

**Burnside Gorge (BG)  
Community Advisory Committee  
Terms of Reference**

Approved May 29, 2018

**1. Overview**

To support the successful integration of the buildings and residents into the surrounding community, the Burnside Gorge Community Advisory Committee (CAC) is being formed to develop a Community Commitment Agreement. The formation of this agreement was proposed by Minister Robinson and developed from a specific mandate by Victoria City council as a condition required for the approval of the Tally Ho housing project.

This Community Commitment Agreement will replace the current Good Neighbour Agreement attached to existing and proposed supportive housing facilities.

The goal for this committee is to collaboratively develop a commitment agreement to support the best possible outcomes for the integration of the homeless support facilities while achieving and maintaining the safety, live-ability, cleanliness and sustainability of the BG community.

In this document reference to BG shall be defined as the entire community consisting of anyone who self-identifies as having interests in the neighbourhood.

**2. Purpose**

The purpose of the BG CAC is to provide a broad cross-section of the community with a mechanism to:

- Build and maintain positive relationships amongst the community residents, the building operators, and the program partners
- Develop and identify measurable outcomes and procedures to achieve them and articulate a framework to achieve these outcomes
- Facilitate information sharing and dialogue to address BG issues in a proactive, collaborative, and responsible manner
- Identify and resolve issues, opportunities and concerns related to building operations and other impacts on the surrounding area and/or community

The purpose of this Terms of Reference is to ensure members of the BG CAC are aware of expectations, commitments and their advisory role.

### 3. Committee Membership

#### a. Representation

In order for the CAC to be effective, it is important to limit overall committee size while maintaining a balance of voices at the table. Therefore, the initial CAC membership is comprised of approximately 20 individuals representing the following groups:

- 1 x BC Housing representative – Heidi Hartman, Vice Chair
- 1x BGCA representative – Avery Stetski, Vice Chair
- 4 x BG community members, Michelle Peterson, Elizabeth Cull, Vickie Jackson, other
- 1 x BG business representative – Ian Laing or Nona Dyck
- 1x MLA Rob Flemings representative – Sheridan Hawse
- 2 x Vic Cool Aid Society – Kathy Stinson, Joann Connolly, or Deanna Bhandar
- 2x PHS representative – Russ Maynard, Avery Taylor
- 1 x Pacifica Housing representative – Angela McNulty- Buell
- 1x CRD representative – John Reilly
- 1 x Victoria Coalition to End Homelessness rep – Shannon Whissell
- 1 x Victoria Police Department - Sean Hand
- 1 x City of Victoria staff representative – Hollie McKeil
- 1 x Vancouver Island Health representative – Trudy Chyzowski
- 2 x residents with Lived experience
- 1x Ministry of Social Development/Poverty Reduction –TBD
- 1x Ministry of Mental Health/Addictions- TBD

All the facility operators have been requested to limit their representation to a maximum of two people. The community representatives may submit a replacement if unavailable for a meeting. The representatives may change as the circumstances evolve going forward.

All members agree to timely disseminating meeting notes to their appropriate respective organizations leadership (including boards) so clear responses can be provided at meetings.

#### b. Selection process

The program partners will designate their own Committee members and one alternate. Community member representation (4 seats) will be filled through an internal community process with preference given to a person who:

- is willing to abide by the Committee Terms of Reference and required time commitment
- is currently affiliated with multiple community organizations and /or
- has experience representing their community on other committees/boards, etc.
- lives and/or works within a five-block radius of any housing site.

#### **4. Time commitment**

The CAC will initially meet on a monthly basis. The meetings will shift to a bi-monthly basis when a majority of committee members agree. In addition to regular meetings, there may be occasions when special meetings may be called for a particular reason. As much advance notice as possible will be given to ensure members can make necessary arrangements.

Regular Committee meetings will be limited to two hours and adhere to the meeting agenda.

#### **5. Participation**

The Committee serves as an advisory group, whose decisions will form the Community Commitment Agreement.

To ensure CAC meetings have the full spectrum of community perspectives, attendance at all regular meetings is required by all community representatives or their alternate. Should more than two regular meeting be missed, the member will be contacted by the facilitator to determine whether he or she still wishes to continue as a CAC member or to discuss whether a new representative and/or alternate is appropriate.

