

**TERMS OF REFERENCE**  
**SOCIAL HOUSING IN ACTION**

**1. Name and Type of Committee**

- Social Housing in Action
- Standing Committee of City Council

**2. Statement of Purpose**

Social Housing in Action (SHIA) will act as an advisory board to City Council on issues relating to affordable housing and homelessness. It will perform the function of the Community Advisory Board as required by funding agreements with the Government of Canada, Government of Alberta and other funders.

**3. Composition and Appointments**

a) Voting Members

- 2 Members, City Council (appointed)
- 3 Community Members at Large. Appointed by City Council
- 5 Representatives, Community Leaders Council (Chair of the Leader's Council and Chairs of the Sub-Committees)
- 1 Representative, Aboriginal Council of Lethbridge

The Chair and Vice-Chair will be appointed by the Committee at the beginning of each year. The Chair and Vice-Chair shall not be members of City Council.

The five representatives from the Community Leaders Council will include the Chair and the Chairs of the following sub-committees: Research and Evaluation, Housing, Housing First, and Community and Government Relations.

The membership shall be ratified by City Council as required.

b) Non-voting Members

- Manager, Community and Social Development
- Director, Community Services
- Manager, Real Estate and Land

#### **4. Term of Appointment**

Two year terms appointments to a maximum of 6 years.

#### **5. Duties and Responsibilities**

The Social Housing in Action Committee functions as the Executive to the Community Leader's Council. The roles and responsibilities of the Committee shall include the following:

- 5.1 Develop and maintain a current plan to address issues pertaining to housing and homelessness in Lethbridge and forwards recommendations to City Council. This will be accomplished by:
  - Identifying housing and program needs of the homeless and those at risk of homelessness
  - Establishing priorities based on community consultation, needs assessments, status reports, research and outcome evaluation
  - Monitoring the progress and outcomes of funded initiatives
- 5.2 Ensure an effective and appropriate process is operational for the allocation of funds
- 5.3 Fulfill the roles as the Community Based Organization and the Community Advisory Board as required by funding agreements with the Government of Canada, Government of Alberta and the Housing and Homelessness Policy.
- 5.4 Support strategic partnerships to facilitate the provision of affordable housing options. Provide input on affordable housing development initiatives.
- 5.5 Identify and communicate the housing and support needs of the community to City Council and other orders of government
- 5.6 Identify policy initiatives that can assist in housing and service solutions that support the plan.
- 5.7 Identify research opportunities to support the long term resolution of issues associated with homelessness.

- 5.8 Forward information and recommendations to City Council as required to meet the mandate of the Committee and funding agreements.
- 5.9 Evaluate the effectiveness and outcomes of the Committee and review the Terms of Reference annually.

## **6. Quorum**

A minimum of six voting members will constitute a quorum. As much as possible and practical decisions shall be made through dialogue and consensus. It shall be the prerogative of the chair to conduct a vote should consensus alone not be appropriate.

## **7. Meetings**

Regular meetings will be held at least 10 times per year. Notice of Meeting will be circulated prior to the scheduled meetings. The Agenda will be circulated at least three days prior to a meeting.

Extraordinary meetings may be called by the Chair as required to meet the mandate of the committee. Extraordinary meetings do not require Notice of Meeting as above.

## **8. Support Services**

Administrative support, minutes, agendas, correspondence and other documentation will be maintained by the Community and Social Development Department, City of Lethbridge.