

Terms of Reference
Kelowna Community Advisory Board on Homelessness
(CAB-H)
01 April 2011 to 31 March 2019

Table of Contents

Objective	3
Activities.....	3
Sector Representation	3
Member Recruitment	3
Structure and Governance.....	4
Process for Motions during Meetings.....	4
Process for Email Motions	5
Sub-Committees	5
Agenda Format.....	5
Communication.....	6
Roles and Responsibilities of the Chair	6
Roles and Responsibilities of Members	7
Roles and Responsibilities of the CE	7
Roles and Responsibilities of ESDC	8
Code of Conduct	8
Conflict of Interest	8
Membership Declaration	10

Objective

The Community Advisory Board on Homelessness (CAB-H) is comprised of sector representatives to facilitate the delivery of the Homelessness Partnering Strategy (HPS) in Kelowna and to engage stakeholders and funding partners to work together to prevent and reduce homelessness.

CAB-H understands and articulates the true picture of homelessness in the community by identifying where there is need and advising and making recommendations on what needs to be done.

Activities

- Develop and recommend an HPS Community Plan to Employment and Social Development Canada (ESDC) which identifies local needs and funding priorities ensuring a coordinated community response to homelessness.
- Engage stakeholders and funders to actively work together to prevent and reduce homelessness.
- Solicit project proposals for funding.
- Appoint a Project Review Committee (PRC) for the purpose of assessing and recommending projects for funding to the Community Entity (CE).
- Recommend a CE to ESDC.
- Assess progress in addressing Community Plan priorities.

Sector Representation

CAB-H members are selected to represent a minimum of one sector in the community. As sector representatives, members will be called upon to provide input on discussions relevant to the objectives and activities of CAB-H as may relate to their sector.

Member Recruitment

Sector Gaps:

When sector gaps have been identified by the CAB-H the following process occurs:

- The Executive sends out an email to all CAB-H members identifying the gap and asking for recommendations
- The Executive considers the recommendations and invites the potential sector reps to attend the next CAB-H meeting. The potential representative will be asked to provide a short introduction at the meeting
- At the end of the meeting there will be an opportunity for any feedback regarding the proposed new representative, and when appropriate a motion will be invited to vote the candidate in as a new member
- The Executive will meet with the new member to go over the members roles and the role of the CE Coordinator and the Executive Cab-H

- The CAB-H will strive to include sector representatives from Federal, Provincial, Regional and Municipal government, private and not-for-profit organizations, Aboriginal organizations and other community members.

Structure and Governance

The CAB-H is governed by a Terms of Reference and Code of Conduct. All members are responsible for adhering to these guidelines.

- The CAB-H will consist of a maximum of 24 voting members. ESDC and CE representatives are not eligible to make a motion or to vote on a motion.
- Quorum is 50% of voting members. In the case that a conflict of interest is declared, quorum will still be in effect and not be reassessed dependent on the number of voting members leaving.
- The CAB-H has a Chair and a Vice Chair elected by CAB-H members annually during the spring.
- CAB-H membership will be re-assessed annually during the spring. The Executive will contact sector reps to assess their willingness and availability to continue in their role. If a gap is identified recruitment will commence according to the sector representative section.
- Meetings will be facilitated by the Chair.
- The Vice Chair will assume all responsibilities of the Chair should the Chair be unable to fulfill his or her responsibilities.
- CAB-H meetings will be held bi-monthly, unless otherwise directed by the Chair.
- CAB-H Terms of Reference will be reviewed annually or as required.
- The term of the CAB-H coincides with the duration of the HPS.
- Should the HPS cease to exist; the CAB-H will revise the Objective and Activities in the Terms of Reference, allowing the CAB-H to continue.

Process for Motions during Meetings

1. A CAB-H member presents a motion.
2. A CAB-H member seconds the motion.
3. The Chair states the motion ensuring the wording is recorded properly in the minutes and CAB-H members understand the intent.
4. The Chair invites CAB-H members to discuss the motion. The CAB-H member who presented the motion will be provided the first opportunity to speak.
5. The Chair states an amendment to the wording or intent of the motion if required following discussion. Each amendment is subject to steps 1 through 4.

