



## NOVA SCOTIA JOINT MUNICIPAL HOUSING COMMITTEE

### Terms of Reference

**Group Name:**

The name of the group will be the Joint Provincial-Municipal Housing Committee (JPMHC).

**Authority:**

Established jointly by the Department of Municipal Affairs and Housing, the Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators Nova Scotia (AMANS).

**Background:**

The Province of Nova Scotia, The Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators of Nova Scotia (AMANS) recognize the strength of working together in ensuring that all Nova Scotians have access to safe, adequate housing, at a price they can afford.

Nova Scotia is facing a housing supply crisis that still poses significant challenges now fueled by a volatile housing market, the impact of rising interest rates, and a national skilled-trades workers shortage. This impacts every municipality across the province. Addressing the complex problems that created the housing supply shortage requires a multi-pronged approach among government departments and our partners, including the federal government, municipalities, the private sector, and non-profit societies.

The members of the NSFM have drawn attention to their concerns around housing and the Province has expressed a desire to work with the NSFM and AMANS to guide provincial action to help more Nova Scotians find the affordable, attainable housing they deserve.

**Mandate:**

- Provide advice, set priorities, and identify solutions that expedite housing development projects and increase the supply of more accessible and affordable housing across the province.

**Committee Objectives:**

The committee will carry out its mandate by:

1. Reviewing the results of the provincial housing needs assessment and developing an action plan to ensure the Department of Municipal Affairs and Housing and municipalities work collaboratively to address the housing needs of Nova Scotians.
2. Identifying best practices in policy and programming, hosting events to share best practices, and supporting initiatives across the province that expedite housing development and affordable housing initiatives.

**Committee Composition:**

The Committee is a joint committee, and each organization shall appoint their members in accordance with their respective committee selection policies.

The joint committee shall be comprised of:

- 3 members from NSFM
  - 2 members from AMANS (non-voting)
  - 2 members from DMAH (*Executive Director of Municipal Affairs and Senior Executive Director of Housing*)
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- The NSFM CEO and the AMANS Executive Director will both serve as non-voting ex-officio members.
  - The committee will be no larger than 7 members, excluding ex-officio members.
  - The Committee will be chaired by the NSFM.
  - DMAH will provide support staff to the JPMHC as required

**Note:** From time to time the Committee may invite subject experts and specialized resources to aid the committee in meeting its mandate. Persons other than Committee members may, with permission of the Committee, attend any meeting for the purpose of providing information, making a submission or providing feedback. Such persons may, with the permission of the Chair, speak on an issue but are not involved in the decision-making process.

**Term**

- This is an ad hoc committee which is constituted for as long as all parties deem it necessary.

**Meetings:**

- Meetings will be held at least monthly.
- All meetings will be conducted virtually, with options for in-person meetings as is deemed necessary

**Attendance at Meetings:**

- If Committee members are unable to attend, they must notify the Chair.

**Quorum**

- Quorum will be 50 percent of the committee members.

**Role of Committee Chair:**

Once appointed by the committee will be expected to:

- Ensure that the work of the JPMHC is in keeping with the mandate as outlined in the Terms of Reference;
- Chair and set the agenda for each meeting; and
- Ensure that all members at meetings have an opportunity to participate in discussions.

**Role of Committee Members:**

Once appointed, committee members will be expected to:

- Regularly attend meetings;
- Stay informed about committee matters, be prepared for all meetings and review minutes, agenda and supporting materials;
- Actively participate in a respectful and engaged manner;
- Be committed to the work and mandate of the Committee;
- Volunteer for and willingly accept assignments and complete them thoroughly and on time;
- Respect and support Committee actions through a unified voice once the Committee has made its decision;

### **Decision Making**

The members of the JPMHC shall make every effort to come to consensus during the decision-making process. The Committee will use consensus decision making to facilitate better decisions through:

- Including the input of all Committee members;
- Including and respecting all parties, and generating as much agreement as possible;
- Setting the stage for greater cooperation in implementing the resulting decisions; and
- Promoting atmosphere that fosters group cohesion and interpersonal connection.

When the Committee members cannot reach an agreement, the Committee shall note the difference of opinion.