



Housing Accelerator Fund

Wolfville Non-Market (Affordable) Housing Working Group

Call for Working Group Members

Summary

As per the Town [Committee's of Council Policy](#) (110-001), the Town is creating a 'working group' to assist Staff in the implementation of the Non-Market (Affordable) Housing Working Group, which is being formed to support the Town's participation in the Federal Housing Accelerator Fund (HAF) program.

The working group will have 4 main tasks:

1. Work with Staff on socializing the non-market (affordable) housing needs and other relevant projects as required.
2. Work with Staff and consultants to complete a Non-Market Housing Strategy for the Town of Wolfville.
3. Work with Staff and consultants to determine a process for establishing, monitoring, evaluating, managing, and disposing of land as part of a to be established the Town Land Bank.
4. Work with Staff and consultants to develop, manage and evaluate the Affordable Housing Grant Program.

Background

In 2023, in recognition of the need to create a full range of housing opportunities, and a desire to accelerate the planned growth of Wolfville, the Town applied to the new Federal Housing Accelerator Fund program. In early 2024 the Town received news that it had been approved to receive \$1.8 million from the Federal Government's Housing Accelerator Fund to implement transformational initiatives that will accelerate market and affordable housing development in the Town. All six approved initiatives can be viewed [here](#). Initiative 5 is focused on non-market housing. This initiative aims to enable non-market (affordable) housing development by creating the Non-Market Housing Working Group. This group will be responsible to guide the creation of:

- A Non-Market (Affordable) Housing Strategy including at a minimum: strategic direction, implementation strategies, and a communications plan.
- Evaluation of the Affordable Housing Grant Program and,
- A disposal process for Town owned land for affordable housing projects.

For more information, an overview of the Housing Accelerator Fund program and the Town's Housing Accelerator Action Plan, additional background information is provided in the attached documentation to this Terms of Reference or on www.wolfvilleblooms.ca/HAF.

Mandate

The primary mandate of the Non-Market Housing Working Group is to support staff and consultants in the creation of an Affordable Housing Strategy.

- The working group is responsible for providing advice to Council regarding affordable housing policies, directives, and strategies.
- The working group will provide expertise related to affordable housing policy and programs and the delivery of the provisions of community, social and supportive housing.
- The working group will support staff with public engagement work, including outreach to affordable housing organizations.

Roles and Responsibilities

- A Lead Staff will chair the working group as approved by the appropriate senior management.
- The Working group will consist of a minimum of 4 members with a demonstrated expertise in housing.
 - The maximum number of members will depend on interest and background of those interested.
 - A call for expressions of interest will be used to recruit members.
- Consultants, the Director of Planning and Economic Development, and other Staff may work with the group from time to time.
- All members are required to actively participate in the working group meetings. “Active participation” may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Meetings will be held in person with an option for remote participation.

Membership Selection Process and Criteria

- The term shall be for 3 years, concluding with the end of the HAF program on March 31, 2027.
- The call for Expressions of Interest process shall encourage applications from a diversity of community members with a demonstrated expertise in affordable housing and endeavor to have a balanced representation of interests from the community.
- The Director of Planning and Lead Staff shall review all applications and recommend appointments to the Working Group based on the following criteria:
 - Demonstrated expertise in housing or a housing related field;
 - Demonstrated interest in or relationship with Wolfville;
 - Experience and/or willingness to work effectively with government and non-governmental organizations; and
 - The ability to attend regular Working Group meetings and related events.

Meetings

- The Working Group will have regular meetings, quarterly at a minimum. At times there may be need to review additional material or have more frequent meetings depending on the work being undertaken and/or to ensure funding timelines are met.
- Given that the purpose of the Working Group is to provide advice to Town staff, the meetings are not open to the public.
- Monthly summaries of the meetings and proceedings of the Working Group will be provided through the Town CAO report or Town Committee updates at Council meetings.

Resignations

- Any resignations from the Working Group shall be tendered in writing to the Chairperson.
- The name of a replacement member shall be obtained through a call for Expressions of Interest or it may be decided to proceed with fewer members
- When approved by the Chair, the new appointee shall serve the remainder of the vacant term.

Absenteeism

- In the case of any member missing three consecutive regular meetings without informing and receiving the consent of the Working Group, the member shall be deemed to have resigned.

Administration

- The Chair is responsible for meeting agenda content and will consider any proposed agenda items from the members before each meeting.
- No Working Group member shall instruct or give direction to, either publicly or privately, any employee of the Town.

Conflict of Interest

- Members of the Working Group are to inform the Chair of any instance that may involve a conflict of interest and the Chair will determine with the Town the appropriate steps to resolve any such potential conflict.

Remuneration

- Members of the Working Group are volunteers and serve without financial remuneration.