

Affordable Housing Task Force Application

The mandate of the Affordable Housing Task Force (AHTF) is to provide advice, suggestions, and recommendations to Administration and Council on issues related to affordable housing in the Town of Essex, including but not limited to identifying new or existing programs to stimulate new affordable housing development, exploring grant funding opportunities for affordable housing development, and fostering partnership opportunities with housing institutions

The Term of Office for this Committee coincides with the Term of Office for Council and shall end November 14, 2026.

View the [Terms of Reference](#).

Applicant Information

Last Name or Single Name *

First Name *

Middle Name (if applicable)

Street Number *

Street Name *

Apartment/Unit/Level (if applicable)

Town *

Postal Code *

Email Address *

Primary Phone Number *

Availability (Check all that apply) *

- Daytime
- Evening

Are you comfortable with committee meetings being livestreamed for public viewing? *

- Yes
- No

Do you have access to electronic communication? (i.e., email)

- Yes
- No

Questionnaire Part 1

Please answer all questions in full and truthfully.

Have you read the Terms of Reference for this Committee? *

- Yes
- No

Are you 18 years of age or older? *

- Yes
- No

Although not a requirement to serve on this Task Force, do you reside and/or own land in the Town of Essex? *

- Yes
- No

Please tell us about your interest in serving on this Task Force. What do you hope to contribute, and how would you support the Task Force? *

I have a passion for affordable and social housing and the difference it can make in an individual's life and the community as a whole. I am always researching and staying up-to-date on the latest strategy to address the housing crisis.

Please tell us about your employment background, including any skills and experience relevant to the mandate and scope of work of the Task Force. What are/have been your roles and responsibilities?

From 2014 to 2018 I was a real estate agent while also working full time as the building manager at a retirement home. In 2018 I had to give up my real estate license when I joined the City of Windsor at their Coordinator of Real Estate Services. In February 2023 I moved from the City's real estate department into their Housing department. My roles in Housing was as a Coordinator of Housing Administration and Development where I was the lead for the Windsor Essex Community Housing Corporation and the lead for Capital Funding/Projects. In the role I would design Requests for Proposals and be on the team that evaluated submissions to receive funding that our office was responsible to allocate. I also played a role in ensuring compliance and reporting on projects to the Ministry of Housing and CMHC. In January of 2024 I moved roles again and am currently the Manager of Provincial Offences for Windsor and Essex County (including the Town of Essex).

Please tell us about your skills and experience in community and social housing, such as experience with managing or operating a not-for-profit social enterprise focused on housing support, shelters, homelessness. What were your roles and responsibilities

As the City of Windsor's lead for the Windsor Essex Community Housing Corporation I was involved in the oversight of their operations including budgets, staffing, projects, maintenance and public relations issues. I lead the team that evaluated the WD Lowe School site and wrote the report that authorized it's purchase by the City of Windsor. I also lead the drafting of the Request for Proposal for the Regional Affordable Housing Strategy in partnership with the County of Essex. I was also part of the team that started identifying City owned lands that had potential for redevelopment which eventually lead to the Housing Solutions Made for Windsor list of 7 properties. Lastly, I have networked extensively with various non-for-profit community housing organizations to learn best practices and to determine opportunities for partnerships.

Questionnaire Part 1

Please answer all questions in full and truthfully.

Please tell us about your skills and experience in residential housing development, real estate, housing policy, land use planning, or related fields.

I was a real estate agent from 2014 to 2018 and reinstated my license in 2023 and am currently a licensed agent. I have previously served on the Town of Tecumseh's Heritage Committee and Committee of Adjustment. My experience on the Committee of Adjustments has given me experience and insight into the planning process. In my roles as the Coordinator of Real Estate Services at the City of Windsor I undertook several rezonings of City owned property to prepare them for sale/redevelopment. In my role as Coordinator of Housing Administration and Development, I spent everyday researching and implementing housing policy.

Please tell us about your skills and experience in finance, grant research and writing, government funding, or related fields.

I have management and finance experience in the retail sector, retirement living sector and now as division manager at the City of Windsor. In my role as Coordinator of Housing Administration and Development, I assisted housing providers in applying for upper levels of government funding and also solicited and evaluated proposals for funding that our department was responsible for allocating to local housing providers.

Please describe any other training, experience, or qualifications you have that you feel would benefit the Task Force.

Within the City of Windsor I have taken extensive trainings in the areas of political acuity, change leadership and conflict management. I am aware of the sensitive, personal nature of housing policy and the housing crisis and have the skills and experience to both contribute to addressing these challenges while navigating the sometimes difficult narrative that surrounds the topic. Since May of 2023, I have also served as a member of the board of directors for Habitat for Humanity Windsor-Essex.

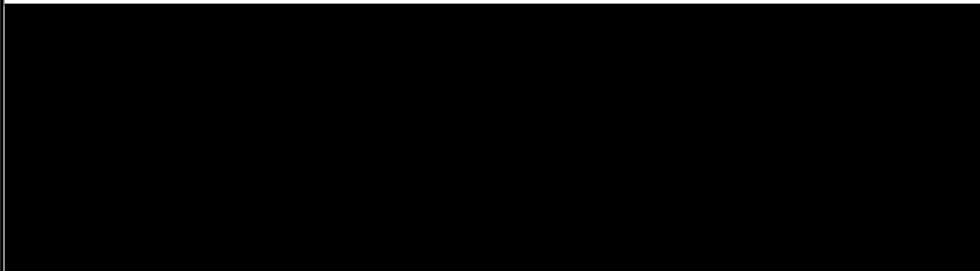
Questionnaire Part 3

Please answer all questions in full and truthfully.

Would you have any conflicts of interest or potential conflicts of interest if appointed?

The potential for conflicts of interest can always arise as I am in this sector. I work for an area municipality who's strategies could potentially conflict with any strategies implemented by this task force. I do not foresee any major conflicts of interest, or perceived conflicts of interest. However, they are always possible, and as in every role I've held, I am always watching for perceived conflicts of interest and would recuse myself as appropriate.

Signature of Applicant *

A large black rectangular redaction box covers the signature area.

Date of Signature

7/26/2024



Thank You

Thank you for completing the application form.