

NANAIMO HOMELESSNESS COALITION

TERMS OF REFERENCE

December 1, 2017

Preamble:

The Nanaimo Homeless Coalition is the overarching convening table for developing a coordinated approach to ending homelessness in Nanaimo. The overall plan for addressing homelessness in Nanaimo sits within this table. The Coalition structure also includes a number of sub-committees, including the Allocations Committee, Community Plan Committee, Research and Data Committee (or “PiT Count Committee”), Communications Committee, and Events Committee. (See Nanaimo Homeless Coalition Org Chart). The Homelessness Partnering Strategy (HPS) Community Advisory Board (NCAB) is also housed within this broader Coalition structure. (See Appendix: HPS Allocations/HPS Community Advisory Board).

The HPS Community Advisory Board has its own specific responsibilities (described below and summarized in Appendix), related to overseeing federal homelessness funding for carrying out Nanaimo’s mandate as a community receiving HPS Designated funding, and ensuring alignment of resource allocation with the direction of the Nanaimo’s overall Community Plan and its movement towards Housing First. The NCAB is also responsible for overseeing Aboriginal HPS funds, and is responsible for developing a process for ensuring there is adequate representation from the Aboriginal community. The HPS Community Advisory Board works in partnership with the Community Entity (CE), United Way Central and Northern Vancouver Island, who administers the HPS funding, and helps ensure the implementation of an overall Housing First-based system of care.

1. Vision and Values:

Vision: To harness the assets and capacity of the community and initiate rational and reasonable collaborative responses to end homelessness.

Values: Responsive Representative/Inclusive Connected
Results-based Accountable

Responsive: based on data and evidence-based practice.

Representative/Inclusive: of the various communities and sectors that need to be involved.

Connected: works in alignment with municipal, provincial and federal initiatives.

Results-based: addresses and impacts indicators developed within the overall Community Plan.

Accountable: to the communities and constituents that are impacted by homelessness, and to the citizens of Nanaimo and surrounding communities.

2. Roles and Responsibilities:

Overarching Responsibilities of the Coalition

- To provide the necessary leadership in developing and implementing an active and progressive strategy (“plan”) to end homelessness within the Nanaimo area.
- The Coalition as a whole is not responsible for overseeing Request for Proposals for HPS. This is a function of the HPS CAB, as well ensuring that recommended proposals are in alignment with the overall community plan.
- To ensure that adequate resources are in place to achieve the strategy and to provide the necessary leadership in addressing any funding shortfalls.
- To collect and analyze data from service providers and other sources to inform the decision making of the Homeless Coalition. To work towards getting standardized data collection tools and methodologies across the sector. To conduct primary research on best practices and other areas identified by the Homeless Coalition.
- To provide timely communications to the community on the Homeless Coalition’s progress in ending homelessness.
- To coordinate events such as homeless awareness week, BBQ, and holiday meals for homeless.

Specific Responsibilities of the Homelessness Partnering Strategy Community Advisory Board

- To develop a plan (“HPS Community Plan”) to guide allocation for the Homelessness Partnering Strategy (HPS) funds to being invested in our community from 2014 – 2019 forward, done in alignment with the overall Community Plan, which is written by the Coalition in consultation with the community
- Recommends and then carries out a process for conducting Calls for Proposals or Expressions of Interest for HPS funding as needed
- Recommends and carries out a review process for HPS funding applications that is fair, open, transparent, and respects conflict of interest guidelines (see below).
- Recommends a process/structure for the Community Entity (CE) and works in partnership with the CE to direct and oversee the process through which HPS funding is allocated; and
- Is responsible for the allocation and oversight of the HPS funding from both the Aboriginal *and* Designated Communities funding streams, which will entail:
 - Developing a process for ensuring adequate and meaningful representation from Aboriginal Communities, and
 - taking the lead in implementing a Housing First approach in our community, employing a consultative process that relies heavily on community engagement
- Finally, the HPS CAB also:
 - operates under the policies and procedures of the Coalition and its Governance Documents (see below).

3. Governance Documents

The Homeless Coalition is governed by the following documents:

- Terms of Reference;
- Code of Conduct- to be signed by each Member, and;
- Confidentiality Agreement – to be signed by each Member

4. Composition of the Coalition and Committees:

Members are representatives of the main government agencies as well as non-profit and service provider agencies that serve the homeless or work to end homelessness including members of the Aboriginal community. Individuals from the community who have a strong interest in ending homelessness or lived experience of homelessness may also join as members.