Kelowna Community Advisory Board on Homelessness (CAB-H)

01 April 2011 to 31 March
2019

Revised November, 2017

6. The Chair calls the motion to a vote through a raise of hands. Those *In-favor* will be requested to vote first, followed by those *Not In-favor*. A simple majority of CAB-H members in attendance must vote *In-favor* for a motion to pass. The Chair is eligible to make a motion and to vote on a motion. ESDC and CE representatives are not eligible to make a motion or to vote on a motion.
7. The Chair announces the result of the vote and the result is recorded in the minutes.

Process for Email Motions

1. A CAB-H member presents a motion via email to the Chair with a cc: to the CE.
2. The Chair emails the motion to all CAB-H members inviting a seconder.
3. If the motion is seconded, the Chair will email all CAB-H members inviting discussion through email.
4. The Chair emails all CAB-H members an amendment to the wording or intent of the motion if required following email discussion. Each amendment is subject to steps 1 through 3.
5. The Chair calls the motion to a vote by emailing the motion to all CAB-H members and requests all CAB-H members reply stating their vote *In-favor* or *Not In-favor*. The Chair's email to CAB-H members must indicate a date and time deadline for voting. A simple majority of CAB-H members who reply by the deadline must vote *In-favor* for a motion to pass. The Chair is eligible to make a motion and to vote on a motion. ESDC and CE representatives are not eligible to make a motion or to vote on a motion.
6. The Chair announces the result of the vote through email correspondence to all CAB-H members. The Chair saves all email discussions and CAB-H member votes and provides copies to the CE for retention.

Sub-Committees

- Sub-committees can be formed to meet the objective and activities of the CAB-H. Sub-committees can include CAB-H members and non-members. CAB-H members must approve all sub-committees. Sub-committee members are bound by the CAB-H Terms of Reference and are required to sign the Membership Declaration.
- Project Review Sub-committee members must not represent or be associated with applicant organizations. The intent is to avoid a real or perceived conflict of interest in the allocation of HPS funding. Project Review Sub-committees should include broad sector representation such as public, private, not for profit organizations, Aboriginal organizations or community members. Project Review Sub-committees must include representation from the Aboriginal community.

Agenda Format

- Call to order
- Introductions of attendees

Kelowna Community Advisory Board on Homelessness (CAB-H)

01 April 2011 to 31 March
2019

Revised November, 2017

- Approval of agenda
- Acceptance of previous minutes
- Old Business
- New Business
- Date of next meeting

Communication

The Chair will hold the responsibility for public relations and will serve as the point of contact for enquiries.

Roles and Responsibilities of the Chair

- Attend all CAB-H executive meetings.
- Attend all CAB-H meetings.
- Facilitate CAB-H meetings ensuring adherence to governance.
- Approve meeting agendas drafted by the CE.
- Represent the CAB-H at public events.
- Act as a media spokesperson.

Roles and Responsibilities of the Co-Vice Chairs

The Co-Vice Chair members are responsible for attending bi-monthly CAB-H executive meetings as well as bi-monthly general CAB-H meetings as part of the CAB-H executive. The executive committee drafts and approves agendas for all CAB-H meetings.

Co-Vice Chair - Membership Engagement:

(in collaboration with the Community Entity Coordinator)

Roles and responsibilities:

- recruit and orient new members
- track membership attendance and address membership gaps accordingly
- consult with members to ensure sector engagement
- chair meetings when the Chair is absent

Kelowna Community Advisory Board on Homelessness (CAB-H)

01 April 2011 to 31 March
2019

Revised November, 2017

Co-Vice Chair –Project Engagement:

(in collaboration with the Community Entity Coordinator)

Roles and responsibilities:

- form and facilitate sub-committees when required
- assist with CAB-H community projects
- keep CAB-H apprised of progress of subcommittees and projects
- chair meetings when CAB-H Chair is absent

Roles and Responsibilities of Members

- Maintain contact with individuals and organizations in their sector for the purpose of sharing information and identifying sector issues related to the CAB-H objectives and activities.
- Each member can identify one alternate that can attend meetings in their place.
 - Alternates must sign a membership declaration.
- Attend all CAB-H meetings.
 - If unable to attend a CAB-H meeting, advise the CE or the Chair
 - Make arrangements through the CE or the Chair for the identified alternate to attend the meeting.
- Advise the CE or the Chair in writing when resigning from the CAB-H.
- Membership attendance will be reviewed annually to ensure adequate sector representation on the CAB-H.
- During informal discussions in the community members are required to support decisions made by the CAB-H.