CAC members may on occasion wish to invite a guest to observe the CAC meeting; such requests must be submitted in writing/by email to the CAC facilitator at least one day prior to the day of the meeting; approval will depend on space considerations. Any guests that attend will be asked to observe and not participate in the discussions.

When appropriate, specialists may be invited to participate in meetings to address specific agenda items.

Committee membership is on a volunteer basis and members will not be remunerated for their participation.

#### **6. Term**

The term will be set for one year starting on April 24<sup>th</sup>, 2018. At the end of this term, the Committee's utility and the relevance of the Terms of Reference will be reviewed. Should the Committee members agree that it should continue, this review and consideration of continuance, adjustment or cessation will be conducted annually.

#### **7. Meeting Structure and Committee Resources**

The meetings will be facilitated by shared Vice Chairs who will serve as balanced individuals to guide the process, facilitate respectful dialogue, handle difficult situations and behaviours and maintain an environment conducive to sharing information and encouraging all members to contribute. They are responsible for keeping the advisory committee on time and on task and

working with an assigned note taker, and other members to prepare advisory Committee agendas, unbiased and accurate meeting summaries, and distribute emails.

The facilitators will develop and follow a structured agenda, including:

- Facility operators update and discussion
- Community members update and discussion
- BC Housing update and discussion
- City of Victoria Police update and discussion
- Program partners update and discussion
- Review of action items and follow up

BC Housing will coordinate with the BGCA in scheduling and liaising with Committee members, including tracking key discussion points, responses, action items and follow up details, and oversee the distribution of the meeting agendas.

The Burnside Gorge Community Association will take the meeting summaries and distribute them to the members.

The meeting summaries will not be verbatim recordings but will attempt to capture the essence of comments and responses. The summaries will attribute comments to the facility operators, BC Housing, and the other agencies, however attribution of community input will be generic (i.e. *Community Comment*) and will not identify the individual or organization they may be representing. While the vice chairs will ensure that privacy standards are maintained, there may be occasions where sensitive matters need to be discussed. When such matters are part of the discussion, there will also be an open CAC discussion of how to appropriately present the essence of the matter in the minutes while respecting any sensitivity.

All action items will be noted in the minutes including who will be responsible for follow-up and a deadline for completion.

Recording of the meetings (audio or visual) by members other than the note-taker is not permitted unless agreed to by all present.

The meetings will be structured to encourage free and open discussion of relevant issues, within the constraints of planned agendas. The goal is not to seek consensus or majority opinion, but to discuss and note views and opinions, propose solutions and work toward constructive outcomes. All the members commit to seriously considering the CAC's comments as relevant, in making decisions or taking actions.

The BGCA will be responsible for securing meeting space.

## **8. Rules of Conduct**

In order to ensure that the CAC is maintained as a forum for facility operators, the housing partners and the site's neighbours to freely exchange information, discuss issues and work towards constructive outcomes, members and alternates must:

- agree to operate in accordance to the Terms of Reference;
- participate regularly or arrange alternate representation at scheduled CAC meetings;
- be respectful of the expression of diverse opinions which may be similar or different than those of other CAC members;
- respect that facility operators and the housing partners reserve the right to protect the privacy of individual tenants and staff – personal information will not be shared with the CAC;
- be prepared to work constructively and collaboratively with members of CAC and the facility operators to address areas of mutual concern;
- listen actively to others. Avoid interrupting and one-on-one side conversations while other people are speaking;
- manage personal participation by sharing speaking time, debating ideas not individuals, and actively providing focused input, comments and questions;
- refrain from using language or acting in a way that is threatening, abusive, or otherwise discriminatory on the basis of all protected grounds;
- not act as a spokesperson for CAC. This is not meant to fetter the ability of any CAC member to speak with the media as a private citizen.

In the event that a member is unwilling to abide by the Terms of Reference, the CAC reserves the right to rescind the membership of that person and seek a new member to replace the role.

## **9. Terms of Reference Revision**

From time to time, it may be necessary to amend the Burnside Gorge CAC Terms of Reference. This will be agreed upon, with active involvement of CAC members, BC Housing, the facility operators, and housing partners to ensure that the changes are supported and that any partner organizations understand and continue to commit their membership under the changed conditions.