

**THE CITY OF EDMONTON**

**BYLAW 15797**

**EDMONTON HOMELESS COMMISSION BYLAW**

Whereas pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a council may pass bylaws establishing council committees, which includes all committees, boards, or other bodies established by a council under the *Municipal Government Act*, and a council may prescribe the procedure and conduct for all council committees by bylaw; and

Whereas pursuant to section 203 of the *Municipal Government Act*, a council may delegate its powers, duties, or functions to a council committee, a chief administrative officer, or a designated officer, unless legislation prohibits delegation, and if a council delegates a power, duty, or function it may authorize the committee or officer to further delegate the matter; and

Whereas pursuant to sections 197 and 198 of the *Municipal Government Act*, the public is permitted to attend all council committee meetings unless a person is expelled by the chair for improper conduct at a meeting or the meeting is closed to the public in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25; and

Whereas pursuant to section 154 of the *Municipal Government Act*, the Mayor is a member of all council committees unless a council provides otherwise; and

Whereas pursuant to section 210 of the *Municipal Government Act*, a council may by bylaw establish one or more positions to carry out the powers, duties, and functions of a designated officer, and if that position is vacant, the chief administrative officer exercises all of the designated officer's powers, duties, and functions; and

Whereas pursuant to section 95 of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, a local public body must designate a head of the local public body for the purposes of that *Act*;

Edmonton City Council enacts:

**PART I - PURPOSE, DEFINITIONS AND INTERPRETATION**

**PURPOSE**                    1            The purpose of this bylaw is to continue the Edmonton Homeless

Commission and to:

- (a) establish the Commission's mandate;
- (b) prescribe the Commission's powers, functions, duties, structure, and procedures;
- (c) prescribe rules for the appointment of Members;
- (d) establish the position of Executive Director as a designated officer serving the Commission and to prescribe the Executive Director's powers, duties, and functions; and
- (e) give direction to the City Manager with respect to providing resources and assistance to the Commission.

## DEFINITIONS

2 In this bylaw, unless the context otherwise requires:

- (a) "**City**" means the municipal corporation of the City of Edmonton;
- (b) "**City Manager**" means the chief administrative officer of the City;
- (c) "**Commission**" means the council committee known as the Edmonton Homeless Commission;
- (d) "**Council**" means the governing body of the City;
- (e) "**Executive Director**" means the Commission's chief executive officer or delegate;
- (f) "**FOIP Act**" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended;
- (g) "**FOIP Head**" means the individual designated under this bylaw as the head of the Commission for the purposes of the FOIP Act;
- (h) "**Homelessness Plan**" means the plan supported by Council on February 4, 2009 and entitled *A Place to Call Home – Edmonton's 10 Year Plan to End Homelessness*;
- (i) "**Mayor**" means the chief elected official of the City;
- (j) "**Member**" means an individual appointed to the Commission pursuant to this bylaw;
- (k) "**Municipal Government Act**" means the *Municipal*

*Government Act*, R.S.A. 2000, c. M-26, as amended; and

- (l) **“Procedures and Committees Bylaw”** means City Bylaw 12300, as amended.

**RULES FOR  
INTEPRETATION**

- 3 The marginal notes and headings in this bylaw are for reference purposes only.

**PART II - ESTABLISHMENT, MANDATE, AND POWERS OF THE COMMISSION**

**ESTABLISHMENT**

- 4 The Edmonton Homeless Commission is continued as a council committee.

**MANDATE**

- 5 The mandate of the Commission is to implement the Homelessness Plan through a process that builds on the strength of the community, develops capacity, measures progress, and promotes collaboration, innovation, and cost-effectiveness, including:

- (a) promoting the development of permanent housing options for all individuals experiencing homelessness, regardless of addictions, mental health issues, or other impediments to securing permanent housing;
- (b) promoting the development of appropriate emergency and transitional housing options;
- (c) promoting programs that endeavour to prevent homelessness;
- (d) facilitating collaboration on homelessness between all orders of government, the community, and non-profit organizations;
- (e) facilitating collaboration between community and non-profit groups providing outreach assistance to individuals experiencing homelessness;
- (f) promoting programs that provide income, training, and educational supports to individuals experiencing homelessness;
- (g) supporting organizations that provide ancillary and necessary support for permanent housing, including the provision of furniture, appliances, and sundries;
- (h) promoting a respectful, client-centred approach to ending homelessness;

- (i) identifying the systemic issues underlying homelessness and proposing solutions to end homelessness; and
- (j) ending chronic homelessness within the city by 2019.

