



Terms of Reference

Committee Name: Homelessness Action Committee	Committee Type: Ad-Hoc Committee
Staff Support/Departmental Support: CAO and/or designate	Created by: Resolution 2020-194
Date Approved: September 16, 2020	Amendments:

Mandate/General Statement

Council has supported the creation of an ad-hoc committee to find solutions to homelessness in Midland.

The purpose of the Committee is to explore partnerships and programs that can achieve the goal of reducing homelessness concerns and issues in our community.

Strategic Plan Priorities/ Legislative Requirements

- Pillar 1 - Accountable, Responsive and Innovative Governance
- Pillar 3 – Safe, Sustainable, Healthy Community Pillar

Committee Composition

1. The Members shall be appointed by Council for a term to coincide with the current Term of Council and shall consist of:
 - 3 Members of Council
 - 4 Public Members

The Committee may engage stakeholders and solution providers, as needed, for collaboration purposes.

There is no legislative/statutory requirement for Council representation.

2. A Chair and Vice Chair shall be elected annually by the voting members but shall not be a member of Council.
3. The Clerk (or designate) shall receive and review Committee applications and complete the related criteria-based matrix detailing each applicant's ranking for Council's consideration at an upcoming Council meeting.

Committee Criteria

1. Public Members shall be appointed based on the degree of their demonstrated experience, skills and/or knowledge in one or more of the following:
 - Housing insecurity / homelessness
 - Social services navigation
 - Multi-tier Government roles & responsibilities
 - Private sector anti-homelessness initiatives
 - Residency will not be a limiting factor for consideration
2. Members must be able to commit the necessary time to meetings and events (if applicable).
3. Members shall provide adequate notice to Chair or designate if unavailable to attend meetings.
4. Members should demonstrate a strong interest in the Committee's objectives.
5. Members shall conduct themselves as a representative of the Town and adhere to the Town's Code of Conduct for Boards and Committees.
6. Resignations from the Committee shall be tendered in writing to the Clerk or designated Staff support. The Clerk will advise Council.
7. Attendance
 - a) If a member is absent for three (3) consecutive meetings and the Chair of has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
 - b) Upon notification by the Chair regarding the absence, Council may declare the seat of any member of the Committee vacant.

Committee Duties

1. Research and recommend a range of solutions that address homelessness in our Municipality while seeking options that fall within the jurisdiction of this lower- tier Municipal government.
2. Where options present themselves that are beyond local jurisdiction, the committee will work with Council to engage the necessary upper tiers of Government.
3. Any other items referred to the Homelessness Action Committee by Council.

Staff Support and Duties

Council shall determine the Staff resources at the time of establishing the Committee.

1. Support Staff shall consist of the CAO and/or designate and other staff as may be required.
2. The Clerk or designated Staff support shall prepare the agendas and reports.
3. The Clerk or designated Staff support shall confirm meeting dates and provide proper notice.
4. The Clerk or designated Staff support shall publish and distribute agendas, and record and distribute the minutes to the Committee for approval.

Meetings

1. The Committee shall determine the meeting schedule at the commencement of each Council Term. Notice of meeting dates shall be provided to the public in accordance with the Town's Procedural By-law.
2. The Clerk shall determine the meeting schedule at the commencement of each Council term in conjunction with the appointed Chair. Meetings during the months of July and August shall be at the discretion of the Chair.
3. Meetings shall be held at the Town Municipal Offices or in such other place as appointed.
4. A quorum for meetings shall be 50% plus one (1) of the voting members.
5. Items which are recommendations to Council shall follow the form of a Resolution.
6. Committee meetings shall follow the Town Procedural By-law as amended from time to time.

Reporting Structure

1. The Committee shall report at least annually to Council through the Clerk or designate by way of a Staff Report. Report format shall be in accordance with the Town's standard Staff Report format.
2. Minutes of the meetings shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP). Minutes of the last Committee meeting in the Council term shall be included on the CIP as information. Any recommendations shall be included in the Staff Report to Council.

3. The Committee shall provide a deputation to Council semi-annually outlining the accomplishments and provide an overview of its objectives for the following year. Where there is a significant requirement for funding the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.

Budget

Not applicable.

Remuneration

Not applicable.

Review of Terms of Reference / Sunset Clause

Prior to the end of the first quarter of the fourth Year of the Council Term, the Committee shall review the Terms of Reference and recommend to Council any Amendments by way of a Staff Report from designated Support Staff.

Ad-Hoc Committees:

The Committee shall dissolve upon completion of the Committee's mandate and reporting by the Committee to Council.

Definitions

For the purpose of this Terms of Reference, the following definitions shall apply:

1. "Council" means the governing body of the Town of Midland.
2. "Mayor" means the elected official and head of the Council for the Town of Midland.
3. "Member" means an individual appointed to the Committee
4. "Town" means the Corporation of the Town of Midland.