



SOCIAL HOUSING IN ACTION

	Appointment Date	Expiry Date
Councillor B.A. Crowson		
Councillor S.R. Miyashiro		
<i>Appointed by City Council</i>		
Tom Ascroft, Chair	Nov. 2013	Dec. 31, 2019
Martin Heavy Head	Feb. 2018	Dec. 31, 2019
Robin James	Feb. 2018	Dec. 31, 2019
<i>Ratified by City Council</i>		
Community Leader's Council – Tom Ascroft	Apr. 2019	Dec. 31, 2021
Research and Evaluation – Sharon Yanicki	Apr. 2019	Dec. 31, 2021
Housing – Tom McKenzie	Apr. 2019	Dec. 31, 2021
Housing First – Ashlynn Van Buuren	Apr. 2019	Dec. 31, 2021
Urban Indigenous Community – Shawn Singer	Apr. 2019	Dec. 31, 2021

**Director of Community Services
Program Manager, Community Social Development
Manager, Real Estate & Land Development**

Elley Chinook, Committee Assistant - 403-320-3051

Terms of Reference – September 30, 2013; Revised February 2016
Affordable Housing Policy CC32

Membership:	<ul style="list-style-type: none"> • Ten (10) members – Two (2) Elected Officials, three (3) Citizen appointments, five (5) representatives, Community Leaders Council and one (1) representative from the Urban Indigenous Community • Must be 18 years of age or older and a resident of the City of Lethbridge • Two (2) year terms - Six (6) year maximum • A member is disqualified from the Committee if the member has three (3) unexcused absences annually from regular meetings
Mandate:	The Social Housing in Action Standing Committee will act as an advisory committee to City Council on issues relating to affordable housing and homelessness. It will perform the function of the Community Advisory Board as required by funding agreements with the Government of Canada, Government of Alberta and other funders.
Meetings Held:	Held: 1 st Thursday of the month Times of Meetings: 1:30 to 3:00 PM Location: City Council Boardroom
Contact:	Office of the City Clerk: 403-329-7383
Requirements for the Board:	Develop and maintain a current plan to address issues pertaining to housing and homelessness in Lethbridge and ensure an effective and appropriate process is operational for the allocation of funds.

TERMS OF REFERENCE

SOCIAL HOUSING IN ACTION STANDING COMMITTEE

1. Name and Type of Committee

- Social Housing in Action Standing Committee
- Standing committee of City Council

2. Statement of Purpose

The Social Housing in Action Standing Committee will act as an advisory committee to City Council on issues relating to affordable housing and homelessness. It will perform the function of the Community Advisory Board as required by funding agreements with the Government of Canada, Government of Alberta and other funders.

3. Composition and Appointments

a) Voting Members

- 2 Members, City Council (appointed)
- 3 Community Members at Large - appointed by City Council
- 5 Community Leaders Council Representatives
- 1 Urban Indigenous Representative

The five representatives from the Community Leaders Council will include the Chair and the Chairs of the following sub-committees: Research and Evaluation, Housing, Housing First, and Community and Government Relations.

The SHIA 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.

b) Non-voting Members

- Manager, Community and Social Development
- Director, Community Services

4. Term of Appointment

Members of the Committee shall be appointed for a two (2) year term except for City Council and Administration. Three Community Members at Large are appointed by City Council and are eligible for appointment to a maximum of six (6) years. Members of the Community Leader's Council and the Urban Indigenous representative will be ratified by City Council each two (2) year term and the length of their term will be at the discretion of the groups.

