



Terms of Reference

Understanding Homelessness Task Force

Approved by City Council on October 14, 2025

Mandate

The Understanding Homelessness Task Force is established by the Mayor of Belleville to:

- Review issues relating to addiction, mental health and homelessness crisis in the City of Belleville.
- Hear from services providers, agencies, community organizations, businesses, and residents.
- Develop an action/communications plan that can be implemented and make an impact on the crisis while the City of Belleville awaits further support from federal and provincial partners
- Provide a formal report to the Provincial and Federal Governments with its findings and recommendations.

Membership

The Task Force Panel will include:

- Chair: Mayor of Belleville (or designate)
- Vice-Chair: Elected by Task Force members at the first meeting
- Members: 7 members, additional members may be added at the Mayor's discretion (alternates excluded), including:
 - One additional member of Council.
 - Representative from Belleville Police Service
 - Representative from the County of Hastings
 - Citizen representative
 - Representative from the Community Social Service Agencies
 - Representative from the Chamber of Commerce Board representing the business community

Staff Support

A designated staff member will act as committee clerk, providing agendas, minutes and administrative support. Committee Clerk or Deputy Clerk will act as official staff support. Other members of staff may attend and observe

Meetings

These meetings include public hearings where stakeholders, such as services providers, agencies, community organizations, and businesses, provide the views of the organization they represent on the topics being considered by the Task Force. Meetings will be held monthly or at the call of the Chair. Notice of meetings will be provided in accordance with the City of Belleville's Procedural By-law. Meetings will be open to the public unless otherwise permitted by the Municipal Act, 2001.

Meetings may be livestreamed and will be recorded. Stakeholders may participate electronically through MS Teams.

Meeting proceedings

Quorum shall consist of a majority of members

Agenda - is the notice of meeting and will include information about the topics to be examined by the Task Force and date, time and place of the meeting, as well as a list of any witnesses scheduled to appear.

Stakeholders are interested groups, individuals and experts who provide an opportunity for members of the Task Force to hear different views on a matter the Task Force might be considering.

Stakeholder presentations - Stakeholders must submit to the committee clerk the documents regarding their appearance as soon as possible, but no later than one week prior to the meeting. Such documents may include a brief, speaking notes and reference material.

Time allotment

- Stakeholders: up to 5 minutes to provide an opening statement
- Questions Period:
 - Members: up to 5 minutes for questions to the stakeholder, in rotation.
 - If time is unused, it expires and the Chair moves to the next member.
 - At the Chair's discretion, additional rounds may be permitted.

Submission of a written brief - A brief is an opportunity to submit, in writing, opinions, observations and recommendations on the subject being considered by the Task Force. Any individual or organization may submit a brief to the Task Force, even if that person or organization has not had the opportunity to appear before the Task Force. Briefs shall be no more than 1,000 word.

Reporting

The task force shall provide a Final Report to the City Council at the conclusion of its work. Interim reports may be submitted as required. The report shall include a summary of proceedings, stakeholder testimony, findings and recommendations.

Duration

The Task Force will remain in effect until its Final Report is presented to Council, unless extended by Council resolution, but no longer than the end of the term of Council.