

# Bringing Lethbridge Home Community Leader's Council

## Terms of Reference

### 1.0 Name and Type of Committee

- Community Leader's Council, Bringing Lethbridge Home
- Community Advisory Board

### 2.0 General Purpose

The Leader's Council, Bringing Lethbridge Home, will function as the Community Advisory Board to City Council on issues relating to the *Bringing Lethbridge Home* 5 year Plan to End Homelessness, Provincial 10 Year Plan to End Homelessness, Housing Policy, Community Plans, support services and related federal and provincial funding.

As required by the federal and provincial funding programs for housing and homelessness initiatives, the Leader's Council will also support the City of Lethbridge (Community Entity) and forward recommendations on issues related to the implementation of the community plan and priorities, policy and funding to City Council.

In collaboration with the Committee of Council, the Leader's Council will regularly engage, consult, share information with the community and further integrate activities to fulfill *Bringing Lethbridge Home* 5 year Plan to End Homelessness and review the progress, outcomes and support required to fulfill the community priorities and those outlined in the plan.

### 3.0 Key Duties and Responsibilities

3.1 Develop and oversee the progress of the implementation of the approved strategic community plan "*Bringing Lethbridge Home* 5 year Plan to End Homelessness and forward recommendations to City Council. This will be accomplished by:

- Advising Committee of Council on housing and homelessness issues impacting individuals, families and the community
- Identifying trends related to Housing First, availability and accessibility of affordable housing options, support services and prevention of homelessness
- In collaboration with the City of Lethbridge, establishing a relevant community plan and the community priorities required

to end homelessness in Lethbridge. This is based on collaborative partnerships, community and service provider consultation, assessment, outcome evaluation and research.

- 3.2 Based on approved funding criteria, ensure an effective and equitable process is operational for the allocation of funds and forward recommendations for these allocations to City Council as required by the:
  - Homelessness Partnership Strategy
  - Outreach Support Services Initiative
  - Other Provincial Funding
  - Other related funding grants as available and supported by City Council
- 3.3 Monitor the progress of the implementation of *Bringing Lethbridge Home* 5 year Plan to End Homelessness, the outcomes of funded projects and services and report identified results, gaps and trends as required
- 3.4 Engage the community and ensure a community based process and current research is utilized for the:
  - implementation of the *Bringing Lethbridge Home* 5 year Plan to End Homelessness and identified community priorities;
  - determination of the (current) needs as outlined in the community plan;
  - engagement of appropriate protocols and processes to strengthen Aboriginal, New Canadian and Persons with Disabilities participation in the community consultation and planning;
- 3.5 Monitor project outcomes within the *Bringing Lethbridge Home* 5 year Plan to End Homelessness and ensure an environment of continuous improvement
- 3.6 Advocate the housing and support needs in Lethbridge, including the homeless and those at risk and advise City Council and other stakeholders of issues that impact the community, its citizens and the successful implementation of *Bringing Lethbridge Home* 5 year Plan to End Homelessness
- 3.7 Review resolutions as related to the provincial and federal funding opportunities, strategic community plans, and housing policy and recommend action to City Council as required. These may include, but are not limited to:
  - Education and awareness
  - Advocacy
  - Action at a community level

#### 4.0 Membership, Composition and Appointments

4.1 The Leader's Council shall be comprised of the following members (voting and non-voting)

- (6) Community Members at Large
- (1) University of Lethbridge
- (1) Elder
- (1) Lethbridge Real Estate Board
- (1) Lethbridge Regional Police Service
- (1) Faith Community
- (1) Treaty 7 Housing Authority
- (1) Lethbridge Housing Authority
- (12) Representatives (1 representative from each of the following organizations):
  - Southwest Alberta Children & Family Services Authority
  - Alberta Health Services: Addiction & Mental Health
  - Aboriginal Council of Lethbridge
  - Métis Association (Local Chapter)
  - AISH
  - Solicitor General's Office (Probation)
  - PDD
  - Alberta Works
  - Lethbridge Family Services
  - Immigrant Services
  - Sik-oo-h-Kotoki Friendship Society
- (4) Chairs, Sub-Committees
  - Housing
  - Housing First
  - Community and Government Relations
  - Research and Evaluation
- Funders
  - Service Canada (non-voting)
  - Human Services (1) (non-voting)
- Director, Community Services, City of Lethbridge (non-voting)
- Manager, Community & Social Development Group, City of Lethbridge (non-voting)
- Housing First Specialist (non-voting)
- Recording Secretary, City of Lethbridge (non-voting)

**Total: Maximum of 29 Voting Members**

4.2 The Chair and Vice-Chair will be appointed by the Leader's Council at the first meeting of each year.

**Leader's Council:**

- 4.3 Meetings will be held quarterly or as required to fulfill the mandate of the Committee, and at the call of the Chair. The meeting schedule will be re-evaluated each year.
- 4.4 As much as is possible and practical, committee 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. It is not a requirement for Motions to be seconded.
- 4.5 Agenda items are generated by the Executive and the membership and shall include at least the following:
- Report from each of the Sub-Committees
  - Status of the implementation of the *Bringing Lethbridge Home* 5 year Plan to End Homelessness and Community Plan
  - Finance Report
  - Issues and trends that impact the progress of *Bringing Lethbridge Home* 5 year Plan to End Homelessness, Housing First, Support Services and the Prevention of homelessness including the availability and accessibility of affordable housing options.

**Leader's Council and the Committee of Council:**

- 4.6 Meetings at least bi-monthly and/or at the call of either Chair.
- 4.7 The purpose of these meetings is to provide a collaborative opportunity to achieve at least the following:
- Shared understanding and integration of issues related to the implementation of the *Bringing Lethbridge Home* 5 year Plan to End Homelessness as it relates to the availability of housing options and the Homelessness and Housing Policy
  - Correlation and alignment of community needs, proposals and funding priorities
  - Results and outcomes of implemented programs, projects and proposals

**5.0 Conflict of Interest**

- 5.1 In the event that an organization seeks funding under the various funding initiatives and has a representative on the Leader's Council or Sub-Committee(s), they shall declare the conflict and remove themselves from any of the meetings/discussions/votes where funding decisions are being made.

- 5.2 All members shall assume the responsibility to identify a fellow member/member agency's potential conflict of interest situations should they not recognize it themselves.

## 6.0 Resources

Resources are required to oversee and support the progress of the 5 Year Plan and are budgeted through the grant funding. The implementation of *Bringing Lethbridge Home* 5 year Plan to End Homelessness and the Community Plan is supported through the Community & Social Development Group, City of Lethbridge. This support is integral to achieve the community priorities, contract administration, coordination of the priorities, initiatives/projects and support services, research and evaluation and the community education and awareness of the Housing First approach, support services and the prevention of homelessness.

## 7.0 Specific Annual Objectives of the Leader's Council

- Review the *Bringing Lethbridge Home* 5 year Plan to End Homelessness and community priorities
- Review and monitor project and program outcomes, community and housing trends, service gaps and priorities
- Annual review and evaluation of funded projects and initiatives

## 8.0 Reports: Leader's Council will review the following:

- Update on housing and homelessness trends and community priorities are reported to City Council and the community
- Review of the *Bringing Lethbridge Home* 5 year Plan to End Homelessness and community priorities and affirm with City Council and the community
- Outcome evaluation reports
- Research reports

## 9.0 Approval and Review Date

Annual review and evaluation by December 31 of each year