Membership:

- **Community Members:** Individuals
- **Government Agencies:** Representatives from Service Canada (ESDC), BC Housing, RCMP, Corrections Canada, Island Health (Mental Health and Addictions), Ministry of Social Development and Poverty Reduction, City of Nanaimo
- **Aboriginal Communities** (for Coalition and HPS CAB)
- **Subcommittee chairs**

4.1 Member Resignations

- Members resigning from the Homeless Coalition should do so in writing to the Chair(s).

4.2 Replacing Members on Homeless Coalition

- **Government Agencies/Service Providers-** When a member is retiring from Homeless Coalition; the Homeless Coalition Chair(s) will consult with and seek a recommendation from the government agency or service provider as to who should be the new representative on the Homeless Coalition. The Chair will bring forward recommended names at the next meeting of Homeless Coalition. The Homeless Coalition will provide direction to the Chair as to acceptance of new members via a motion. The Chair will then approach the suggested person and invite them to the next meeting.
- **Individuals** – From time to time, new individual members may be sought to join the Homeless Coalition. The Coalition may advertise the opportunity and bring names forward to the Homeless Coalition to consider. A vote will be taken to accept a new individual member.

5. Roles/Responsibilities of Coalition Members

5.1 Attendance

- Government and Service Provider Members are expected to attend each meeting, in person or by phone. If they are unable to attend, they will inform the Chair that they are sending an alternative in their place.
- Individual members are not expected to send an alternative if they cannot attend a meeting.
- If a Homeless Coalition member misses three consecutive meetings, the Chair will send a letter regarding their non-attendance and indicating that a new representative should be selected.
- All members are expected to advise CE/Chair in writing when resigning from the Coalition.

5.2 Participation

Members are expected to:

- Contribute by sharing relevant information at Homeless Coalition meetings and to participate where possible on Homeless Coalition committees;
- Act in the best interest of **ALL** homeless people. Regardless of the many affiliations that members may have as staff or volunteers with multiple agencies, each member is expected to set these many “hats” aside while sitting on the Homeless Coalition. Members are expected to represent the community as a whole in their efforts to forward the Homeless Coalition’s purpose for the broadest and most common good possible;
- Make and vote on motions provided that a member is not in a conflict of interest. Ex officio members do not vote;
- Abide by the Terms of Reference of the Homeless Coalition;
- Sign and abide by the Code of Conduct and Conflict of Interest/Confidentiality Declaration;
- Refrain from speaking publicly about decisions made by Homeless Coalition or discussions held at Homeless Coalition meetings;
- Chair/Vice Chair or designate will act as public spokesperson and/or respond to enquiries on behalf of the Coalition

5.3 Role of Community Entity: United Way CNVI

- Attend all Coalition meetings
- Provide leadership and assistance to the Coalition 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.
- Assess, approve and sign sub-project agreements recommended by the Coalition that meet the Community Plan priorities.
- Inform the Coalition on the status of sub-projects including results.
- Inform the Coalition on sub-project disbursements and Investment Plan, and consult with the Coalition on opportunities to redistribute unallocated HPS funds.

- Draft Coalition meeting agendas and distribute to members prior to meetings.
- Meeting minutes will be drafted and retained by the CE and distributed to all Coalition members.
- Maintain the Coalition membership list and update at Coalition meetings.
- Discuss Coalition individual member absenteeism with the Chair and implement appropriate action.

5.4 Role of ESDC/Service Canada

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

6. Responsibility of Chair/Vice Chair

Nomination Process for Coalition and Committees

- Two-year Term
- Chair or Co-Chairs are selected from among Homeless Coalition Members to represent both the community and Homeless Coalition.
- Chair(s) are nominated by majority vote.
- The Chair or Vice-Chair have the following responsibilities:
 - ✓ Act as the designated spokesperson for the Homeless Coalition;
 - ✓ Chair meetings of Homeless Coalition;
 - ✓ Produce minutes and official correspondence for Homeless Coalition (CE role to support the Homeless Coalition);
 - ✓ Circulate minutes and meeting notices to members in a timely fashion;
 - ✓ With direction from Homeless Coalition, approach new members to join the Coalition.
 - ✓ Co-Chairs can elect to use “Robert Rules of Order”

7. Operations

7.1 Chairing Meetings and Facilitation

Meeting facilitation will be conducted by the Chair or by the Vice-Chair if the Chair is unavailable or perceived to have a conflict of interest.

