



LETHBRIDGE HOUSING AUTHORITY

Mayor Blaine Hyggen, Chair

Robin James, CAO	314 – 3 Street South, Lethbridge Alberta, T1J 1Y9	403-329-0556 ext 127
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Ministerial Order (Alberta) – H:041/20

Ministerial Order Updated: December 15, 2020

Membership:	<ul style="list-style-type: none"> • Nine member Committee, consisting of eight citizen appointments and one City Council Member. • Must be 18 years of age or older and a resident of the City of Lethbridge • One year terms - Six (6) year maximum • A member is disqualified from the Committee if the member has two unexcused absences annually from regular meetings
Mandate:	<p>The Lethbridge Housing Authority (LHA) is a Housing Management Body established under the Alberta Housing Act to provide a sufficient amount of adequate, affordable, safe and secure affordable housing for persons who, because of financial, social or other circumstances, require assistance to obtain or maintain accommodation.</p> <p>The LHA serves low income seniors, families, individuals and other management bodies and community groups.</p>
Meetings:	<p>Held: 3rd Tuesday of the month (September to June)</p> <p>Times of Meetings: 4:30 p.m.(generally 2 hours but may extend longer)</p> <p>Review of materials for Board meetings may take 30 minutes depending upon the reader’s ability and experience</p> <p>Members may also be required to work on various ad hoc, task specific sub-committees which will require variable time commitments</p> <p>Location: Lethbridge Housing Office, Board Room, 314 – 3 Street South, Lethbridge Alberta, T1J 1Y9</p>
Contact:	Office of the City Clerk: committee@lethbridge.ca
Requirements for the Board:	A background in management, finance, property development would be an asset and the ability to work well in a team environment



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Calgary-Beddington*

MINISTERIAL ORDER NO. H:041/20
DEPARTMENT OF SENIORS AND HOUSING
PROVINCE OF ALBERTA
LETHBRIDGE HOUSING AUTHORITY

I, Josephine Pon, Minister of Seniors and Housing, pursuant to section 5 of the Alberta Housing Act, make the following order:

1. Ministerial Order No. H:189/94 as amended, establishing **Lethbridge Housing Authority** as a management body, is amended:
 - a. By replacing the Appendix attached to Ministerial Order No. H:189/94, with the attached Appendix dated December 15, 2020.

Dated at Edmonton, Alberta the 17 day of December, 2020.



Josephine Pon
Minister of Seniors and Housing

APPENDIX

Lethbridge Housing Authority

1. **Lethbridge Housing Authority** (hereafter referred to as the "management body") is hereby established as a management body.
2. The members of the management body are:
 - **City of Lethbridge**
 - **Lethbridge Housing Authority**
3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of nine (9) members appointed as follows, and in accordance with subsection (2):
 - (a) The City of Lethbridge shall appoint one (1) member to the board from its municipal council.
 - (b) Lethbridge Housing Authority shall appoint eight (8) members to the board from the public at large.
- (2) The board shall be appointed as follows:
 - (a) The first members of the board shall be appointed as soon as possible following the effective date of this Order.
 - (b) Members of the board, except the first members, shall be appointed by each member of the management body in accordance with this Order and at the times the board requests the member of the management body.
 - (c) For the purposes of appointing members of the board, the member of the management body responsible for appointing the board member shall determine the method of appointment.
 - (d) The term of office for each first member of the board shall be from the date appointed until another member is appointed to hold that office, but shall not extend beyond one year.
 - (e) The term of office for each member of the board, except the first members, shall be for a one (1) year term.
 - (f) Members of the board may hold consecutive terms of office not to exceed six (6) consecutive terms.
 - (g) A municipal councillor appointed to the board by a member of the management body may only remain a member of the board while a municipal councillor for the appointing member of the management body.
 - (h) If the office of a board member is vacated, the member of the management body who appointed the vacating member of the board, shall appoint, on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.
 - (i) The chairperson, vice-chairperson and any other officers of the board, the board determines necessary, shall be elected at the annual business meeting in accordance with the bylaws of the management body.

- (j) The term of office for the chairperson, vice-chairperson or any other officers of the board:
 - (i) is for a maximum one (1) year term;
 - (ii) shall begin the day after the annual business meeting in the year appointed; and
 - (iii) end at the beginning of the first board meeting following the annual business meeting in the year the term expires.
 - (k) The chairperson, vice-chairperson or any other officers of the board, may hold consecutive terms of office as long as each officer is a member of the board.
 - (l) Each member of the board is entitled to deal with all matters arising from the policies and programs, and operation and administration, of the management body, except where otherwise provided under the Act or its Regulations.
- (3) The board is a continuing body.
- (4) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vice-chairperson.
4. The board shall:
- (a) designate the offices of the management body, and
 - (b) immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body's address for service, and any change in the location of such offices or address for service.
5. (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule "A".
- (2) In addition to the housing accommodation operated under subsection (1), the management body may operate Rent Supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Program Regulation.
6. For the purposes of the Act, the management body has and is subject to the powers, functions or duties as provided in the following Regulations:
- (a) Management Body Operation and Administration Regulation;
 - (b) Social Housing Accommodation Regulation; and
 - (c) Housing Accommodation Tenancies Regulation.
7. For the purposes of the Act, the management body's reporting date is 90 days from the effective date of this Order.