

Community & Government Relations Committee

Terms of Reference Revised Sept. 8, 2015

1.0 PURPOSE AND MANDATE

As a Subcommittee of the Community Leader's Council, Social Housing in Action, the purpose of the Community and Government Relations Committee is to:

- 1.1 Develop, coordinate and oversee a communication plan throughout the implementation of the Bringing Lethbridge Home Plan to End Homelessness and to:
 - Create public awareness and understanding of housing and homelessness issues in Lethbridge;
 - Be proactive in community, government and media relations;
 - Inform the community and stakeholders of new initiatives and events;
 - Assist the Community Leader's Council to engage the government, community and stakeholders; and
 - Provide direction and effective communication strategies to the Community Leader's Council, Sub-Committees and Task Forces as required.
- 1.2 Provide the Leader's Council, Sub-Committees and Task Forces with direction and Strategies for effective community engagement, public participation and communication.

2.0 ROLES AND RESPONSIBILITIES

- 2.1 Gather and report current information impacting ***Bringing Lethbridge Home*** to the community, Community Leader's Council, SHIA Committee of Council and other stakeholders
- 2.2 Develop, maintain and implement an approved Communication Plan to guide community awareness, education, social media and social marketing regarding bringing Lethbridge Home and the plan to prevent and end homelessness.
- 2.3 Plan and execute community events that promote and support Bringing Lethbridge Home awareness and education
- 2.4 Align and support national housing and homelessness awareness campaigns
- 2.5 Frame the communication strategy and key messages as required
- 2.6 Support agencies and their Boards in the development of evidence- based material and information to create shared understanding of housing and homelessness issues

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2.7 Function as a resource to Bringing Lethbridge Home in the preparation of presentations and communications

2.8 Create opportunities for education, awareness and shared understanding at all levels in the community

3.0 MEMBERSHIP

Economic Development Lethbridge (Ad-Hoc)
University of Lethbridge (Socially Responsible Marketing)
Community Member(s) at Large
2 Member (s) Leader's Council (appointed by Leader's Council)
City of Lethbridge (2) Non-voting

The Chair (or Co-Chairs) is selected by the Subcommittee at the beginning of each calendar year. The Chair is a member of the SHIA Committee of Council.

4.0 MEETINGS

4.1 This Committee will meet at least bi-monthly or as required to fulfil the mandate of the Committee, and at the call of the Chair.

4.2 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.

5.0 CONFIDENTIALITY

Confidentiality of sensitive issues and funding information must be maintained. A breach of confidentiality shall be reviewed by the Executive Committee and recommendations forwarded to the Community Leader's Council.

6.0 RELATIONSHIPS AND ACCOUNTABILITY

This Committee will provide regular reports of status and progress to the Social Housing in Action Community Leader's Council at each meeting

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7.0 COMMITTEE MANAGEMENT

- 7.1 Administrative support, minutes, agendas, correspondence and other documentation and filing processes will be maintained by, Community Services, City of Lethbridge.
- 7.2 Notice of Meeting will be announced at least 2 weeks prior to the meeting with the Agenda and Meeting Packages to be circulated at least 2 business days prior to meeting. Minutes will be circulated within one week of the meeting.
- 7.3 A Notice of Motion will be circulated with the Notice of Meetings and Agenda as required and determined by the Committee Chair.

8.0 CONFLICT OF INTEREST

In the event that an organization seeks funding under these homelessness and housing funding initiatives, and has a representative on the Community Leader's Council or Subcommittees, that representative must declare the conflict then remove themselves from any of the meetings/discussions/votes where funding decisions are being made.

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.

9.0 EVALUATION & REVIEW

This Committee shall be responsible to evaluate the outcomes of their Purpose and activities and review of Terms of Reference by December 31 of each year. Recommendations for improvement will be forwarded to the Community Leader's Council.