



Terms of Reference Council Subcommittee on Homelessness

1.0 Overview

The City of Saskatoon (City), multiple service providers, Indigenous Rights Holders, Elders, people with lived experience of homelessness, and stakeholders have been working collaboratively to develop a new plan to address homelessness in Saskatoon. The City is committed to ensuring Saskatoon residents and businesses have the opportunity to participate in developing solutions to homelessness.

The Council Subcommittee on Homelessness (the Subcommittee) is being established to activate partnerships to accelerate plans to address homelessness, and to ensure the community has the opportunity to have their voices heard by Council on the plan.

2.0 Mandate

The mandate of the Subcommittee is to:

- Support rapid, successful, implementation of initiatives to address homelessness in Saskatoon;
- Engage and collaborate with Indigenous Rights Holders from the onset, ensuring their direction, input, and leadership are integral to the Subcommittee work;
- Engage with community, stakeholders, and other levels of government;
- Provide a summary of “what we heard” from engagement activities, and advice, input, and recommendations to City Council for consideration respecting issues surrounding homelessness in the community, including:
 - Engagement and relationships with community;
 - Identification of gaps within current strategies;
 - Supporting existing work by the City, community partners, and other levels of government;
 - Funding strategies; and
 - Other issues identified by the Subcommittee or City Council.

The Subcommittee shall communicate its advice, input, and recommendations directly with the City Council and Administration, and not with other parties.

3.0 Reporting Relationship

The Subcommittee acts in an advisory and recommendation capacity and cannot make decisions on behalf of the City. The City Administration may seek the Subcommittee’s advice, input, and recommendations regarding various aspects of projects related to Homelessness. Formal recommendations from the Subcommittee shall be presented in the form of public reports to City Council.

4.0 Composition

- Members:
 - Mayor of the City of Saskatoon – Chair of the Subcommittee;
 - City Council Strategic Priority Area Lead on Housing and Homelessness;
 - City Council Strategic Priority Area Lead on Community Safety; and
 - One (1) additional member of City Council as appointed by City Council.
- Representatives from the City Administration, including the City Manager, City Clerk, and appropriate members of the Administration as determined by the City Manager will provide information and support to the Subcommittee.

5.0 Appointment and Term

- Members:
 - Appointed by City Council and considered on an annual basis, or sooner where may be recommended by the Subcommittee.

6.0 Principles

The Advisory Group will operate under the following principles in carrying out its mandate:

- *Integrity* – a commitment to interact with honesty and to provide advice, input, and recommendations in the best interest of supporting successful outcomes;
- *Respect* – appreciation of individual participation in the Subcommittee process in a manner acceptable among members, and a shared respect in leveraging each other's expertise to ensure positive outcomes for the whole community;
- *Consensus* – a commitment to work towards general agreement on matters where members openly discuss ideas, perspectives, and viewpoints; seek to develop common ground; and narrow areas of disagreement to the best of their ability. Consensus-based decision-making does not require unanimity but is such that everyone can agree they can abide by the decision. Differing viewpoints and opinions will be documented in meeting minutes; and
- *Communication* – a commitment to attend meetings and respond to any other communication in a timely manner.

Where a member breaks any of the principles, the Chair will establish a mediation session to resolve the breach. The Subcommittee will address each situation on a case-by-case basis where a member is not amenable to mediation, with ultimate authority with City Council as per relevant legislation.

7.0 Confidentiality

- Members are bound to maintain the confidentiality of information received in their capacity as members of the Subcommittee. Information that is confidential, proprietary to any Stakeholder, Civic Board, Commission, Authority, Committee, the City of Saskatoon or non-public must not be divulged to anyone other than persons who are authorized to receive the information.
- City Administration will be clear when sharing confidential information and will remind the Subcommittee members not to share this information publicly.
- Subcommittee members are asked to distinguish between things that the Subcommittee and City are considering and things that are already decided.

8.0 Conflict of Interest

- Members must avoid any conflict of interest, or the appearance of a conflict between their own personal interests or the interests of any closely connected person, and the interests

of the Subcommittee or the City. Members must attempt to avoid not only actual conflict, but the potential for conflict.

- A member is in a conflict of interest where the member, a closely connected person, or a corporation in which the member or closely connected person has a controlling interest or a monetary interest in a matter before the Subcommittee, in accordance with The Cities Act.

9.0 Role of the Chair

The role of the Chair is to:

- Set the agenda for meetings;
- Preside at the meetings and keep the discussion on topic;
- Provide leadership to the Subcommittee to encourage that its activities remain focused on its mandate;
- Designate an alternative Subcommittee member to act as Chair in cases where they are unable to join a scheduled meeting;
- Act as the spokesperson for the Subcommittee for media and other inquiries; and
- Address City Council or Committees of City Council on behalf of the Advisory Group.

10.0 Role of Members

The role of Subcommittee members is to:

- Conduct affairs using the principles set out in these terms of reference;
- Ensure the mandate of the Subcommittee is fulfilled;
- Attempt to anticipate potential problems and offer options for resolving them;
- Prepare to actively participate in discussion items at Subcommittee meetings;
- Review documents and reports related to the mandate of the Subcommittee;
- Conduct research and analysis to inform the Subcommittee's advice;
- Write letters or reports to communicate the Subcommittee's advice;
- Consult with the Chair to request agenda items be added to meetings; and
- Notify the Chair if they are unable to attend meetings in order to ensure quorum will be available for all meetings.

11.0 Role of Administration

The role of the Administration is to:

- Prepare materials, reports, and presentations for the Subcommittee's review, advice, input, and recommendations as directed by City Council.

12.0 Media

- The City, in consultation with the Subcommittee and Council, will arrange and conduct all media relations with respect to the project, notwithstanding the role of the Chair to act as the spokesperson for media inquiries.

13.0 Quorum

- Quorum is met by 3 members of the Subcommittee, notwithstanding the ability of the members to assign aspects of community and/or stakeholder consultation to a smaller group.

14.0 Meetings

- Meetings will be at the call of the Chair. The duration of each meeting is subject to the contents of the agenda and ensuing discussion. Meetings are not public, unless determined by the Subcommittee.

15.0 Meeting Support

- The City Clerk's Office shall provide administrative support to meetings of the Subcommittee as may be required.

16.0 Remuneration

- The Subcommittee has the authority, with approval from the City Clerk's Office, in consultation with Indigenous Initiatives Department, to provide honorariums consistent with standard practice to members of the indigenous community providing traditional knowledge and guidance.

17.0 Amendment of Terms of Reference

- These terms of reference are approved by City of Saskatoon City Council and can only be amended by a majority vote of City of Saskatoon City Council.

18.0 Resource Documents

- [*The Cities Act*](#).
- [*Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees*](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*.
- Any other policies as required.