The Homeless Coalition can when the need arises choose an external facilitator to assist with strategic planning or as determined by the Homeless Coalition.

7.2 Decision-Making Process

The Homeless Coalition will make decisions by majority vote. Each member (or member agency) will receive one vote, following the following process, which can be carried out electronically:

1. member presents a motion.
2. member seconds the motion.

3. Chair states the motion ensuring the wording is recorded properly in the minutes and members understand the intent.
4. Chair invites members to discuss the motion. The member who presented the motion will be provided the first opportunity to speak.
5. 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. Chair asks anyone in potential conflict of interest to identify themselves and to abstain from voting
7. 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. 50+1 of Coalition members in attendance must vote In-favour for a motion to pass.
8. Chair/Co-Chair eligible to make a motion and to vote on a motion
9. ESDC and CE representatives are not eligible to make a motion or to vote on a motion.
10. Chair announces the result of the vote and the result is recorded in the minutes.

Process for electronic decision-making:

1. member presents a motion via email to the Chair with a cc: to the CE.
2. Chair/CE emails the motion to all Coalition members inviting a seconder.
3. if the motion is seconded, the Chair/CE will email all members inviting discussion through email (specifying a date and time deadline).
4. Chair emails all 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. Chair calls the motion to a vote by emailing the motion to all Coalition members and requests all members reply stating their vote In-favour or Not In-favour. The Chair's email to members must indicate a date and time deadline for voting. 50+1% of CAB members who reply by the deadline must vote In-favour for a motion to pass.
6. ESDC and CE representatives are not eligible to make a motion or to vote on a motion.
7. Chair announces the result of the vote through email correspondence to all Coalition members.
8. The Chair saves all email discussions and Coalition member votes and provides copies to the CE for retention.

7.3 Meeting Quorum & Frequency

A quorum for the meeting is established if 50% plus one member attends the meeting and a Chair or Vice-Chair is in attendance.

Meetings occur monthly or as needed. Special meetings may be called from time-to-time as required by planning and implementation needs.

Members will be notified in advance of meetings of the date and location.

7.4 Sub-Committees

The current Subcommittees include HPS CAB, Allocations Committee, Community Plan, Research & Data (including PiT count), Events and Communications.

Other sub-committees or task groups may be struck from time to time. Sub-committee/Task Group members will be bound by the Terms of Reference and Code of Conduct and Conflict of Interest/Confidentiality Declaration.

Operating under the terms set above, each sub-committee will appoint a Chair to facilitate meetings and will take minutes that will be circulated to the CE and the Homeless Coalition, which will circulate these as part of the Coalition's collective minutes.

Sub-committees submit recommendations to the Homeless Coalition for approval. They do not speak publicly on behalf of the Homeless Coalition.

8 Documentation

All Coalition documentation will be maintained by the Community Entity.

8.1 Meeting Minutes

Meeting minutes will record attendance, motions, decisions made and discussion in a general manner.

Minutes will be recorded with the Chair being responsible to re-state all motions to the members.

The Chair will, when possible, send minutes out to members shortly after the meeting and again seven days prior to the next meeting date.

Copies of the minutes, including committee proceedings, will be made available to others upon request.

8.2 Agenda

The Chair is responsible for creating the agenda. New agenda items must be submitted to the Chair 14 days prior to the meeting date.

8.3 Membership List

The list of Homeless Coalition members, including alternates, is maintained by the Community Entity.

9 Code of Conduct

- Abide by the Homeless Coalition Terms of Reference.
- Serve the best interests of the Homeless Coalition 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 Homeless Coalition.
- Prepare fully for Homeless Coalition activities.

10 Conflict of Interest

Members must sign a Conflict of Interest and Confidentiality Declaration at the first meeting they attend.

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 which 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 Homeless Coalition resources for activities not authorized by the Homeless Coalition.
- Using or disseminating information acquired as a result of the member's association with the Homeless Coalition for any activities external to the objectives of the Homeless Coalition.

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 Homeless Coalition 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.

11 Conflict Resolution

If an impassable conflict arises that cannot be settled by the Chair, all involved parties will agree upon a neutral third party to provide arbitration. The CE will secure a third party to provide the arbitration. All involved parties must accept the solution offered by the third party.