



# SHANNON PARK AFFORDABLE HOUSING ADVISORY COMMITTEE

## TERMS OF REFERENCE

This Terms of Reference (ToR) has been developed to guide the Shannon Park Affordable Housing Advisory Committee. The ToR is intended to be the overarching document that provides the background information, committee purpose, code of conduct, and expectations.

## BACKGROUND

Shannon Park is an approximately 35-hectare (86-acre) site ideally situated adjacent to Halifax Harbour. Millbrook First Nation own approximately 3.6 hectares (9 acres) of land adjacent to Shannon Park. Shannon Park was acquired by Canada Lands Company CLC Limited (CLC) in 2014. In February 2023, the Harbour East-Marine Drive Community Council approved the Development Agreement to enable the development of the site as a residential community of 3,000 residential units with a mix of commercial opportunities, parks, and an active transportation network. CLC and the Millbrook First Nation are working closely on the planning and build-out of the site to create a cohesive community.

In accordance with HRM's Community Engagement Strategy, the public was informed of the proposed Development Agreement and feedback was gathered through a public engagement process that included a survey, information shared on a website, signage posted at the site, and letters to residents within the notification area. The survey results and presentations at the Public Hearing on February 2, 2023, highlighted the need and desire of the community to include affordable housing at Shannon Park. CLC has committed to enabling a minimum of 20% of the units as affordable housing units. CLC will look to the Shannon Park Affordable Housing Advisory Committee to provide guidance to support the formation of partnerships with affordable housing providers and to support the construction and operation of affordable housing at Shannon Park.

## COMMITTEE MEMBERSHIP

Comprised of a maximum of ten (10) members with knowledge and experience in researching, designing, delivering and/or managing affordable housing. Membership should be diverse with respect to age, gender, ethnicity, work and educational backgrounds, and volunteer experiences, as appropriate. Membership will be subject to the final approval of CLC.

**Committee Co-Chairs:** One (1) member from CLC + one (1) member from the membership (non-CLC).



## PURPOSE

This ToR serves as the guiding document for the Shannon Park Affordable Housing Advisory Committee. The Shannon Park Affordable Housing Advisory Committee will guide CLC in coordinating partnerships with organizations that build and/or manage affordable housing to provide at a minimum, 20% affordable housing units at Shannon Park.

## Key Responsibilities of the Committee

- Attend regularly scheduled Shannon Park Affordable Housing Advisory Committee meetings.
- Represent the interests of the respective organizations and consider community needs in the design and implementation of the plan to secure affordable housing at Shannon Park.
- Leverage personal and professional networks to engage community members, developers, and organizations working in affordable housing to understand the needs and opportunities.
- Maintain confidentiality. Confidential information may be shared during the meetings. To protect sensitive and confidential information from being disclosed outside of the Committee, it is expected that all Committee members will sign non-disclosure agreements before the first Committee meeting.
- Result in a recommendation(s) to support CLC in enabling the development of affordable housing in perpetuity at Shannon Park.
- Additional activities that may arise as needed.

## EXPECTATIONS

### Attendance:

- The Advisory Committee will meet on the first Thursday of every month from 4:00 pm – 6:00 pm Atlantic. Additional meetings may be scheduled as needed.
- On occasion, regular meetings may need to be rescheduled and if so, will be scheduled around members' availability according to the time when most members can attend.
- Meetings will be in person at CLC's office (1791 Barrington Street, Suite 1510) unless the Committee decides to meet virtually (Microsoft Teams). If meeting in person, a virtual attendance option will always be available. Members will endeavour to attend all meetings.

### Agendas:

- All meeting agendas and any additional meeting material will be shared one (1) week before the scheduled meeting.



### **Preparation:**

- Meeting preparation may vary depending on the meeting but should not be more than one (1) to three (3) hours of preparation time.

### **Conduct:**

- All meetings will be facilitated by a third-party facilitator engaged by CLC.
- Meeting minutes including action items will be recorded by the meeting assistant and shared within one (1) week of the meeting.
- Meetings are a safe place to voice ideas, opinions, and concerns.
- Members will be respectful and respect the opinions and time of others.
- Members are expected to share their ideas openly and candidly with the Committee.
- All actions and decisions of the Committee must prioritize the principles of equity, diversity, inclusion, and accessibility.

### **Confidentiality:**

- Member contact email addresses will be shared with the Committee.
- Trust and confidentiality of information is of utmost importance. Sensitive material may be discussed during the meetings, and it is expected that all committee members will keep all documents and discussions confidential unless they have the expressed consent of the other members.
- To protect sensitive and confidential information from being disclosed outside of the Committee, it is expected that all committee members will sign non-disclosure agreements to be signed at the first committee meeting.

### **Term:**

- Term of appointment is expected to be six (6) months beginning in September 2024 with an option to renew.
- The outcome of the appointment will be recommendation report prepared by the Committee to support CLC in enabling the development of affordable housing in perpetuity at Shannon Park.
- If a committee member steps down, CLC will work with the outgoing member to find a replacement from the same organization or an organization with a similar mandate.

**Date Adopted:**           **April 30, 2024**

**If you have questions or concerns at any point, please contact Canada Lands Company:**

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