



MUNICIPAL HOUSING STRATEGY TASK FORCE

Mayor C.A. Spearman
Councillor B.A Crowson
Councillor B.E. Hyggen
Councillor S.R. Miyashiro

Terms of Reference adopted: October 15, 2018

Membership:	<p>Voting Members:</p> <ul style="list-style-type: none"> • Four (4) members of Lethbridge City Council <p>Non-voting Members:</p> <ul style="list-style-type: none"> • City of Lethbridge Administration which may include: City Manager, Director of Community Services, Community and Social Development, Planning and Development Services and Real Estate and Land Development <p>The Chair (or Co-Chairs) is selected by the Task Force at the first meeting.</p>
Mandate:	<p>The purpose of the Municipal Housing Strategy Task Force is to support the development of a Municipal Housing Strategy (MHS). The MHS will address the full spectrum of social, affordable, and market housing needs within Lethbridge. The MHS will allow the City of Lethbridge to align with the National and Provincial Housing Strategies, and it will enable City Council to leverage and allocate resources to projects that meet priority needs.</p> <p>The MHS will be comprised of a Housing Needs Assessment and Housing Strategic Plan.</p>
Meetings:	<p>Held: Every Two Weeks Location: City Hall</p>
Contact:	<p>Office of the City Clerk: 403-329-7383</p>

MUNICIPAL HOUSING STRATEGY TASK FORCE

Terms of Reference

1. Name and Type of Committee:

Name: Municipal Housing Strategy Task Force
Type: Ad Hoc Committee of Council

2. Statement of Purpose:

The housing spectrum encompasses housing in a variety of different capacities that is inclusive of the needs of all community members including: Emergency Shelter, Short- Term Supportive Housing, Long-Term Supportive Housing, Subsidized and Social Housing, Market Rental Housing and Market Home Ownership.

This spectrum includes, but is not limited to, the following:

- Stabilization Units
- Emergency Shelter
- Permanent Supportive and Supported Housing
- Boarding Houses
- Hostels
- Second Stage Housing
- Student Housing
- Seniors Housing
- Social Housing
- Secondary Suites
- Affordable Housing
- Co-op Housing, and
- Other innovative housing options

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The MHS will be comprised of a Housing Needs Assessment and Housing Strategic Plan.

3. Deliverables:

3.1. Strategically collaborate with a consultant and with key external stakeholders including various levels of government, housing related service providers, the home building and development industries, and the community at large to determine the following within the housing spectrum:

- Create a Housing Needs Assessment (HNA) to create a strong base of knowledge on Lethbridge's current and projected (up to 2025) housing needs and current housing inventory within the following priority areas:

- Emergency Shelter System;
 - Short-Term Supportive Housing;
 - Long-Term Supportive Housing;
 - Subsidized and Social Housing;
 - Primary and Secondary Rental Housing;
 - Market Home Ownership.
- Deliver a Housing Strategic Plan - an action-oriented housing strategy for a comprehensive range of housing options within each of the following priority areas:
 - Emergency Shelter System;
 - Short Term Supportive Housing;
 - Long Term Supportive Housing;
 - Subsidized and Social Housing;
 - Primary and Secondary Rental Housing;
 - Market Home Ownership.
 - The Housing Strategic Plan will identify current housing needs and strategic priorities to the year 2025. The Housing Strategic Plan will provide specific recommendations for municipal action in the following areas:
 - Building the right supply
 - Reducing barriers to supportive and social housing
 - Prioritizing & protecting rental housing
 - Strengthening partnerships & aligning investments
- 3.2. Deliver a completed Lethbridge Housing Needs Assessment along with a Housing Strategic Plan to City Council by March 25, 2019.
- 3.3. The MHS will help City Council to strategically allocate Capital and Operational resources to the projects that meet intentional short and long term needs.
4. Composition and Appointments:
- Voting Members:
- Four (4) members of Lethbridge City Council
- Non-voting Members:
- City of Lethbridge Administration which may include: City Manager, Director of Community Services, Community and Social Development, Planning and Development Services and Real Estate and Land Development
- The Chair (or Co-Chairs) is selected by the Task Force at the first meeting.
5. Meetings:
- Meetings will be held every two weeks with option to cancel
 - Additional meetings will be held as required

- Unless otherwise arranged with Task Force members, all meetings will take place at City Hall

6. Quorum and Voting:

A quorum of the Task Force shall consist of two (2) of the voting members. It shall be the prerogative of the chair to conduct a vote should consensus alone not be appropriate.

7. Minutes and Agenda:

- The format of recording the Municipal Housing Strategy Task Force business shall be as Action Log
- Meeting Agendas will be prepared and distributed at least one week prior to the scheduled meeting
- Administrative Support will be provided by Community Services

8. Review and Evaluation:

Accomplishments will be documented and accumulated throughout each year for inclusion in the final report to City Council.

9. Timeline of Committee:

The Municipal Housing Strategy Task Force Task Force will dissolve by June 30, 2019.