



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 reducing, 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 Homelessness Partnering Strategy, was launched by the Federal government to help ensure access to programs, services and supports to reduce homelessness in communities all across Canada. In the North, the focus was, and remains, dealing with homelessness in the capital city of Yellowknife.
3. The Homelessness Partnering Strategy aims to prevent and reduce homelessness, primarily using a Housing First approach. It does so by developing partnerships that contribute to a sustainable and comprehensive continuum of supports to help homeless individuals move towards self-sufficiency and to prevent those at imminent risk from becoming homeless.
4. The City, by agreement with the Federal Government, is the Community Entity funded by the Homelessness Partnering Strategy (HPS).

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 of Yellowknife.

6. The role of the CAB is to:
 - a. Develop a Community Plan adopted by City Council, for submission to the Federal Government for approval.
 - b. Advise the Homelessness Partnering Strategy funding process by ensuring:
 - i. compliance with the HPS program eligibility and Community Plan;
 - ii. projects are aligned with the Federally approved Community Plan priorities;
 - iii. project feasibility, value for money and sustainability are endorsed; and
 - iv. an annual review of the Community Plan.

Section 7 as amended by Council Motion #007-16 January 11, 2016

MEMBERSHIP

Composition:

7. The Community Advisory Board on Homelessness Committee shall consist of 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. One (1) representative from an **Aboriginal Organization**;
 - d. One (1) representative from a **Yellowknife sheltering agency**;
 - e. One (1) representative from an organization serving **Persons with Disabilities**;
 - f. One (1) representative from an organization serving **Youth**;
 - g. One (1) representative from an organization serving **Seniors**;
 - h. One (1) representative from a **Yellowknife Business**;
 - i. One (1) representative from the **Department of Health and Social Services with a Clinical Mandate**;

Section 8 as amended by Council Motion #0007-16 January 11, 2016

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, make presentations or clarify 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.

9. A member of City Administration shall provide administrative support to the CAB.
10. The CAB shall be co-chaired by:
 - a) A Member of City Council; and
 - b) The CAB member appointed by a representative of the Federal Homelessness Partnering Strategy.

Section 11 as amended by Council Motion #0007 January 11, 2016

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. Regular meetings of the CAB shall be held monthly with the time and place to be determined by the Chair in consultation with the Committee. Special meetings of the Committee may be called at the request of a Co-Chair.
18. A quorum of the CAB shall consist of a majority of the Members. Vacant positions do not count towards quorum.
19. The CAB may in accordance with the City of Yellowknife Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories if it is determined, by resolution, to be in the public interest to do so.
20. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
21. A Co-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.

22. All decisions of the CAB shall be in the form of resolutions duly passed by a majority of its Members present.
23. If, within 10 (ten) 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.
24. The rules of procedure for the CAB shall be governed by the City of Yellowknife Council Procedures By-law No. 4250 insofar as it may be applicable.

REMUNERATION

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

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

26. The CAB shall have no authority to expend or commit financial resources of the City of Yellowknife.
27. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to CAB members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
28. Administration shall prepare minutes of all meetings of the CAB and distribute them within one week to the CAB members.
29. 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

30. City Committees are Committees appointed by the City of Yellowknife (through Council motion) and represent the City of Yellowknife.
31. Committee chairs are the spokespeople for City committees. If Administration is contacted in addition to committee chairs then the media response may be coordinated through City Administration. In the specific instance of the CAB on Homelessness, co-chairs may coordinate media responses.
32. All committee activities shall adhere to the City of Yellowknife 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 of Yellowknife.
33. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.

34. Communications Plans are prepared in partnership with the Department of Communications and Economic Development.
35. Any advertising must adhere to the City's branding guidelines and be approved by the Department of Communications and Economic Development.
36. Financial resources for the implementation of a communications plan shall form part of the communications plans.

REPORTING RELATIONSHIPS

37. The CAB shall make recommendations to the appropriate Standing Committee of Council regarding the allocation of HPS funding, based on Community Plan priorities and other homelessness issues.
38. 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

39. The Co-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 re: absences;
 - d. Vote in the case of a tie;
 - e. Represent the Committee when presenting recommendations to City Council for approval; and
 - f. Present a written and verbal annual report to the appropriate Standing Committee of Council within the second quarter.
40. 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; and
 - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council.

CONFIDENTIALITY

41. 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

42. The term of the CAB coincides with the term of the Federal Homelessness Partnering Strategy Contribution (HPS) Agreement. The current HPS agreement is effective from April 1, 2014 to March 31, 2019.

TERMINATION

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