

Council's Response Committee on Housing and Emergency Shelter (CRCHES)

Terms of Reference

Background

The City of Fort St. John recognizes the growing challenges associated with homelessness and its impact on both the unhoused population and the broader community. In response, Council has established a Select Committee to assess these effects, engage with stakeholders, and develop comprehensive solutions to mitigate the impacts of homelessness.

The Committee is created under the authority of S. 142 of the *Community Charter* which provides that a Council may “establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.” The committee will function in accordance with Council Procedure Bylaw No. 2403, 2017.

This Terms of Reference provides a framework for the Committee to carry out its mandate effectively. The committee is expected to operate with transparency, inclusivity, and a focus on actionable solutions that benefit both the unhoused population and the broader community.

Purpose

The Committee aims to understand and address the effects of homelessness on the community, engage with stakeholders to gather insights and concerns, and develop actionable strategies to support the well-being of the community and its unhoused vulnerable residents.

Objectives

Council's Response Committee on Housing and Emergency Shelter will concentrate and confine its activities to the following objectives:

1. **Assess the Impact of Homelessness:** Conduct an analysis of how homelessness affects various aspects of the community, including public safety, health, housing, and economic stability.
2. **Engage Stakeholders:** Facilitate dialogue with community members, businesses, service providers, and unhoused individuals to gather diverse perspectives and concerns.
3. **Develop Comprehensive Solutions:** Formulate strategies and policy recommendations to address the root causes of homelessness, identify support services, and improve the quality of life for the unhoused population and the community.

4. **Raise Public Awareness:** Educate the public on the issues surrounding homelessness and promote understanding and empathy.
5. **Foster Community Partnerships:** Build collaborations between government agencies, non-profits, businesses, and other stakeholders to support the committee's initiatives.

Focus Areas: Housing solutions, health services, public safety, social services, employment opportunities, and community relations.

Deliverables

- **Assessment Report:** A detailed report on the current state of homelessness and its impacts on the community.
- **Stakeholder Engagement Summary:** Documentation of stakeholder consultations and feedback.
- **Action Plan:** A comprehensive plan with short-term and long-term solutions, including policy recommendations, resource allocation, and implementation strategies.
- **Progress Reports:** Regular updates to the Council and public on the committee's activities and progress.

Membership

The composition of the Committee shall be:

1. Members

Committee members shall consist of three (3) members of Council.

Administrative support will be provided by staff.

Members are appointed by Council based on expertise, experience, and community representation. Efforts will be made to ensure a diverse and inclusive membership.

The quorum for the committee is the majority of all its members.

The committee may consult with staff, members of the community, consultants, and specialists in homelessness and social services.

Meetings

At the first meeting of the Committee, a regular schedule of meetings will be established.

Once established, notice of the regular schedule of committee meetings will be provided according to s. 51 of the Council Procedure Bylaw No. 2403, 2017.

Minutes of the committee meeting will be maintained according to s.53 of the Council Procedure Bylaw No. 2403, 2017.

Decisions will be made by majority vote, with efforts to reach consensus where possible.

All decisions of the Committee will be referred to Council for ratification.

Budget

Beginning in 2025, an annual budget of \$5,000 will be allocated for research, stakeholder engagement, public outreach, and other necessary activities of the committee.

Reporting Requirements

The committee will provide regular updates to the Council, including reports, findings, and recommendations.

Duration

The committee is established for the remainder of the 2022-2026 Term of Council, with the possibility of extension based on Council's discretion.

Termination

The committee may be dissolved upon the completion of its mandate or by a decision of the Council.