

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

TERMS OF REFERENCE

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](#) and make recommendations to City Council [for the Budget Process for:](#)
- a. Community based 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)
- (5) Representatives (nominated by the organization and approved by City Council):
 - (1) Education Sector (alternating Holy Spirit & District 51)
 - (1) Southwest Alberta Children and Family Services Authority
 - (1) Voluntary Sector to:
 - (1) [Health Representative \(South Zone – Alberta Health Services\)](#)
 - (1) [Indigenous Sector Representative](#)
- (3) Representatives Funding Sector (SHIA, United Way of [Lethbridge](#) and Southern Alberta Community Foundation)
- (2) Members from City of Lethbridge Administration (non-voting)
- Recording Secretary, City of Lethbridge (non-voting)

Total: 16 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.