

1.0 PURPOSE AND MANDATE

The mandate and purpose of the Housing First Committee, SHIA is to oversee the successful implementation, evaluation and maintenance of the fidelity of Housing First, Intensive Case Management and ACT within the teams and the support services and to:

- 1.1 Function as a community advisory committee for the Housing First Programs at the operational level including the development and monitoring of inter-agency protocols, processes and the Housing First Standards of Practice
- 1.2 Identify, monitor and report on system/program needs and gaps in the community
- 1.3 Provide input and support of the operational direction for the implementation of Housing First within the funded agencies, teams and support agencies.
- 1.4 Monitor and provide feedback on the impact and effectiveness of Intensive Case Management.
- 1.5 Foster a positive community of practice amongst service providers
- 1.6 Facilitate positive landlord relationships in the community to support Housing First
- 1.7 Report to the SHIA Leader's Council and the SHIA Committee of Council through the Chair.
- 1.8 Identify the professional development, training and education needs of the Housing First teams, organizations, support services and front-line staff.

2.0 MEMBERSHIP

- 2.1 The following members are required to carry out the mandate of the Committee:
 - Housing First Team Leaders or team designate
 - Housing First Support Services
 - Alberta Works
 - Lethbridge Housing Authority
 - Lethbridge Corrections
 - Child and Family Services – South Zone
 - LRPS
 - Other stakeholders as required
 - City of Lethbridge
- 2.2 All members shall function to establish a community of practice, provide direction and support of Housing First in order to implement and support Intensive Case Management within the Housing First teams and support programs
- 2.3 The quorum for decision making shall be 50% of the membership of the Committee.
- 2.4 All members shall maintain confidentiality of sensitive issues and funding information as required.

3.0 RELATIONSHIPS AND ACCOUNTABILITY

The Committee shall be accountable to the Community Leader's Council in all matters, activities and decisions related to the implementation of Intensive Case Management and Housing First. The Committee will be a standing agenda item of the Community Leader's Council.

Recommendations made by the Committee and any actions taken shall be reported and ratified by the Community Leader's Council at their next meeting immediately following the Committee and forwarded to the SHIA Committee of Council as required.

4.0 COMMITTEE MANAGEMENT

- 4.1 Administrative support, minutes, agendas, correspondence and other documentation and filing processes will be maintained by the Community & Social Development Group, City of Lethbridge.
- 4.2 A Notice of Motion will be circulated with the Notice of Meetings and Agenda of the Committee as required.

5.0 MEETINGS

- 5.1 This Committee will meet at least quarterly and/or as required to fulfill the mandate of the Committee and at the call of the Chair. Team Leaders will meet monthly between the full Committee.
- 5.2 As much as possible and practical, 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.

6.0 CONFLICT OF INTEREST

In the event that an organization seeks funding under this homelessness funding initiative and has a representative on the Leader's Council and Subcommittees, that representative must remove themselves from the Committee's meetings/discussions/votes where funding recommendations are being made. All members shall assume the responsibility to identify possible conflict with a fellow member/member's agency that may not recognize his/her own conflict of interest.

7.0 Chair:

Appointed annually by the committee membership

8.0 Evaluation & Review

Annual evaluation and review of the effectiveness of the committee shall occur in December of each year.