



**COMMUNITY SOCIAL DEVELOPMENT COMMITTEE**

|   | Appointment Date | Expiry Date   |
|---|------------------|---------------|
| <b>Councillor A.M. Campbell</b>   |                  |               |
| <b>Councillor J.H. Carlson</b>  |                  |               |
| <b>Councillor B.E. Hyggen</b>   |                  |               |
| <b>Appointed by City Council:</b>   |                  |               |
| Jana MacKenzie  | Jan. 2018        | Dec. 31, 2019 |
| Jennifer Rasmussen  | Jan. 2018        | Dec. 31, 2019 |
| Kathleen Sheppard   | Jan. 2018        | Dec. 31, 2019 |
| La Vonne Rideout  | Jan. 2019        | Dec. 31, 2020 |
| Madeline Gormley  | Jan. 2019        | Dec. 31, 2020 |
| <b>Ratified by City Council:</b>  |                  |               |
| Education Sector – Jan Foster   | Jan. 2018        | Dec. 31, 2019 |
| Child and Family Services - South Zone - Vacant                             |                  |               |
| Indigenous Representative – Treena Tallow                                   | May 2017         | Dec. 31, 2020 |
| Alberta Health Services - Cathy Woolfrey                                    | Jan. 2019        | Dec. 31, 2020 |
| Community and Social Services – South Zone - Pam Williams                   | Jan. 2018        | Dec. 31, 2019 |
| Youth Advisory Council - Vacant   |                  |               |
| <b>Funding Sector:</b>  |                  |               |
| Lethbridge Community Foundation of SW Alberta – Charleen Davidson, Chair    | Jan. 2018        | Dec. 31, 2019 |
| Social Housing in Action (SHIA) – Tom Ascroft                               | Apr. 2019        | Dec. 31, 2020 |
| United Way of Lethbridge & South Western Alberta – Janelle Marietta-Vasquez | Jan. 2018        | Dec. 31, 2019 |

*Mitch Hall, Committee Assistant - 403-320-4130*

**Terms of Reference – September 2007, Revised February 2016**

|                                    |   |
|------------------------------------|---|
| <b>Membership:</b>                 | <ul style="list-style-type: none"> <li>• Eighteen (18) members - five (5) citizen appointments and three (3) Elected.</li> <li>• Two (2) year terms - Six (6) year maximum</li> <li>• Director of Community Services (Non-voting)</li> <li>• Manager – Community Social Development (Non-voting)</li> </ul> |
| <b>Mandate:</b>                    | To act as an advisory board to City Council on issues relating to social policy, services and social program funding.   |
| <b>Meetings Held:</b>              | Held: 4 <sup>th</sup> Friday every second month<br>Times of Meetings: 11:30 a.m. to 1:30 p.m. (2 hours)<br>Location: City Council Boardroom   |
| <b>Contact:</b>                    | Office of the City Clerk: 403-329-7383  |
| <b>Requirements for the Board:</b> | Review social policy priorities; review and monitor regular outcome evaluation reports; annual review and evaluation of social initiatives and funding allocation process.  |

**City of Lethbridge  
Community & Social Development Committee**

**TERMS OF REFERENCE**

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**1. Name and Type of Committee**

- Community and Social Development Committee
- Committee of City Council

**2. General Purpose**

The Community and Social Development Committee will act as an advisory board to City Council on issues relating to social policy, services and social program funding.

**3. Key Duties and Responsibilities**

- 3.1 Development and maintenance of a current Social Policy and forward recommendations to City Council. This will be accomplished by:
- a. Advising City Council on social issues impacting the social well-being of the community of Lethbridge
  - b. Identifying trends related to social policy
  - c. Establishing community priorities based on community consultation, assessment and outcome evaluation
- 3.2 Ensure an effective and appropriate process is operational for the allocation of funds within the approved budget. During the budget process forward recommendations for funding allocations to City Council. These allocation of funds shall be aligned with Social Policy, current and emerging social issues as required through:
- a. Community based grants, Fee for Services and Social Policy funding initiatives
  - b. Family and Community Support Services
  - c. Other sources of revenue identified by City Council,
- 3.3 Monitor progress and outcomes of funded social initiatives within the community; and

3.4 Review resolutions as they relate to social policy and recommend action as required. These may include, but are not limited to:

- a. Lobbying strategies
- b. Advocacy
- c. Action (local)

#### **4. Composition and Appointments**

Two-year term with staggered appointments to a maximum of 6 years:

- (3) Members of City Council (Appointed)
- (5) Members Community-at-large (Appointed by City Council)
- (6) Representatives (nominated by the organization and approved by City Council):
  - (1) Education Sector (alternating Holy Spirit & District 51)
  - (1) Children and Family Services – South Zone
  - (1) Disability Services – South Zone
  - (1) Health Representative - South Zone, Alberta Health Services
  - (1) Indigenous Sector Representative
  - (1) Youth Advisory Council Representative
- (3) Representatives Funding Sector (SHIA, United Way of Lethbridge and Southern Alberta Community Foundation)
- (2) Director, Community Services and Manager Community and Social Development, City of Lethbridge Administration (non-voting)
- Recording Secretary, City of Lethbridge (non-voting)

Total: 18 voting members

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.

#### **5. Meetings**

Meetings will be held at least quarterly basis and at the call of the Chair.

#### **6. Quorum**

Recommendations to City Council will be determined by a simple majority of members present.

## **7. Resources Required**

- a) Financial
  - Meeting expenses
- b) Administrative support
  - Work of this Board is integral to the Administrative support of community initiatives
  - Clerical support will be provided within existing operations

## **8. Specific Annual Objectives**

- Review social policy priorities
- Review and monitor regular outcome evaluation reports
- Annual review and evaluation of social initiatives
- Annual review and evaluation of funding allocation process

## **9. Reports and Target Dates (at least annually)**

- Update on social trends and priorities
- Review social policy and affirm with City Council on an annual basis
- Interim and final outcome evaluation reports
- Recommendations for budget allocations

## **10. Review and Evaluation**

- Report to City Council in early fall (by October 30)
- Make recommendations to City Council for information
- Debrief and evaluate the allocation process immediately following budget approval

## **11. Approval and Review Date**

Annual review by December 31 of each year.