

## Terms of Reference

Project/Initiative	<b>Halton Hills Affordable Housing Working Group</b>
Mission/Mandate	To effectively collaborate in the research and development of practical, affordable, evidence-based, coordinated and effective actions to address the affordable housing needs of current and future residents of Halton Hills, which can be recommended to Halton Hills Council.
Objectives	<ol style="list-style-type: none"> <li>1. To identify and build partnerships with key players in housing in the Town of Halton Hills (i.e. Region of Halton, community groups (i.e. Halton Hills Housing Task Force), for-profit housing providers (i.e. Vision Georgetown developers), non-profit housing providers (i.e. Habitat for Humanity).</li> <li>2. To identify the different housing needs of current and future residents of Halton Hills, through applied research, data analysis, and public engagement (i.e. purpose-built rental, seniors housing).</li> <li>3. To assist the Town in identifying the barriers to the creation of affordable housing in Halton Hills, and in making recommendations on how those barriers can be overcome.</li> <li>4. To develop a practical, affordable, coordinated list of recommended actions for addressing the identified housing needs which are targeted at specific resident groups (i.e. seniors, youth, &amp; families).</li> <li>5. To prioritize the list of recommended actions into immediate, mid-term and long-term actions.</li> </ol>
Scope of Work	<ol style="list-style-type: none"> <li>1. To assist the Town in developing a clear understanding of the current state of housing needs in Halton Hills.</li> <li>2. To guide the development and delivery of a strategy to engage the public in identifying housing needs and potential actions targeted to those needs.</li> <li>3. To examine the available tools and incentives to stimulate investment in housing, enabling for-profit, non-profit providers and community groups to address the identified housing needs (i.e. increase the supply of housing).</li> <li>4. To identify the specific tools which are appropriate to address the specific housing needs in Halton Hills.</li> <li>5. To guide the development of a practical, affordable list of recommended priority actions to address housing needs in Halton Hills.</li> </ol>

<p>Expected Deliverables</p>	<ol style="list-style-type: none"> <li>1. Best Practices Review/Environmental Scan (Town-led with consultant expertise as required).</li> <li>2. Public Engagement Strategy</li> <li>3. Directions Report</li> <li>4. List of Recommended Priority Actions</li> </ol>
<p>Related Initiatives</p>	<ol style="list-style-type: none"> <li>1. <b>2020 Budget</b> request for consulting assistance</li> <li>2. <b>Community Improvement Plan Update</b> (i.e. incorporation of affordable and accessible housing into the CIP).</li> <li>3. <b>Intensification Opportunities Study Update.</b></li> <li>4. <b>Town Surplus Land</b> initiatives.</li> <li>5. <b>Town 2-Unit (i.e. accessory apartment) Program</b></li> <li>6. Region <b>Comprehensive Housing Strategy</b> implementation.</li> <li>7. <b>Vision Georgetown/Destination Downtown</b> – Secondary Plan approvals and implementation through development approvals</li> <li>8. Community Safety and Wellbeing Plan (Region) &amp; Action Tables.</li> </ol>
<p>Composition</p>	<ul style="list-style-type: none"> <li>• 2-3 Members of Council (Regional and Local);</li> <li>• Mayor (ex-officio);</li> <li>• 1-2 members of the Halton Hills Housing Task Force;</li> <li>• Region of Halton Housing representative;</li> <li>• For-profit housing provider(s) (i.e. Vision Georgetown developer);</li> <li>• Non-profit housing provider(s) (i.e. Habitat for Humanity);</li> <li>• Social service agency;</li> <li>• 2-3 residents, representing different demographics (i.e. seniors, youth, etc.)</li> <li>• 1-2 business owners.</li> </ul>
<p>Staff Support</p>	<ul style="list-style-type: none"> <li>• Commissioner of Transportation and Public Works (Project Sponsor/Senior Management Team Lead)</li> <li>• Manager of Special Projects &amp; Research, Office of the CAO (Project Manager);</li> <li>• Commissioner of Planning and Development</li> <li>• Planning &amp; Development Staff (Policy, Development Review)</li> <li>• Strategic Planning/Economic Development Staff (as required)</li> <li>• Communication Staff (as required)</li> <li>• Finance/Accounting Staff (as required)</li> </ul>
<p>Communications</p>	<ul style="list-style-type: none"> <li>• To be as per approved Community Engagement Strategy</li> </ul>

Timeline	<ul style="list-style-type: none"><li>• Kick-off Meeting – January/February 2020;</li><li>• Best Practices Review/Municipal Scan – November 2019 to March 2020;</li><li>• Public Engagement Strategy – 1<sup>st</sup> Quarter 2020;</li><li>• Directions Report, including potential financial implications – 2<sup>nd</sup> or 3<sup>rd</sup> Quarter 2020;</li><li>• List of Recommended Priority Actions – 4<sup>th</sup> Quarter 2020.</li></ul>
Meeting Schedule	<ul style="list-style-type: none"><li>• Bi-monthly or at the call of the Chair</li></ul>
Approval Date:	