

# Terms of Reference

Kelowna Community Advisory Board on Homelessness

*April 1, 2011 – March 31, 2024*

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## Objective

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

CAB-H seeks to understand and articulate 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 a Reaching Home Community Plan to Infrastructure Canada (INFC) which identifies local needs and funding priorities ensuring a coordinated community response to homelessness
- Engage relevant parties and funders to actively work together to prevent and reduce homelessness.
- Appoint a Project Review Committee (PRC) for the purpose of assessing and recommending projects for funding to the Community Entity (CE).
- Approve projects for funding to the Community Entity
- Recommend a Community Entity to Infrastructure Canada
- Assess progress in addressing Community Plan priorities
- The Community Advisory Board is responsible for recruiting members, and is expected to ensure that its composition has broad and inclusive representation
- Support the planning and implementation of Coordinated Access
- Approve the annual Community Homelessness Report (CHR)

## Sector Representation

The composition of the Community Advisory Board is expected to be reflective of the homeless population groups within the local community. 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 they relate to their sector.

The CAB-H will strive to include sector representatives from Federal, Provincial, Regional and Municipal governments, Indigenous organization, private and non-for-profit organizations, and other relevant sectors such as veterans and persons with lived/living experience.

## Member Recruitment

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

- The CE on behalf of the CAB-H issues a notice of membership vacancies on an annual basis
- A CAB-H Member Application Sub-Committee will be established, if not already existent, and one sub-committee member will be identified to Chair the subcommittee.
- The CE will monitor membership application submissions and bring them forward to the Member Application Sub-Committee.
- The CAB-H Member Application Sub-Committee will review applications and present recommendations to the CAB-H Chair.
- The CAB-H Chair presents a summary on new applicants and presents the recommendations made by the Member Application Sub-Committee
- The CAB-H will consider applicant introduction(s) through discussion.
- A motion will be presented to accept the applicant(s) as a CAB-H member(s)
- The CAB-H Chair will meet with new members to review the CAB-H Terms of Reference

## Structure and Governance

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

- The role of Chair and Vice Chair cannot be held by an organization that receives Reaching Home funds / is an actively funded sub-project.
- The CAB-H will consist of a maximum of 24 voting members. INFC 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
- CAB-H membership will be re-assessed annually during the spring.
- CAB-H members may be invited to complete an evaluation tool which is reviewed with the Community Entity and the Chair.
- If a membership gap is identified recruitment will commence according to the sector representative section
- The CAB-H can choose to replace the Chair role with Co-Chairs through a vote when reviewing membership. In this instance Chair responsibilities will be shared.

- The CAB-H has a Chair and a Vice Chair elected by CAB-H members annually during the spring
- Meetings will be facilitated by the Chair,
- The Vice Chair will assume all responsibilities of the Chair should the Chair be unable to fulfill their responsibilities
- CAB-H meetings will be held quarterly, 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 Reaching Home Program
- Should Reaching Home 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
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. INFC 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. INFC 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 Reaching Home funding. The CE is responsible for convening Project Review Sub-committees.

Once the committee members are confirmed, the CE will send the names of the members to the Chair and Vice Chair to be approved. Project review sub-committees should include broad sector representation such as public, private, not for profit organizations, Indigenous organizations, or community members. Project Review Sub-committees must include representation from the Indigenous community.

## Agenda Format

- Call to order
- Land Acknowledgement
- Introductions of attendees
- Approval of agenda
- Acceptance of previous minutes
- Old Business

- New Business
- Community Sector Update
- Date of next meeting

## Communication

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

## Roles and Responsibilities

### 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 Vice Chair

- Attend all CAB-H executive meetings.
- Attend all CAB-H meetings.

### Membership Engagement

In collaboration with the Community Entity Coordinator

- 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

## Project Engagement

In collaboration with the Community Entity Coordinator

- Form and facilitate sub-committees when required
- Assist with CAB-H community projects
- Keep CAB-H apprised of progress of sub-committees and projects

## Roles and Responsibilities of the Executive Committee

- The Executive Committee consist of the Chair, Vice Chair, and CE.
- Attend Executive Committee meetings prior to all general CAB-H meetings
- Reviews the agenda, drafted by the CE, for upcoming general CAB-H meetings.

## Roles and Responsibilities of Members

- Maintain contact with individuals and organizations in their sector for the purpose of sharing information and identifying sector issues, and seeking input related to the CAB-H objectives and activities
- Each member can identify one alternate that can attend meetings in their place o Alternates must sign a membership declaration
- Attend all CAB-H meetings o If unable to attend a CAB-H meeting, advise the CE or the Chair
  - o 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

## 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



### Roles and Responsibilities of the Community Entity

- Attend all CAB-H meetings
- Provide leadership and assistance to the CAB-H regarding Reaching Home program delivery
- Engage and mobilize relevant parties 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 Indigenous organizations receive priority to deliver sub-projects that primarily serve Indigenous people where feasible
- Ensure the participation and representation of Indigenous organizations in the development of Community Plan priorities
- 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 Reaching Home 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.
- Oversee the honorarium process for the CAB-H LECOH member to receive an hourly rate of \$20 for meeting attendance.

### Roles and Responsibilities of Infrastructure Canada (INFC)

- Attend all CAB-H meetings.
- Providing support, guidance and direction to the CAB-H and Community Entity on Reaching Home Terms and Conditions, directives, and related policies.
- Serve as an INFC liaison for the CAB-H.
- Assist in building new or strengthening existing partnerships among relevant parties and colleagues.
- Identify local issues and areas of concern.

## 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

A conflict of interest exists when an individual has the opportunity to either advance or protect their 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, or there is a perceived impact, 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 themselves from any related discussion, motions or votes.

## 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. This declaration survives my position with the Community Advisory Board on Homelessness.

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**Signature**

**Organization**

**Date**