5. Duties and Responsibilities

The Social Housing in Action Standing Committee functions as the Executive to the Community Leader's Council. The roles and responsibilities of the Committee shall include the following:

- 5.1 Develop and maintain a current plan to address issues pertaining to housing and homelessness in Lethbridge and forwards recommendations to City Council. This will be accomplished by:
 - Identifying housing and program needs of the homeless and those at risk of homelessness
 - Establishing priorities based on community consultation, needs assessments, status reports, research and outcome evaluation
 - Monitoring the progress and outcomes of funded initiatives
- 5.2 Ensure an effective and appropriate process is operational for the allocation and distribution of funds within the approved plans
- 5.3 Fulfill the roles as the Community Based Organization and the Community Advisory Board as required by funding agreements with the Government of Canada, Government of Alberta and the Housing and Homelessness Policy.
- 5.4 Support strategic partnerships to facilitate the provision of affordable housing options. Provide input on affordable housing development initiatives.
- 5.5 Identify and communicate the housing and support needs of the community to City Council and other orders of government
- 5.6 Identify policy initiatives that can assist in housing and service solutions that support the plan.

- 5.7 Identify research opportunities to support the long term resolution of issues associated with homelessness.
- 5.8 Forward information and recommendations to City Council as required to meet the mandate of the Committee and funding agreements.
- 5.9 Evaluate the effectiveness and outcomes of the Committee and review the Terms of Reference annually.

6. Quorum

A minimum of six voting members will constitute a quorum. As much as possible and practical decisions shall be made through dialogue and consensus. It shall be the prerogative of the chair to conduct a vote should consensus alone not be appropriate.

7. Meetings

Regular meetings will be held at least 10 times per year. Notice of Meeting will be circulated prior to the scheduled meetings. The Agenda will be circulated at least three days prior to a meeting.

Extraordinary meetings may be called by the Chair as required to meet the mandate of the committee. Extraordinary meetings do not require Notice of Meeting as above.

8. Support Services

Administrative support, minutes, agendas, correspondence and other documentation will be maintained by the Community and Social Development Department, City of Lethbridge.



CITY OF
Lethbridge

AFFORDABLE HOUSING and HOMELESS POLICY

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe viable community, and to provide services to the community. The primary responsibility for the funding of affordable housing and homeless initiatives rests with the federal and provincial governments. Access to safe and affordable housing is essential for the well-being of individuals and the community. The purpose of this policy is to provide a framework and guidelines to facilitate the development of an adequate supply of affordable housing opportunities in Lethbridge. Specifically, the policy serves to define the City's roles in this area.

PERSONS AFFECTED

City Council/Administration/Social Housing in Action/Housing supply sector of Lethbridge

POLICY STATEMENT

The provision of affordable housing and supports to end homelessness is a joint responsibility of the individual, all orders of government, the private sector, and the community.

The City of Lethbridge will facilitate the development of affordable housing by leveraging dedicated resources to increase the supply of affordable housing units within the community of Lethbridge. The City's roles include:

Administration: The City coordinates and administers Federal, Provincial and Municipal housing programs and support services that relate to affordable housing and homelessness as requested by senior government levels and in accordance with the agreements.

Planning and regulation: The City encourages the provision of safe and affordable housing through its regulatory and policy framework. Regulatory tools including land use policies, assessment policies, and rates structures to facilitate the creation of new affordable accommodation.

Direct funding and development: The City strategically contributes to the development of affordable housing options for all residents. In doing so, the City increases the supply of safe and affordable housing which is a key long term solution to homelessness. The City contributes municipal resources to the development of new affordable housing projects leveraging investments from various sources (other orders of government/private/non-profit and joint ventures). The City will leverage its role in land development to foster the development of affordable housing opportunities.

Research and monitoring: The City commits to the continuous monitoring and reporting of both supply and demand for affordable accommodation. This includes tracking external factors that influence supply and demand recognizing the dynamic nature of housing and the market place.

Strategic partnerships: The City engages relationships with the public, private and non-profit developers to facilitate the provision of affordable housing. The relationships can range from contracts for support services to joint capital projects.

Community development and education: The City works with community organizations in support of their projects and services to support affordable housing initiatives and efforts to end homelessness. The City engages the community through dialogue and education to ensure the role of affordable housing in the on-going development of a healthy, attractive and economically viable city is understood.

Advocacy: The City encourages other orders of government as well as federal and provincial advocacy groups (e.g. AUMA, FCM) to foster the development and funding of affordable housing and adequate support services. This includes the provision of both capital and operations funding for affordable housing initiatives as well as the provision of support services and employment opportunities to help reduce the need for affordable housing.