**POWERS & DUTIES**     6

In fulfilling its mandate, the Commission will:

- (a) identify the nature and extent of homelessness within the city and work to end chronic homelessness by:
  - (i) establishing relationships with stakeholders for the purpose of developing creative and collaborative solutions to homelessness;
  - (ii) consulting with stakeholders about the Homelessness Plan;
  - (iii) identifying individuals that are at risk of becoming homeless and developing strategies to assist those individuals that recognize their challenging and complex needs;
  - (iv) providing bi-annual summaries of the number and characteristics of individuals experiencing homelessness in the city;
  - (v) conducting research into the systemic reasons underlying homelessness;
  - (vi) raising awareness of homelessness in the city and promoting the public benefits derived from ending homelessness; and
  - (vii) developing concrete goals, strategies, and targets to achieve the mandate of ending chronic homelessness within the city by 2019;
- (b) work to establish permanent housing options for all individuals experiencing homelessness, including:
  - (i) developing and maintaining an action centre to coordinate the delivery of programs and supports for individuals experiencing homelessness;
  - (ii) supporting specific programs to assist individuals at high risk of becoming homeless;
  - (iii) building relationships with organizations supporting Aboriginal populations to encourage respectful and

- effective programs to end homelessness;
  - (iv) building relationships with private landlords to encourage participation in programs that provide housing options to individuals experiencing homelessness;
  - (v) supporting initiatives to develop new permanent housing units for individuals experiencing homelessness;
  - (vi) creating programs to assist individuals experiencing homelessness with locating affordable housing options; and
  - (vii) supporting programs that provide furniture, appliances, and sundries to support permanent housing options;
- (c) encourage the creation and development of necessary emergency and transitional housing options, including developing programs that reduce:
- (i) reliance on temporary housing; and
  - (ii) the average length of stay in emergency and transitional housing units;
- (d) endeavour to prevent homelessness by:
- (i) establishing programs to provide support and assistance to individuals discharged from institutional or foster care settings;
  - (ii) developing and participating in intervention programs to prevent eviction; and
  - (iii) assisting individuals experiencing homelessness to access income support, educational programs, and training opportunities;
- (e) set objective targets for measuring the Commission's progress;
- (f) report to Council regularly for the purposes of:
- (i) providing annual reports on the activities of the Commission and progress on its mandate;
  - (ii) providing recommendations on funding allocated to

homelessness; and

(iii) providing recommendations regarding the appointment of Members; and

(g) give direction to the Executive Director.

7 The Commission may establish relationships with external organizations with similar or related mandates.

**SUB-COMMITTEES**

- 8 (1) The Commission may create sub-committees to conduct research or otherwise assist the Commission in fulfilling its mandate.
- (2) The Commission may not delegate the Commission’s decision-making power to a sub-committee created pursuant to this section.

**PART III - COMMISSION MEETINGS AND PROCEDURES**

9 At the Commission’s first meeting in each calendar year, the Members will elect a chair and vice-chair and establish the Commission’s meeting schedule for the year.

- 10 (1) The chair will preside at meetings, and if the chair is absent, the vice-chair will preside.
- (2) If neither the chair nor the vice-chair is present, the Members in attendance may elect a chair from those present.

11 The Commission and any sub-committees created by the Commission will follow the procedures prescribed for council committees by the Procedures and Committees Bylaw.

- 12 (1) Commission meetings will be open to the public and all decisions of the Commission must be made in public.
- (2) Notwithstanding the above, Commission meetings may be closed to the public in accordance with the provisions of the Municipal Government Act and the FOIP Act.

