

Housing and Homelessness Integration Committee

Terms of Reference

34. Purpose

- (l) The purpose of the Housing and Homelessness Integration Committee (HHIC) is to positively contribute to the Housing Goal of The City's Social Policy Framework "Safe, accessible and affordable housing is available to all and everyone is appropriately housed". The Committee will work to support the Housing Goal by:
 - (a) Acting as the Community Advisory Board (CAB) when and as required by federal housing grants; and
 - (b) Being the decision making authority for The City of Red Deer for:
 - (i) Planning, research and evaluation;
 - (ii) Coordination of asset management and development & homelessness support services; and
 - (iii) Fund administration for Community Based Organization (CBO), and Community Entity (CE) – Designated, and Community Entity – Indigenous (as requested) through its Fund Adjudication Sub-Committee.

35. Committee Outcomes

- (l) The Housing and Homelessness Integration Committee will:
 - (a) Adjudicate and award available grant dollars provided to The City by other levels of government or provided directly by The City through its Fund Adjudication Sub-Committee;
 - (b) Act as the authority and system planner on housing and homelessness efforts related to the goal of ending homelessness, and funding allocations delegated to the Committee by Council or Administration as it relates to relevant grant requirements;
 - (c) Establish processes for application for, the adjudication of, and the award of grant dollars in the areas of collaborative housing and homelessness efforts;
 - (d) Advise the Community of the allocation of funding as required by other orders of government in the areas of local housing and homelessness efforts;
 - (e) Lead the development of integrated community plans and planning processes in the areas of housing and homelessness;
 - (f) Coordinate Asset Management and Development opportunities, and support integrated community planning toward asset provision in community;

- (g) Provide and seek input into community priority-setting when necessary as it relates to collaborative housing and homelessness efforts;
- (h) Review and provide feedback with respect to annual service delivery plans, multi-year plans and other housing related community plans as required by other orders of government as a condition of funding;
- (i) Provide assistance to agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer;
- (j) Provide a mechanism for individuals and groups to present issues and ideas concerning housing or ending homelessness to the Committee;
- (k) Guide the development of community reports on ending homelessness;
- (l) Raise awareness of housing systems including homelessness and affordable housing issues with the public, community agencies and private sector through various methods; and
- (m) Reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations.

36. Membership

- (l) The Housing and Homelessness Integration Committee consists of a minimum of twelve and maximum of fourteen Members as follows:
 - (a) Two Councillors;
 - (b) Two indigenous community representatives endorsed by the Urban Aboriginal Voices Society;
 - (c) Two Citizen Representatives;
 - (d) One representative from the business community;
 - (e) One representative from Alberta Health Services, Addictions and Mental Health sector;
 - (f) One representative from a homeless serving shelter agency active in the City;
 - (g) One representative from a housing support service agency active in the City;
 - (h) One representative from an Indigenous support serving agency active in the City (endorsed by the Urban Aboriginal Voices Society); and
 - (i) One housing public entity representative,

- (j) One representative for the faith community
- (k) One representative from the justice or enforcement system

37. Sub-Committees

- (1) The Housing and Homelessness Integration Committee shall establish a Fund Adjudication Sub-Committee as describes in Section 37.(2) and may establish other sub-committees for any purpose and may delegate decision-making authority to such other sub-committees. Sub-Committees shall be established through a Terms of Reference adopted by the Collaborate Community Housing and Homelessness Integration Committee.
- (2) Fund Adjudication Sub-Committee
 - (a) The membership of the Fund Adjudication Sub-Committee shall be members selected from the Housing and Homelessness Integration Committee in accordance with the following:
 - (i) One Councillor;
 - (ii) One Citizen Representative;
 - (iii) One indigenous community representative; and
 - (iv) One of either:
 - a. One representative from the business community;
 - b. One representative from Alberta Health Services, Additions and Mental Health sector; or
 - c. One leader from a faith community.
 - (b) To avoid any conflicts of interest, whether real or perceived, Committee members from homeless serving shelter agency, housing public entity and the housing support service agencies are not eligible for appointment to this Sub-Committee.
 - (c) Subject to Section 37.6, the Sub-Committee shall adjudicate and award grant or contribution dollars identified by The City as being the responsibility of the Housing and Homelessness Integration Committee to administer.
 - (d) The Sub-Committee shall utilize appropriate procurement and adjudication methods.
 - (e) The Sub-Committee shall follow the criteria as outlined through the funding source being for optimal benefit to residents.

- (f) When considering Indigenous funding adjudications the Committee will work with the Urban Aboriginal Voices Society to establish culturally appropriate processes to award funding, while taking into account guidance from the Indigenous Community.

37.1 Meetings

- (1) Committee Meetings will be held a minimum of six times a year.
- (2) Additional meetings may be scheduled at the call of the Chair as required.
- (3) Representatives from Service Canada and the Government of Alberta – Community and Social Services Department shall be invited to attend Committee meetings.

37.2 Decision Making

- (1) The Housing and Homelessness Integration Committee shall make its decisions by consensus.
- (2) Sub-Committees may establish a different process for decision-making that facilitates the work of the Sub-Committee.

37.3 Ineligibility for Appointment as Chair or Vice Chair

- (1) Representatives from a homeless serving shelter agency, housing public entity and housing support service agency or from a support serving agency are not eligible to be appointed as the Chair or Vice Chair of the Housing and Homelessness Integration Committee.

37.4 Reporting

- (1) The Housing and Homelessness Integration Committee will report annually to Council.
- (2) Council may at any time request additional reports from the Housing and Homelessness Integration Committee.

37.5 Accountability

- (1) As part of determining whether the Housing and Homelessness Integration Committee is meeting the Committee Outcomes established in Section 35, the Housing and Homelessness Integration Committee will:
 - (a) Monitor how programs function and compare with one another;
 - (b) Reduce duplication of services to leverage resources;
 - (c) Match client criteria with the right agencies and services;

- (d) Provide structure to enhance opportunities for service providers and asset management and development bodies to work more collaboratively;
- (e) Define success for programs to support individuals;
- (f) Define the level of service quality expected;
- (g) Keep programs accountable to funder; and
- (h) Measure progress to meet plan goals.

37.6 State of Emergency

- (l) In the event that either a Provincial State of Emergency or a Local State of Emergency is declared, the authority of the Fund Adjudication Sub Committee to adjudicate and award grant dollars identified by The City as being the responsibility of the Housing and Homelessness Integration Committee to administer is suspended. During any State of Emergency all decision surrounding the adjudication and award of grant dollars shall be made by Council.