ROLES AND RESPONSIBILITIES

City Council to:

- a. Ensure that local housing priorities are identified in local planning documents including the Municipal Development Plan and Area Structure Plans
- b. Perform the function of the Community Entity/Community Based Organization (CBO) ensuring community planning occurs, transparency of decision making, administration, and financial practices for all projects
- c. Actively participate in advocacy for local housing challenges with other orders of government and through its municipal associations (AUMA and FCM)
- d. Receive information and recommendations from the Social Housing in Action Standing Committee of Council on issues that impact access to safe and affordable housing and homelessness

- e. Review available research and information to identify changing needs and priorities
- f. Set priorities for investments in affordable housing consistent with local needs
- g. Maintain an Affordable Housing Fund to be used for capital affordable housing projects
- h. Ensure City commitments are met with respect to funding agreements with other orders of government
- i. Provide direction to and receives recommendations from SHIA to support the development of affordable, social and special needs housing initiatives

Social Housing in Action Standing Committee to:

- a. Perform the function of the Community Advisory Board
- b. Collaborate with the City of Lethbridge and the community to establish community priorities, develop funding criteria and the funding allocation process
- c. Identify the housing and program needs and support the development of affordable, social and special needs housing initiatives
- d. Solicit and receives stakeholders' input
- e. Provide input to the strategic community action plan development with respect to the community's access to safe and affordable housing and it's role to end homelessness
- f. Preview potential land development sites and locations for affordable housing developments
- g. Provide recommendations to City Council on policy, affordable housing projects and ending homelessness
- h. File and seek approval of community plans in support of affordable housing and homelessness
- i. Identify and communicate the housing and support needs of the community to City Council and other orders of government

Administration to:

- a. In accordance with the contribution agreements, coordinate and administer programs and support services
- b. Receive direction from and provide reports to City Council on issues related to housing and homelessness
- c. Support and respond to direction from City Council
- d. Communicate corporate housing policies and issues to affected Business Units
- e. Communicate relevant corporate initiatives to relevant stakeholders
- f. Make recommendations to the Social Housing in Action Standing Committee
- g. Monitor emerging issues and the implications for policy and the implementation of the community plan
- h. Actively disseminate information about housing and homelessness as directed by City Council and Social Housing in Action Standing Committee

- i. Administer agreements and work with the contracted agencies to ensure the expectations of the funders and the Service Providers are met

DEFINITIONS

- **Affordable Housing**: means housing which adequately suits the needs of low and moderate income households at costs below those generally found in the Lethbridge market. It may take a number of forms that exist along a continuum, from emergency shelters, to transitional housing, to non-market rentals (also known as subsidized housing), to formal and informal rental, and ending with attainable home-ownership. For housing to be affordable, the Canada Mortgage and Housing Corporation have defined that a household should not spend more than 30% of its gross income on shelter costs. Highest priority for affordable housing is “core need households” that spend more than 50% of their income on shelter.
- **Community Advisory Board**: is a board that ideally comprises community service providers, funders, and academics. The Board provides recommendations to the Community Entity/Community Based Organization (CBO). This board is a requirement of funding agreements with the Government of Canada and the Social Housing in Action Standing Committee performs this role.
- **Community Entity/Community Based Organization (CBO)** is the organization that receives funding from other orders of government; ensures that community planning occurs and that decision-making mechanisms and administrative practices based on transparency and financial probity are in place. The Community Entity/CBO will work with the contracted agencies to ensure the expectations of the funders and the Service Providers are being met.

REFERENCES

- City of Lethbridge Municipal Development Plan
- Bringing Lethbridge Home: A 5 Year Plan to End Homelessness 2009 – 2014
- Homeless Partnering Strategy, Service Canada
- Human Services, Government of Alberta

REVISION/REVIEW HISTORY

- October 1, 2007: New Document
- Review: December, 2008
- Revised September 30, 2013