Roles and Responsibilities of the Community Entity

- Attend all CAB-H meetings.
- Provide leadership and assistance to the CAB-H regarding HPS program delivery.
- Engage and mobilize stakeholders and funding partners to work together to prevent and reduce homelessness.
- Implement a process that ensures sub-projects are solicited, assessed and recommended in an open, impartial and fair manner.
- Ensure that Aboriginal organizations receive priority to deliver sub-projects that primarily serve Aboriginal people where feasible.
- Ensure the participation and representation of Aboriginal organizations in the development of Community Plan priorities.

Kelowna Community Advisory Board on Homelessness (CAB-H)

01 April 2011 to 31 March
2019

Revised November, 2017

- Assess, approve and sign sub-project agreements recommended by the CAB-H that meet the Community Plan priorities.
- Inform the CAB-H on the status of sub-projects including results.
- Inform the CAB-H on sub-project disbursements and investment plan, and consult with the CAB-H on opportunities to redistribute unallocated HPS funds.
- Draft CAB-H meeting agendas and distribute to members prior to meetings.
- Meeting minutes will be drafted and retained by the CE and distributed to all CAB-H members.
- Maintain the CAB-H membership list and update at CAB-H meetings.
- Discuss CAB-H individual member absenteeism with the Chair and implement appropriate action.

Roles and Responsibilities of Employment and Social Development Canada

- Attend all CAB-H meetings.
- Provide guidance and direction to the CAB-H ensuring compliance with HPS Terms and Conditions.
- Serve as an ESDC liaison for the CAB-H.
- Assist in building new or strengthening existing partnerships among stakeholders.
- Identify local issues and areas of concern.

Guests

- Guests can attend CAB-H meetings on an invitation-only basis.
- Members who wish to invite a guest to a meeting must make arrangements through the CE or the Chair prior to the meeting.
- Guests must excuse themselves from the room prior to any matters requiring a vote.

Code of Conduct

- Abide by the CAB-H Terms of Reference.
- Serve the best interests of the CAB-H objective and activities.
- Declare any real or perceived conflict of interest.
- Confidential information received shall be kept in confidence, and not be used or shared for any purposes external to the CAB-H.
- Prepare fully for CAB-H activities.
- Conduct CAB-H activities in a professional, honest, lawful and ethical manner.

Conflict of Interest

Kelowna Community Advisory Board on Homelessness (CAB-H)

01 April 2011 to 31 March
2019

Revised November, 2017

A conflict of interest exists when an individual has the opportunity to either advance or protect his or her interests, or to advance, protect or harm the interests of others. Examples may include:

- Exerting any influence to offer an advantage to an individual or organization with whom the member has a present or pre-existing relationship.
- Exerting any influence that could result in a disadvantage of an individual or organization with whom the member has a present or pre-existing relationship.
- Using CAB-H resources for activities not authorized by the CAB-H.
- Using or disseminating information acquired as a result of the member's association with the CAB-H for any activities external to the objectives of the CAB-H.

If a member's relationship with any individual or organization has the potential to impact their judgment on a decision or vote, that member shall be considered to be in conflict of interest and will declare the conflict.

Any member involved directly or indirectly with a proposal submission must declare any real or perceived conflict of interest. A conflict of interest regarding proposal submissions does not prevent an individual from serving on the CAB-H in other capacities.

When a conflict of interest is declared, the member in conflict will remove him or herself from any related discussion, motions or votes.

Kelowna Community Advisory Board on Homelessness (CAB-H)

01 April 2011 to 31 March
2019
Revised November, 2017

Membership Declaration

I (print) _____

agree to serve as a member of the CAB-H or as a member of a CAB-H sub-committee, and adhere to the CAB-H Terms of Reference.

I will declare to the CAB-H when I believe myself to be in a conflict of interest as defined in the CAB-H Terms of Reference, and I agree to abide by any action the CAB-H deems appropriate.

I agree that confidential information I receive shall be kept in confidence, and not be used or shared for activities external to the CAB-H.

Signature

Date