

COMMUNITY SERVICES COMMITTEE

Terms of Reference

MANDATE

The Community Services Committee is responsible for creating and maintaining a safe and healthy community that promotes and supports quality of life, while encouraging resident involvement in the culture and life of their communities. The Committee is responsible for issues relating to housing, parks, recreation, cultural, museums and heritage programming, long-term care and social services.

MEMBERSHIP

Membership of the Community Services Committee shall consist of Members of Council, as appointed by Council. The Mayor is an *ex-officio* member.

All members of the Community Services Committee are required to submit a police records check in accordance with the *Fixing Long Term Care Act, 2021* and associated regulations.

GENERAL RESPONSIBILITIES

The Community Services Committee shall:

1. Be responsible directly to Council for those items emanating from:
 - a) All applicable services and branches within the Community and Social Services Department, excluding matters within the jurisdiction of other Standing Committees;
 - b) All applicable services and branches within the Recreation, Cultural and Facility Services Department, excluding matters within the jurisdiction of other Standing Committees;
 - c) Parks Maintenance and Forestry Services of the Public Works Department on items related to parks and sports fields;
 - d) Applicable services and branches within other departments pertaining to matters that fall within the mandate of this Committee;
 - e) Advisory Committees or Sub-committees that are within the area of responsibility of this Committee; and

- f) Local boards, agencies and corporations that are created by, and report to, this Committee.
2. Ensure co-ordination and consultation with other Standing Committees and departments where responsibilities overlap on community services matters and on issues relevant to the mandate of more than one Committee.
3. Have the authority to hear briefings on litigious matters related to items within the Committee's mandate and to give direction to the City Solicitor on such matters where it is consistent with current Council direction or policy.
4. Consider, for recommendation to Council, operating and capital budget amendments pertaining to items within the Committee mandate, subject to the budgetary powers and duties assigned to the head of Council under the *Municipal Act, 2001* and associated regulations and any Council-approved budget process, including consideration of the annual operating budget of the Community and Social Services Department inclusive of the Gender and Race Equity, Inclusion, Indigenous Relations, and Social Development Services.
5. Consult with the Agricultural and Rural Affairs Committee on issues within the Committee's mandate that have an effect on the City's rural residents and businesses or relating to items of interest for the agricultural and associated industries.
6. Receive reports from staff regarding the exercise of delegated authority (By-law No. 2023-2) on items within the Committee's mandate.
7. Review and recommend to Council the recommendations submitted by the Commemorative Naming Committee with respect to commemorative naming of City parks and other City-owned recreational and cultural facilities, except those applications in the rural areas.
8. Ensure active public participation by receiving delegations from the public, and holding public hearings as required by statute and Council.
9. Address all matters related to, and arising from, Advisory Committees or Sub-committees under the Standing Committee's responsibility and that are in line with the established Committee and Council Strategic Plans.
10. Review and recommend to Council revisions to the Community Services Committee Terms of Reference, as required.

11. Have the delegated authority to decide matters that are consistent with the application of federal and/or provincial statutes and/or regulations that are within the mandate of the committee.
12. Recommend to Council, the City of Ottawa's participation in federal or provincial cost-sharing programs or grant proposals for matters within the mandate of the Committee, subject to the Delegation of Authority By-law.
13. Monitor federal and provincial legislation with a distinct impact on community services matters.
14. Recommend to Council proposed by-laws that are under the Committee's jurisdiction.
15. Pursuant with the Delegation of Authority By-law (Section 10 – Conferences and Conventions), approve Councillors travel and attendance at conferences that are related to the Committee's mandate.

SPECIFIC RESPONSIBILITIES

Social Services and Long-Term Care

1. The Community Services Committee shall provide overall guidance and direction to the Community and Social Services Department.
2. Provide overall guidance and direction on the implementation of client service strategies and make recommendations to Council on implementing and improving client services for populations with specific needs within Community and Social Services.
3. Make recommendations to Council for community funding to organizations providing social services to residents experiencing social barriers and vulnerabilities in response to community needs.
4. Monitor and make recommendations to Council on social policies and poverty reduction strategies.
5. Make recommendations to Council on providing residents with access to responsive and integrated employment and social services in order to promote self-reliance and improved social and economic well-being.

6. Oversee the operation of City-run Long Term Care Homes as the Committee of Management in meeting or exceeding the provincial legislative requirements supporting the quality of life for eligible City of Ottawa residents.
7. Make recommendations to Council on the expenditure of allocated monies to meet the long-term care needs of citizens in the community, whether through institutional care or outreach programs.
8. Make recommendations to Council on the provision of children's services, including licensed and subsidized childcare.
9. Ensure the City of Ottawa meets or exceeds its mandated obligations for the Service System Management for Child Care.
10. Ensure the City of Ottawa meets or exceeds its mandated obligations for the Community Safety and Well-Being Plan.
11. Make recommendations to Council on the Community Safety and Well-Being Plan.

Note that the Finance and Corporate Services Committee is responsible for the oversight of corporate strategies that address equity, diversity and inclusion actions across multiple departments such as, but not limited to Anti-Racism Strategy, Women and Gender Equity Strategy, Corporate Diversity and Inclusion Strategy.

Housing

1. Oversee and make recommendations to Council on housing policies and the ongoing administration of emergency shelters, supportive housing, community housing and homelessness programs.
2. Monitor the activities and implementation of policies, programs and projects for Housing Services, excluding those within the mandate of Planning Committee.
3. Make recommendations to Council on how to meet the needs of residents eligible for supportive housing, and housing support services to live independently in the community.
4. Oversee the delivery of emergency shelter and transitional housing services.

Note that the Planning and Housing Committee is responsible for the City's Affordable Housing Strategy, development and policies related to the City's Official Plan , transit-

oriented development and all related housing policy initiatives, the capital funding of social and affordable housing programs, the Long Range Financial Plan for Housing and reports pertaining to the Ottawa Community Lands Development Corporation.

Parks, Recreation, Culture and Facilities

1. Provide overall guidance and direction to the Recreation, Cultural and Facility Services Department.
2. Establish and implement inclusive recreation and parks programs including aquatics, field sports, ice sports, fitness, specialized programs, and other instructional programs.
3. Plan, manage and maintain City facilities, including recreational and cultural buildings, parks, and sports fields.
4. Develop partnerships with, and provide funding to, community groups in the recreation, arts, heritage and cultural sectors for the delivery of innovative programs and services that respond to community need.
5. Provide overall guidance and direction on matters related to Arts, Cultural Affairs, Theaters and Museums.