calling the Members to order;
- e) Ensuring the decisions of the Task Force are in conformity with the laws and Bylaws governing the activities of the Township;
- f) Ordering any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists; and
- g) Never allowing anyone to publicly criticize identifiable individuals. It is the responsibility of the Chair to ensure that rules of etiquette are observed by those in attendance.

Absence of the Chair

In the absence of the Chair, the Secretary shall call the meeting to order. The Chair shall be chosen from the Council Members present and they shall preside over the meeting.

Voluntary Sector Member Conduct

The Voluntary Sector Members shall:

- a) Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith;
- b) Act with honesty, integrity and openness in advancing matters;

- c) Respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status;
- d) refrain from making statements known to be false or with the intent to mislead the Task Force, Council or the public;
- e) Not use their position on the Task Force to benefit materially from the process or the outcomes;
- f) Not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met; and
- g) Respect Council and the Task Force's decision-making process even if they disagree.

If a Voluntary Sector Member is in contravention of the above Section, a Member of the Task Force may contact the CAO who will arrange to confidentially report to Council any Task Force Member who is in contravention of the Procedural Policy. Council may direct the Chair to remove that person from the Task Force and appoint another person in their place.

Agenda

The Manager(s) (or CAO in their absence) in consultation with the Chair, shall prepare an electronic Agenda and circulate to all Task Force Members at least five days prior to the Meeting. Additions to the Agenda by Members, individuals or groups will not be accepted by the Manager or Chair after 4:00 p.m. 10 calendar days preceding the Meeting. The business of each Meeting shall follow the order in which it stands on the Agenda unless the Task Force decides to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Meeting.

Recommendations to Council

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

Recommendations to Council shall be in the form of a Presentation, Administrative Report or written clear recommendations (i.e. identifying options) in the conclusion of the Task Force Notes of the meeting, with supporting documentation. These recommendations, shall be presented as Motions to Council for consideration.

Notes of the Task Force

Task Force Notes shall be drafted by the Secretary and provided to the Task Force Members for approval in principle. Once approved in principle by the Task Force, the Notes will be provided to the Clerk for inclusion in the next Council Agenda for information purposes and consideration of the recommendations. Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Website.

Sub-Committees

The Task Force may establish a Sub-Committee to deal with a specific task/matter that is specific to a Task Force. Members of the Sub-Committee shall:

- a) Be appointed by the Task Force; and
- b) Make recommendations to the Task Force. Council or the Task Force may disband a Sub-Committee at any time when determined the Sub-Committee's mandate has been met; or the Sub-Committee is no longer required.

Expenses Incurred by Task Force Members

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

Indemnification of Voluntary Sector Members

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

Resignation or Removal of Members

If a Voluntary Sector Member resigns or is removed from the Task Force, Council may appoint a Member from the previous recruitment. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Session. Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

Disbandment

The Task Force shall disband in accordance with the Terms of Reference, unless otherwise approved by Council. Council may also disband the Task Force if in the opinion of Council, the Task Force is no longer required. Council shall pass a Resolution to disband a Task Force.

Accountability:

Council members and Township employees are accountable for their participation on the Housing Advisory Task Force through the normal reporting structure to Council.

Conflict of Interest Guidelines:

Council Members are responsible for complying with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 and the Code of Conduct for Council Members. Employees are responsible for complying with the Township's guidelines and policies on conflict of interest.

Note: This Terms of Reference is worded in accordance with the Township's Procedural By-law, as amended. The Chair will advise the Task Force of any amendments made by Council to the Township's Procedural By-law in regards to Task Forces.