



# Terms of Reference

## Affordable Housing Task Force

Procedural By-Law: By-Law Number 2159, as amended from time to time

Approved: March 18, 2024 – Council Resolution R24-03-098

---

### 1.0 PURPOSE

- 1.1 To provide advice, suggestions, and recommendations to Administration and Council on issues related to affordable housing in the Town of Essex.

### 2.0 TASK FORCE PARTICULARS

2.1 **Type:** Ad Hoc Task Force

2.2 **Resources:**

- a) Staff Liaison: Director, Development Services, with other members of municipal staff to provide support as necessary
- b) Number of Council Members: Minimum of one (1), maximum of two (2)
- c) Number of Community Members: Minimum of five (5), maximum of ten (10)

2.3 **Term:** March 18, 2024 to November 14, 2026

2.4 **Meeting Frequency:** Quarterly

2.5 **Remuneration:** None

### 3.0 SCOPE OF WORK

3.1 The Affordable Housing Task Force scope of work and activities include:

- a) Providing advice and recommendations on issues related to affordable housing in the Town of Essex;
- b) Identifying strategies that support the creation of affordable housing;
- c) Reviewing and advising on local and regional planning policies to increase affordable housing options;
- d) Researching and sharing information on housing policy, finance, planning, and development on strategies that best leverage affordable rental housing;
- e) Exploring and making recommendations regarding grant funding opportunities for affordable housing development, including new construction, renovation, and conversion opportunities;
- f) Identifying potential areas of investigation for new or existing programs, approaches or policies related to the existing social housing supply, and efforts to stimulate new affordable housing development in the Town of Essex;

- g) Building and fostering relationships with developers, community organizations, housing providers, and social housing groups;
- h) Identifying partnership opportunities with government agencies, financial and housing development institutions, and housing-support industry; and
- i) Promoting, raising awareness, and supporting public information sharing about the socio-economic benefits of affordable housing development and social housing programs.

3.2 Members of the Task Force may be requested to champion specific functions and/or activities as deemed appropriate.

#### **4.0 REQUIRED SKILLS**

Critical Thinking/Analysis  
Communications