



Ottawa Social Housing Network (OSHN) Réseau du logement social d'Ottawa (RLSO)

Ottawa Social Housing Network Terms of Reference

Purpose: To provide a forum for social housing providers and advocates in Ottawa to exchange ideas, experience and information and to act as a catalyst for action on housing issues.

Mandate/Responsibilities:

To work collaboratively as non-profits, co-ops, and other interest groups in areas of common interest and activities.

To provide peer support and best practices on operational and policy/program issues for social, affordable and supportive housing providers.

To develop an effective system of representation of the social housing sector at the local level and to link with broader representation at provincial and federal levels.

To establish a formal link with the Service Manager staff and politicians.

To provide support to member providers and agencies in their ongoing interactions with the Service Manager on the administration of social housing and other related matters.

To influence social housing policy at the local level.

To initiate educational and advocacy activities in the promotion of social, affordable and supportive housing, such as election strategies and public relations/communications.

To support and advise housing providers and local governments on new supply/development issues.

To reflect the diversity of our tenant population in decision making.

Membership:

To be open to all organizations in Ottawa with an interest in social, affordable and supportive housing.

Structure:

The Ottawa Social Housing Network will be comprised of housing providers and other organizations with an interest in housing. This broad-based group will meet a minimum of once, and often twice, per year. The Steering Committee will be the link between workgroups and the Network. Workgroups are established as needed to reflect the major areas of the Network's mandate and to respond to emerging trends.

Workgroups:

Will generally meet quarterly or more often as needed.



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Steering Committee:

The Steering Committee will be comprised of 10 to 12 members with the following representational requirements (one person may fulfill more than one criterion):

- 1 member from ONPHA
- 1 member from CHASEO (co-ops)
- 1 non housing provider
- 1 Ottawa Community Housing representative
- 6 private non-profit representatives
- 2 co-ops (1 from CHASEO)
- 1 Supportive Housing Provider
- 1 Seniors Housing provider
- 1 Aboriginal housing provider
- 2 Housing Advocacy representatives
- 2 Ex Officio Members (for retired housing sector leaders)

Selection of the Steering Committee:

Individuals will be selected from volunteers at the broader Network meeting. If there is an excess of volunteers, there will be a vote by secret ballot.

If there is a shortage of volunteers, a candidate may be selected by the Steering Committee who has a direct link to the group requiring representation.

There will be a maximum of 1 representative per organization unless the representatives are fulfilling specific functions.

Duties of the Steering Committee:

Generally, meets monthly. Mandated to organize at least one meeting per year of the full OSHN Network.

Members have an obligation to keep broader network of OSHN informed, and to elicit and receive comments from the broader network. This may involve calling additional meetings on specific issues, linking with other networks that have an interest in housing issues, encouraging members from the broader network to attend events and to encourage new groups to participate in the Network.

Members have an obligation to link back and forth with the groups that they represent. This may involve additional meetings.

Members are to ensure that there is a link from the Steering Committee to Workgroups as they are established.

Members have a particular responsibility to monitor/link to the Service Manager and follow-up with the broader Network.

The Steering Committee will select its own Chairperson who will take the lead coordinating role and recruit others to assist with the work. Correspondence sent out on behalf of OSHN will be sent under the signature of the Chair.