

Research and Evaluation Committee Terms of Reference

Revised: February 1, 2011 Sept. 8, 2015

1.0 PURPOSE AND MANDATE

As a subcommittee of the Community Leader's Council, Social Housing in Action, the purpose of Research and Evaluation Subcommittee is to:

- 1.1 Ensure an Evaluation Framework is operational to continuously improve and learn. This will occur through the monitoring and evaluation of the achievement of the outcomes of the implementation of the Goals and Strategies of "Bringing Lethbridge Home" Community Plan to Prevent and End Homelessness and the Housing First Standards of Practice;
- 1.2 Identify evaluation and research requirements and opportunities, coordinate research projects and review research results and monitor dissemination and implementation of the results in practice as appropriate. Projects include the annual Homeless Census (Point in Time Count) and annual Outcome Evaluation Report.
- 1.3 Ensure that all the committees and stakeholders have access to required data and analysis, information and results of research and outcome evaluation initiatives;
- 1.4 Design and implement a standard process for reporting activities, effectiveness and outcomes for all the subcommittees on an annual basis and report to the Community Leader's Council identifying achievements and improvement opportunities;
- 1.5 To monitor trends relating to homelessness and affordable housing and report to the Community Leader's Council on a quarterly basis;
- 1.6 Ensure an outcome evaluation system is appropriate and effective in continuous learning and improvement.

2.0 MEMBERSHIP

The Committee membership will include representatives from the following:

- Alberta Health Services
- University of Lethbridge
- Community stakeholders (2)
- Chair, Community Leader's Council

Chair - the Chair shall be selected by the membership.

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3.0 CONFIDENTIALITY

Confidentiality of sensitive issues and funding information must be maintained. A breach of confidentiality shall be reviewed by the Structure and Research Subcommittee and recommendation forwarded to the Steering Committee.

4.0 RELATIONSHIPS AND ACCOUNTABILITY

This subcommittee is responsible to the Community Leader's Council Committee.

5.0 COMMITTEE MANAGEMENT

- 5.1 Administrative support, minutes, agendas, correspondence and other documentation and filing processes will be maintained by, Community Services, City of Lethbridge.
- 5.2 Notice of Meeting will be announced 2 weeks prior with the Agenda to be circulated one week prior to meeting. Minutes will be circulated within one week of the meeting.
- 5.3 A Notice of Motion will be circulated with the Notice of Meetings and Agenda as required and determined by the subcommittee chairs.

6.0 MEETINGS

- 6.1 This subcommittee will meet at least bi-monthly or as required to fulfil the mandate of the Committee, and at the call of the Chair.
- 6.2 Decisions shall be made through consensus. It shall be prerogative of the Chair to conduct a vote should consensus alone not be appropriate. Issues/items may be tabled to allow for appropriate Notice of Motion.

7.0 CONFLICT OF INTEREST

- 7.1 In the event that an organization seeks funding under these homelessness and housing funding initiatives, and has a representative on the Social Housing in Action Leader's Council and/or Subcommittees, that representative must declare the conflict then remove themselves from any of the meetings/discussions/votes where funding decisions are being made.
- 7.2 All members shall assume the responsibility to identify a fellow member/member's agency potential conflict of interest situations should they not recognize it themselves.



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8.0 EVALUATION & REVIEW:

This subcommittee shall be responsible for evaluation of the Committees of the Community Leader's Council; their activities, outcomes and effectiveness. This includes the review of the Terms of Reference by December 31 of each year. Recommendations for improvement will be forwarded to the Community Leader's Council.