

# East Hants Housing Strategy – Terms of Reference

Planning Advisory Committee

December 12, 2023

Planning and Development Department



**EAST HANTS**

# Background

- In November 2023 Council approved the establishment of a Municipal Housing Working Group to aid in developing a Municipal Housing Strategy.
- Staff have prepared a terms of reference for the working group.
- Membership of the working group should also be finalized.

# Terms of Reference

## MANDATE

The Municipal Housing Working Group reports to Municipal Council's Planning Advisory Committee.

The Working Group is responsible for the following:

- a) participate in the development of the East Hants Housing Strategy which is intended to identify measures that the municipality can take to increase the provision of housing, particularly affordable housing;
- b) advise the municipality on the implementation and effectiveness of the Municipality's housing strategy to ensure that it addresses the range of housing types and costs needed to house residents of East Hants throughout their lives;
- c) advise the Municipality on issues and concerns (barriers) faced by persons with special housing needs (e.g., elderly, disabled, low income) and the means by which the Municipality may address those barriers;
- d) advise on matters of government policy (municipal, provincial or federal) affecting the provision of housing and shall inform the Municipality about the impact of these policies on East Hants; and,
- e) receive and review information directed to it by Council, and to make recommendations as requested.

# Terms of Reference

## MEMBERSHIP

The Municipal Housing Working Group shall consist of:

- 3 Councillors
- 2 members representing the East Hants Development Community
- 2 members representing the Non-Profit Housing Community
- 1 member representing the East Hants Chamber of Commerce
- 1 public member at large
- Director of Planning & Development - Non-Voting
- 1 staff member representing Economic & Business Development - Non-Voting

Appointments shall run until October 2024. If the Working Group is required to meet beyond this date, Council may appoint/reappoint members as deemed necessary.

# Terms of Reference

## **PUBLIC MEMBER SELECTION PROCESS**

To ensure openness, accountability, and transparency, a public advertisement will be used to solicit working group members.

Council's Nominating Committee shall select Working Group members from the submitted applications and members shall be chosen based on their interest, experience and knowledge regarding housing.

## **QUALIFICATIONS**

Each member of the Working Group is an independent representative to the Committee. The members of this Committee shall work together for the purpose of developing a Municipal Housing Strategy which is reasonable and practical.

# Terms of Reference

## MEETINGS

- a) The Working Group shall meet on a monthly basis or more frequently as required.
- b) Agenda items will be compiled by Municipal Staff, any agenda items should be forwarded to Staff at least two weeks in advance of meetings. Agendas and staff reports shall be made available to the Working Group one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to Council Chambers Online prior to the scheduled meeting.
- c) Decisions of the Working Group shall be decided by a majority vote of those members present at a meeting.
- d) The Working Group meeting notes are public and shall be made available to residents of East Hants upon request.

# Terms of Reference

## **ATTENDANCE**

A Committee member, without leave of the Committee, is absent from three consecutive meetings of the Committee, ceases to be qualified to serve.

## **CHAIR AND VICE CHAIR**

A Councillor shall serve as Chair and a Councillor shall serve as Vice-Chair, responsible for backup duties of Chair as required. A Chair and Vice-Chair shall be elected at the first meeting of the Committee term. Should the Chair and Vice Chair be absent from the meeting, the remaining members of the Committee may appoint an acting Chair.

# Terms of Reference

## QUORUM

A majority of the members of the Working Group constitutes a quorum

## CONFLICTS OF INTEREST

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

## ROLE AND RESPONSIBILITY OF EAST HANTS STAFF

Staff representatives from the Municipality of East Hants shall provide administrative and research support to the Working Group. This includes, but is not limited to the preparation and distribution of agendas and staff reports.



## Recommended Motion

*Planning Advisory Committee recommends that Council:*

- *Approve the terms of reference for the Municipal Housing Working Group as presented in the Staff Report dated December 6, 2023.*