



CITY OF YELLOWKNIFE

TERMS OF REFERENCE

Community Advisory Board on Homelessness Committee

Whereas, pursuant to Council Procedures By-law Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**COMMUNITY ADVISORY BOARD ON HOMELESSNESS**” Committee (CAB) with the following terms of reference:

INTRODUCTION

1. The City of Yellowknife (City), has identified an opportunity to assist in preventing and/or eliminating homelessness within our community, and understands that there may be gaps in services or a lack of services regarding homelessness. Through collaborative sharing, innovative strategies and effective problem solving, members from relevant sectors of the community will gather to develop, establish and implement, with collective wisdom, a community-based approach to meet existing and emerging homelessness needs in Yellowknife.

BACKGROUND

2. In December 1999, a three-year National Homelessness Initiative (NHI), currently named the Reaching Home: Canada’s Homelessness Strategy (Reaching Home) was launched by the Federal Government to help ensure access to programs, services and supports to reduce homelessness in communities all across Canada.
3. Reaching Home is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to Designated Communities (urban centers), Indigenous communities, territorial communities and rural and remote communities across Canada. The Reaching Home directives provide guidance, details and expectations related to the program requirements to assist communities in preventing and reducing homelessness.
4. The City, by agreement with the Federal Government, is the Community Entity funded by Reaching Home. The Agreement, through the Directives indicates that as the designated Community Entity, a Community Advisory Board be established to coordinate efforts to address homelessness in the community through representation from key sectors.

SCOPE

5. The purpose of the CAB is to assist the City in an advisory capacity regarding homelessness issues within the municipal boundaries of the City.

6. The role of the CAB is to:
 - a. Develop a Community Plan with a comprehensive understanding of homelessness priorities in Yellowknife and recommend for adoption by City Council for submission to the Federal Government for approval.
 - b. Advise the Reaching Home funding process by ensuring:
 - i. compliance with the Reaching Home program eligibility and Community Plan;
 - ii. supporting the planning and implementation of Coordinated Access;
 - iii. engagement with Indigenous organizations, key community organizations and individuals to gather pertinent information related to Yellowknife's homelessness priorities;
 - iv. projects are aligned with the federally approved Community Plan priorities;
 - v. project feasibility, value for money and sustainability are endorsed; and
 - vi. an annual review of the Community Plan.

MEMBERSHIP

Composition:

7. The Community Advisory Board on Homelessness Committee shall consist of 9 – 15 members appointed by Council and shall include the following voting members:
 - a. The Mayor of the City of Yellowknife - ex-officio, voting member;
 - b. One (1) Member of City Council;
 - c. Two (2) representatives who have lived experience of homelessness;
 - d. Two (2) representatives from Indigenous Peoples and organizations, Friendship Centres or Indigenous housing organizations;
 - e. One (1) representative from a youth serving organizations, including non-government Child Welfare agencies;
 - f. One (1) representative from an organization serving Persons with Disabilities;
 - g. One (1) representative from an organization serving seniors;
 - h. One (1) representative from an organization serving women/families fleeing violence;
 - i. One (1) representative from the public at large;
 - j. **Deleted by Council Motion #0043-21 March 8, 2021**
 - k. One (1) representative from a landlord associations and/or non-government housing sector;
 - l. One (1) representative from non-government Health organizations, including hospitals and other public institutions, and organizations focused on mental health and addictions;
 - m. One (1) representative from Veterans Affairs Canada or veterans-serving organizations; and
 - n. One (1) representative from a Yellowknife Business.

8. Members from the following Government of the Northwest Territories (GNWT) Departments will be appointed to the CAB in a non-voting advisory capacity to provide information and clarity on various programs or issues:
 - a) Yellowknife Area Health and Social Services Authority;
 - b) Department of Education, Culture and Employment;
 - c) Department of Justice; and
 - d) One (1) representative from the Department Responsible for Homelessness within the Government of Northwest Territories.

Section 8. e) added by Council Motion #0043-21 March 8, 2021

- e) One (1) representative from the RCMP.
9. A member of City Administration shall provide administrative support to the CAB.
10. The CAB will be Chaired by a Member of City Council.
11. No member may appoint an alternate to represent that Member and act on their behalf during absences, with the exception of those Advisory Members listed in Section 8.
12. In the event that a member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Committee will inform City Administration of the vacancy so that it can commence the process to have a new member appointed by City Council.
13. If any member misses two (2) consecutive meetings without approval of the CAB, the member shall be struck from the CAB membership and replaced by Council.
14. Council may remove any member of the CAB for any good and sufficient cause.
15. Members shall be appointed for a two (2) year term.

MEETINGS

16. The first meeting shall be called within 30 days of the appointments to the CAB being established.
17. The CAB will hold at least 4 meetings a year, at the call of the Chair.
18. The rules of procedure for the CAB shall be governed by the City Council Procedures By-law No. 4975 insofar as it may be applicable.
19. A quorum of the CAB shall consist of a majority of the voting Members. Vacant positions do not count towards quorum.
20. The Chair may cancel any scheduled meeting of the CAB if it is felt that a quorum will not be achieved or if there are no items for the agenda.
21. CAB will advance its recommendations to Council in the form of resolutions duly passed by a majority of its members present.
22. If, within ten (10) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.

REMUNERATION

23. The Members of the CAB, including either Co-Chair, shall serve in a volunteer capacity only, with no remuneration.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

24. The CAB shall have no authority to expend or commit financial resources of the City.
25. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to CAB members in advance of the meeting or as soon thereafter as is possible.
26. Administration shall prepare minutes of all meetings of the CAB and distribute them to the CAB members.
27. Administration shall forward all original approved minutes and recommendations of the CAB to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

COMMUNICATIONS

28. The Committee chair is the spokespeople for City committees. If Administration is contacted in addition to committee chairs, then the media response may be coordinated through City Administration.
29. All committee activities shall adhere to the City Social Media Policy and Communications Policy (available through the Chair). These policies do not apply to elected officials, but apply to all other members appointed by the City.
30. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
31. Any advertising must adhere to the City's branding guidelines and be approved by the appropriate Department.
32. Financial resources for the implementation of a communications plan shall form part of the communications plans.

REPORTING RELATIONSHIPS

33. The CAB shall make recommendations to the appropriate Standing Committee of Council regarding the allocation of Reaching Home funding, based on Community Plan priorities and other homelessness issues.
34. All communications from the CAB in relation to educational materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

DUTIES

35. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;

- c. Monitor attendance; contact members as necessary regarding absences;
 - d. Represent the Committee when presenting recommendations to City Council for approval;
 - e. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter; and
36. The CAB Members' responsibilities will be as follows:
- a. To attend all regular meetings of the CAB;
 - b. To discuss issues pertaining to the CAB without breach of confidentiality;
 - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council;
 - d. Abide by the CAB Terms of Reference;
 - e. Serve the best interests of the CAB objective and activities;
 - f. Declare any real or perceived conflict of interest;
 - g. Prepare fully for CAB activities; and
 - h. Conduct CAB activities in a professional, honest, lawful and ethical manner.

CONFIDENTIALITY

37. CAB members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a CAB member.

TIMELINE

Section 38. amended by Council Motion #0024-24 February 26, 2024

38. The CAB exists to coincide with the term of the Reaching Home Agreement.

TERMINATION

39. The CAB shall be considered dissolved upon completion of their task, upon the termination or expiry of the Reaching Home Agreement, or being otherwise dissolved by resolution of Council.
40. Notwithstanding the above, Council may, by resolution, dissolve the CAB at any time, or amend these Terms of Reference.