**PART IV - COMMISSION MEMBERS**

**COMPOSITION**

- 13 The Commission will consist of up to 17 volunteer Members, to be appointed as follows:
  - (a) one representative of the City Manager, appointed by the

City Manager;

- (b) one representative of the Province of Alberta, appointed by the Minister of Housing and Urban Affairs; and
- (c) up to 15 individuals appointed by Council.

14 The Commission will recommend to Council individuals for Council appointments to the Commission.

**TERM OF OFFICE** 15 Members appointed by Council and at the pleasure of Council for a term of up to two years.

**RE-APPOINTMENT** 16 (1) Council may appoint Members for successive terms totalling up to six consecutive years.

(2) Notwithstanding any other provision in this bylaw, Council may in its discretion extend a Member’s final term for any length of time it deems appropriate.

**MAYOR NOT A MEMBER** 17 The Mayor is not a Member of the Commission.

**QUORUM** 18 Quorum for the Commission is equal to a majority of appointed Members.

**REIMBURSEMENT** 19 The Commission may reimburse its Members for out of pocket expenses reasonably incurred while conducting Commission business, provided that such expenses are within limits approved by the Commission and within the Commission’s approved budget allocations.

**PART V - EXECUTIVE DIRECTOR**

**OFFICE** 20 The designated officer position of the Executive Director to the Edmonton Homeless Commission is established.

21 The Executive Director will be the City Manager or delegate.

22 The Executive Director will be the FOIP Head for the Commission.

23 The Executive Director will serve and take direction from the Commission with respect to matters within its mandate, but will be accountable to and under the supervision of the City Manager.

**POWERS, DUTIES & FUNCTIONS** 24 The Executive Director has the following powers, duties, and

functions:

- (a) managing the Commission's budget, records, information technology, finances, resources, and administrative matters in accordance with City bylaws, policies, and procedures;
- (b) in consultation with the Commission, preparing the Commission's budget;
- (c) requesting budget allocations and other resources from the City Manager;
- (d) acting as a liaison between the City Manager, Council, and the Commission;
- (e) assisting the Commission with the preparation of reports and budgets for Council;
- (f) attending at Council for the presentation of Commission reports and budgets;
- (g) assisting the Commission to establish relationships with external organizations with similar mandates;
- (h) in conjunction with another City employee and in accordance with the City's policies and procedures, signing agreements, including professional services agreements, for matters within the Commission's mandate and approved budget;
- (i) exercising the powers, duties, and functions of the FOIP Head, as prescribed by the FOIP Act; and
- (j) such further powers, duties, or functions with respect to matters within the Commission's mandate as directed by the Commission or the City Manager.

**SUB-DELEGATION**

- 25 (1) With the exception of the Executive Director's duties as FOIP Head, the Executive Director may sub-delegate in writing the Executive Director's power, duties, or functions under this bylaw to other City employees or designated officers, and may delegate the power to further sub-delegate the Executive Director's powers, duties, or functions.
- (2) The Executive Director may delegate in writing the powers, duties, and functions of the FOIP Head to another City employee, but may not delegate the power to further sub-delegate the FOIP Head's powers, duties, or functions.



**REPORTING** 26 The Executive Director will provide quarterly reports to the Commission and the City Manager on the Executive Director’s activities.

**PART VI - COMMISSION RESOURCES**

**RESOURCES** 27 (1) The City Manager will consult with the Executive Director and the Commission to determine the Commission’s need for administrative, financial, technical, professional, equipment, materials, and other resources.

(2) The City Manager will allocate appropriate and sufficient City resources for the Commission’s use.

**BUDGET** 28 The Commission’s budget will be submitted to Council during Council’s annual budget process.

**PART VII - GENERAL**

**REPEAL** 29 Bylaw 15155, Edmonton Homeless Commission Bylaw, is repealed.

**TERMINATION** 30 Unless Council directs otherwise, the Commission will terminate on December 31, 2019.

Read a first time

Read a second time

Read a third time

SIGNED AND PASSED

THE CITY OF EDMONTON

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK