



## Affordable Housing Task Force Meeting Agenda

November 6, 2024, 4:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Accessible formats or communication supports are available upon request. Please contact the Clerk’s Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Pages

**1. Call to Order**

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. Declarations of Conflict of Interest**

**4. Adoption of Published Agenda**

**4.1 Affordable Housing Task Force Meeting Agenda for November 6, 2024**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the published agenda for the November 6 , 2024 Affordable Housing Task Force Meeting be adopted as presented / amended.

**5. Adoption of Minutes**

**5.1 Affordable Housing Task Force Minutes for September 10, 2024**

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Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the minutes of the Affordable Housing Task Force meeting held September 10, 2024 be adopted as circulated.

**6. Presentations**

**6.1 Update on New Official Plan Project**

**6.2 Update on Windsor-Essex Regional Affordable Housing Strategy**

**6.3 Update on the Harrow High School RFP**

**7. New Discussions**

**7.1 Maintaining Affordable Housing Units / Preventing Conversion**

**7.2 Supporting Developers with shovels in the ground to Build homes (Affordable or otherwise) (i.e Surety Bonds vs. Cash / Letter of Credit)**

### 7.3 2025 Meeting Schedule

#### 8. Delegations

#### 9. Adjournment

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the meeting be adjourned at \_\_\_\_\_.

#### 10. Future Meetings



**The Corporation of the Town of Essex**

**Affordable Housing Task Force Meeting Minutes**

September 10, 2024, 4:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Lynda Leopold - Chair  
Richard Kokovai - Vice-Chair  
Chris Carpenter  
Fiona Coughlin  
Frasier Fathers  
Fred Groves  
Councillor Hammond  
Dorene Lester  
Councillor Verbeek

Absent: William Baker  
Amanda Morgan

Also Present: Sherry Bondy, Mayor  
Lori Chadwick, Director, Development Services  
Rita Jabbour, Manager, Planning Services  
Marsha Buchta, Recording Secretary

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at [clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.

**1. Call to Order**

The Recording Secretary called the meeting to order at 4:05 p.m.

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. Declarations of Conflict of Interest**

No declarations of conflict of interest were noted at this time.

**4. Adoption of Published Agenda**

**4.1 Affordable Housing Task Force Meeting Agenda for September 10, 2024**

**AHTF24-09-01**

Moved By Councillor - Verbeek, Kim  
Seconded By Richard Kokovai - Vice-Chair

**That** the published agenda for the September 10, 2024, Affordable Housing Task Force Meeting be adopted as presented.

**Carried**

**5. Adoption of Minutes**

**6. Presentations**

**6.1 Introductions**

Staff and Members of the Task Force introduced themselves.

**6.2 Election of Chair**

Nominations were called for the Chair position.

6.2.1 Election of Chair

**AHTF-09-02**

Moved By Councillor - Verbeek, Kim  
Seconded By Richard Kokovai - Vice-Chair

**That** Lynda Leopold be nominated for the position of Chair of the Affordable Housing Task Force effective September 10, 2024.

**Carried**

**6.3 Election of Vice Chair**

Nominations were called for the Vice-Chair position.

6.3.1 Election of Vice Chair

**AHTF24-09-03**

Moved By Fred Groves  
Seconded By Lynda Leopold - Chair

**That** Richard Kokovai be nominated for the position of Vice Chair of the Affordable Housing Task Force effective September 2024.

**Carried**

**6.4 One Note Overview**

Ms. Chadwick provided an overview of One Note, how to share documents, add tabs and finding reference documents for review. It will be a very useful tool to share relevant information and documents for all member's review. Chair Leopold recommended adding the Document Tracking tool to the One Note Reference Document page.

**7. New Discussions**

**7.1 Mandate and Terms of the AHTF**

Ms. Chadwick reviewed the scope of work, with an emphasis of the creation of an affordable housing strategy over the course of the term. Collaboration with regional efforts will ensure synergies, potentially addressing the same issues through different lenses. Funding and grant opportunities will be a fundamental element. Administration will use the strategy to provide tangible action items to bring forward to Council.

#### 7.1.1 Example of Affordable Housing Strategies & Action Plans

Task 1 - Review other municipalities affordable action plans and drop them into One Note to share with the group for discussion.

### 7.2 Provincial Affordable Housing Task Force, Windsor-Essex Regional Affordable Housing Strategy

Ms. Chadwick provided information related to the Province's AHTF recommendations, many of which have been implemented into legislation. For example, Municipalities across Ontario, including the Town of Essex, have been updating their Official Plans and Zoning By-laws to align with new legislation. Ms. Chadwick will insert the Provincial AHTF Recommendations and Tracking Tool into the One Note.

The County of Essex and the City of Windsor have recently retained a consultant to complete an Affordable Housing Strategy for the region. Work has just been initiated with the lower tier municipalities. Ms. Chadwick will ensure information is shared with the Town's AHTF once more information is known on the work that will be undertaken at the County & City level.

### 7.3 Affordable Housing Definition(s)

Ms. Jabbour provided the definition from the Provincial Policy Statement which specifies information for both ownership and rental housing. The new Draft of the County Official Plan also provides further clarification on affordable and attainable housing. The province sets the minimum targets which some believe are not achievable. Essex is bound by our legislation; however, we can set our own thresholds, utilizing data from Essex specifically. We may want to consider a Town of Essex Task Force Definition, which may continue to evolve over time. Mayor Bondy encouraged the Task Force to be actively utilizing advocacy, bringing items forward to Council whether it be for letters of support or something else.

### 7.4 Town of Essex Housing Policies & Projects

#### 7.4.1 Draft New Official Plan

Administration would like members to review sections of the draft Official Plan and provide feedback by September 30, particularly residential intensification and housing affordability.

#### 7.4.2 Housing Zoning By-law Amendments

Ms. Jabbour provided the Task Force with an overview of the Town's various Zoning By-law amendments made earlier this year that stemmed from Bill 23, as recommended by the Provincial AHTF Recommendations. Increasing allowable structures, ADUs and eliminating red tape that was preventing new builds, will help to build homes faster.

7.4.3 ADU Search GIS Layer

Ms. Chadwick provided the Task Force with a sneak peak of a GIS Tool that will soon be made live to residents and property owners in the Town of Essex. Originally ADU Search and now Resimate will allow residents to determine the buildability of ADUs on their lots.

8. Delegations

9. Adjournment

Moved By Richard Kokovai - Vice-Chair  
Seconded By Dorene Lester

**That** the meeting be adjourned at 7:01 p.m.

**Carried**

10. Future Meetings

Wednesday, November 6, 2024 at 4:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary