

**Terms of Reference
Yukon Community Advisory Board
to End and Prevent Homelessness
through Reaching Home/Safe at Home**

May 7, 2019 to March 31, 2024

(to be reviewed February, 2020)

Objective

The Community Advisory Board (CAB) will set the direction and coordinate efforts to address homelessness in the Yukon. For the purpose of the CAB, the Community Plan is the Safe at Home Community Based Plan to End and Prevent Homelessness in Whitehorse. For the purpose of this document, “community” is defined as those organizations or governments as defined by sector.

The CAB will work to achieve and include broad and inclusive representation and will:

- 1) Assess and recommend projects for Reaching Home funding (through the Reaching Home Funding Sub Committee appointed by the CAB),
- 2) Approve, revise and facilitate the implementation of the Community Plan including community contributions (ie. funding from other sources to end and prevent homelessness in the Yukon)
- 3) Be representative of the community and have an in-depth knowledge of key sectors and systems that affect homelessness priorities, and
- 4) Support the governance, planning and implementation of new features of Reaching Home including coordinated access, using an outcomes based approach and publically reporting progress.

Activities

- Ensure that the CAB is representative of the community and includes in its membership a strong representation from indigenous governments, agencies or individuals
- Ensure that the CAB is representative of the community and includes in its membership a strong representation of community members with lived experience.
- The CAB, in partnership with the Community Entity (CE)
 - requests participation from identified sectors within the community (to be assessed on an annual basis to ensure inclusion)
 - develops terms of reference for the solicitation and assessment of applications for funding.
 - appoints a Reaching Home Funding Sub Committee (RHFSC) for the purpose of assessing and recommending projects for funding to the Community Entity (CE).
 - supports the governance, planning and implementation of new features of Reaching Home such as community planning, community contribution, coordinated access and using an outcomes-based approach
 - reviews, updates and approves the Community Plan annually, through the Community Plan Report to ensure the priorities and activities remain appropriate and to set targets for the following year.
 - engages stakeholders and funders to actively work together to prevent and reduce homelessness.
 - gathers all available information related to homelessness issues in the community and makes decisions on priorities based on evidence.
 - assesses progress in addressing Safe at Home Plan priorities.
 - addresses systemic barriers that impact indigenous people and their high prevalence in the homeless population

Sector Representation

The CAB will strive to include sector representatives from First Nation, Federal, Territorial, and Municipal government, private and not-for-profit organizations, Indigenous organizations, members from the Lived Experience Council, and other community members including the business and faith communities, youth and youth serving organizations, organizations serving women and families fleeing violence, newcomer serving organizations, the private sector, police and correctional services, landlord associations and/or the housing sector, health organizations and veteran serving organizations.

Potential sector representation by organization or government to be used as a guideline:

- Ta'an Kwäch'än Council
- Kwanlin Dün First Nation
- Chair, Lived Experience Council + 1 member
- Justice Department, YG
- Yukon Housing Corporation
- Health and Social Services, YG
- City of Whitehorse
- Department of Education, YG
- Health Directors of Rural Yukon communities
- Homeless Serving, Housing, and Vulnerable People Serving NGO's including disabilities
- Community Advocacy Organizations
- First Nation Development Corporation
- Council of Yukon First Nations
- RCMP
- Downtown Storefront Business owners
- Yukon FN Chamber of Commerce
- Residential Landlord Association
- Non Profit Housing Agency
- Women's Organizations
- Youth organization
- Indigenous Women's organization
- Indigenous NGO
- FN Elders
- Youth
- Faith community
- Frontline workers and/or Housing Navigators Representative
- Whitehorse Chamber of Commerce
- Yukon Chamber of Commerce or their designate
- One veteran and/or one newcomer serving organization
- Whitehorse General Hospital
- Yukon College
- 2 co-chairs to be nominated from within the CAB structure (one of whom is not attached to *Reaching Home* funding stream)

Sector Gaps:

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

- The co-chairs, with support from staff of the CE, send out an email to all CAB members identifying the gap and asking for recommendations.
- The potential sector reps are asked to attend the next CAB meeting. The potential representative will be asked to provide a short introduction at the meeting.
- The co-chairs will meet with the new member to go over the member's roles and the role of the CE including the Safe at Home Implementation Manager.

Structure and Governance

The CAB is governed by this Terms or Reference. All members are responsible for adhering to these guidelines.

- The CAB will consist of up to 36 members. All ex-officio members, including ESDC and CE representatives, as well as applicants for *Reaching Home* funds, are not eligible to make a motion or to vote on a motion that involves *Reaching Home* funding.
- The CAB has two co-chairs elected by CAB members in alternate years. An ideal co-chair commits to the position for 2 years and has the skills and time required to facilitate diverse voices and bring a room to consensus.
- CAB membership will be re-assessed biennially during the spring. The Co-chairs will contact sector representatives 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 co-chairs.
- The CAB will hold at least 6 standing meetings a year, unless otherwise directed by the Co-Chairs. Meetings will only occur if the co-chairs and ex-officio members can participate.
- CAB Terms of Reference will be reviewed annually or as required.
- Members of the CAB will actively participate in finding a decision together that all members can feel comfortable with. Consensus decision-making is based on the premise that everyone's voice is worth hearing and that all concerns that come from a place of integrity are valid.
- When the CAB agrees that another form of decision making such as majority rule is appropriate, quorum is 1/3 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.
- Guests can attend CAB meetings on an invitation basis to present information to the CAB. Members who wish to invite a guest to a meeting must make arrangements through the CE or the co-chairs prior to the meeting with an understanding that guests are bound by the same code of conduct as CAB members.

Sub-Committees

- Sub-committees can be formed to meet the objective and activities of the CAB. Sub-committees can include CAB members and non-members as required. Sub-committee members are bound by the CAB Terms of Reference and are required to sign the Membership Declaration.
- Sub-committees may be formed to oversee the Biennial Point in Time count, reports to the community, development of the Community Plan as required by the *Reaching Home* funding stream etc.

Standing Sub-Committee(s)

- The CAB will have one Standing Sub Committee called the *Reaching Home* Funding Sub Committee (RHFS) made up of a minimum of 5 people one of whom is the chair. This committee is responsible for calls for *Reaching Home* proposals and recommendations for funding.
- Reaching Home Funding Sub- Committee members must not represent or be associated with applicant organizations. Members should include broad sector representation such as public, private, not for profit organizations, Indigenous organizations or community members. The Sub Committee will be chaired by the Reaching Home co-chair of the CAB.

Communication

The Co-Chairs will work with the CE to ensure clear responsibilities for public relations. For example, with respect to Reaching Home, the CE is solely responsible for communicating with the public, the media and the community in consultation with Service Canada and the co-chairs.

Roles and Responsibilities of the Co-Chairs

- Attend all CAB meetings.
- Facilitate CAB meetings ensuring adherence to governance.
- Set the agenda for meetings in collaboration with the CE.
- Represent the CAB at public events in partnership with the CE.
- Act as a media spokesperson when required as per previous bullet.

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 objectives and activities.
- Each member can delegate one person that can attend meetings in their place if required.

- Delegates must sign a membership declaration and be briefed prior to the meetings by their sector or organization representative.
- Attend all CAB meetings.
 - If unable to attend a CAB 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.
- Membership attendance will be reviewed annually to ensure adequate sector representation on the CAB.
- During informal discussions in the community members are required to support decisions made by the CAB.

Code of Conduct

- Abide by the CAB Terms of Reference.
- Serve the best interests of the CAB 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.
- Prepare fully for CAB activities.
- Conduct CAB activities in a professional, honest, lawful and ethical manner.
- Read and agree to the detailed Code of Conduct attached.

See Appendix A for Roles and Responsibilities of the Community Entity

See Appendix B for Roles and Responsibilities of Employment and Social Development Canada

See Appendix C for detailed Code of Conduct

See Appendix D for Conflict of Interest Policy for Reaching Home Funding Sub Committee

Membership Declaration

I (print) _____

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

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

Signature

Date

APPENDIX A

Roles and Responsibilities of the Community Entity

- Work with community stakeholders to oversee the development and implementation of a systems-based approach to addressing homelessness
- Support a transition to an outcomes-based approach
- Solicit proposals for community projects
- Approve projects recommended by the *Reaching Home Funding Sub Committee* in accordance with program Terms and Conditions
- Contract and monitor all projects funded by *Reaching Home*
- Report on its activities and disbursement of *Reaching Home* funds
- Collect and share data and information
- Report on the results and outcomes of all funded projects
- Submit an annual work plan
- Monitor and report on the development, implementation and successes of the Community Plan (Safe at Home) including identified gaps in services that have been filled and those remaining, new partnerships forged and extent to which priorities have been met through sub projects
- Attend all CAB meetings.
- Provide leadership and assistance to the CAB regarding *Reaching Home* 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 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 the Community plan (Safe at Home) priorities.
- Inform the CAB on sub-project disbursements and investment plan, and consult with the CAB on opportunities to redistribute unallocated Reaching Home funds.
- Draft CAB meeting agendas in collaboration with the co-chairs and distribute to members prior to meetings.
- Draft and maintain meeting minutes and distributed to all CAB members.
- Maintain the CAB membership list and update at CAB meetings.

- Discuss CAB individual member absenteeism with the co-chairs and implement appropriate action.

APPENDIX B

Roles and Responsibilities of Employment and Social Development Canada

- Facilitate communications between the CAB and the CE
- Mobilize and assist community stakeholders in the development of community-based approaches to homelessness, while representing Canada
- Provide support and assistance in building or strengthening existing partnerships among community stakeholders and other levels of government
- Attend all CAB meetings.
- Provide support, guidance and direction to the CAB and CE on Reaching Home Terms and Conditions and related policies
- Help ensure inclusive representation on the CAB
- Monitor and assess activities consistent with RH Terms and Conditions, applicable departmental guidelines and policies and compliance with the terms of the funding agreement, and
- Actively participate with other governments and community partners in discussion and analysis to identify strategies for partnerships, leveraging of other resources and evaluation

APPENDIX C

Detailed Code of Conduct for CAB Members

1. Although a member may be employed by, or affiliated with, a particular organization or interest group, it is the responsibility of all members to represent the best interests of the entire community.
2. Members shall ensure that the details and dynamics of CAB discussions are kept confidential, including the proposal review and assessment discussions, and respect confidential information shared in the course of CAB activities.
3. Regardless of personal viewpoints, members shall not speak against, or in other ways undermine, CAB solidarity outside of CAB meetings.
4. Members shall avoid – in fact and in perception – conflicts of interest. Members shall disclose to the co-chairs and/or Vice-Chair any possible conflicts in a timely manner. Members shall familiarize themselves with the CAB’s conflict of interest policy for guidance in this area.
5. Members shall familiarize themselves with the CAB Terms of Reference for guidance on member responsibilities, meeting processes, decision making protocols, and so on.
6. Members shall be prepared for meetings, having read pre-circulated material(s) in advance.
7. Members’ contributions to discussion and decision-making shall be informed and constructive.
8. Members’ interactions in meetings shall be courteous and respectful.
9. Members shall adhere to all CAB policies and practices.
10. Members shall participate in, and support, the CAB in additional ways beyond attending CAB meetings. This could include joining sub-committees, assisting in project evaluations, and communicating about homelessness and CAB activities as approved by CAB.
11. Members shall preserve the credibility, integrity and impartiality of CAB.

In the event of conflict between members, or concern about the behavior of a member, the three-step process described below shall be used. Steps 1 and 2 are to be completed within 30 days. If the conflict is not resolved in this time frame, the members shall move to step 3.

Step 1: The individual(s) with the conflict/concern will speak to the member to try to resolve the issue.

Step 2: If resolution is not achieved through step 1, the parties shall utilize one or both of the CAB Chair and Vice-Chair as a neutral third-party mediator. If a Chair and/or Vice-Chair is one of the parties involved in the dispute, the parties shall seek an independent third-party mediator from within the CAB.

Step 3: If resolution is not achieved through steps 1 and 2, the issue shall be brought by the parties to the CAB for resolution by the CAB as a whole.

I hereby acknowledge by my signature that I agree on my own behalf to abide by this Code of Conduct.

CAB Member Signature Date

Date

Additional requirements for CAB members who sit on the Reaching Home Funding Sub Committee

1. Members shall not influence, directly or indirectly, committee decisions on an applicant's proposal where the member has a conflict of interest.
2. Members shall apply the same proposal review, assessment criteria and guidelines to all proposals in a consistent manner.
3. Members shall not make arrangements to support and/or not support proposals in exchange for support and/or non-support on other proposals.

APPENDIX D

REACHING HOME FUNDING SUBCOMMITTEE CONFLICT OF INTEREST POLICY

The Community Advisory Board (CAB) will be fair, equitable and transparent. The CAB will use this policy for conflicts of interest, including actual, potential and perceived, in fulfilling their mandate of administering Reaching Home Funds. The policy applies to members of the Reaching Home Funding Sub committee.

1. Conflicts of interest may result from situations where a member of the RHFSC currently or within the past two years:

- A. Sits on a proponent's Board of Directors or related governance committee
- B. Is an employee of the proponent
- C. Is a contractor of the proponent
- D. Is receiving service, money, other support or 'benefit' from the proponent

And/or Currently:

- E. Is involved in joint programming or a partnership with the proponent where the CAB member or CAB member's organization may benefit financially
- F. Has an immediate family member (spouse, children, parents, siblings and/or someone who permanently resides with the member) who receives services from the proponent's HPS funded services
- G. Has an immediate family member (spouse, children, parents, siblings and/or someone who permanently resides with the member) who is: employed by or a senior manager of an HPS funded program, or sits on the Board of Directors of the proponent
- H. Has personally provided a letter of support for the applicant's proposal submission

And/Or:

- I. Other potential conflict situations that may arise and be declared by the RHFSC member or noted by the RHFSC

2. Disclosure

Prior to proposal review, the CE will send all CAB members a list of proponents, their partners and organizations that have supported the proposal. CAB members are expected to declare conflicts of interest and share with their fellow members to ensure transparency. If a conflict is noted, that CAB member will not sit on the RHFSC.

No member of the RHFSC will be a part of any decision that leads to a recommendation on a proposed project for which they have a conflict of interest.

In RHFSC business where there will not be a decision leading to a recommendation on a project, if a RHFSC member believes they may have a Conflict of Interest, they will declare it immediately and the RHFSC chair, in consultation with the RHFSC, will make a decision regarding that members' presence based on the principles outlined above. The decision will be documented in the RHFSC meeting minutes.

3. Breaches and Accountability

All RHFSC members are responsible for adhering to this policy as outlined. As such, each member is expected to, and has the right to, raise a question or concern regarding application of the policy.

During the proposal review process, should a RHFSC member fail to declare what another CAB member or CE staff believe may be, or perceived to be, a conflict of interest, they should raise it with the CE and CAB Co-Chair prior to the beginning of the proposal review process. The CAB Co-Chair and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

Other breaches of this Conflict of Interest policy will be dealt with on a case-by-case basis by the RHFSC or the CAB as required. Perceived breaches or concerns should be raised with the CAB Co-Chairs and CE. The CAB Co-chairs and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

CAB members appointed to the RHFSC shall abide by this conflict of interest policy, as well as other policies that may be adopted.

CAB Member Signature Date

Print Name