



Temporary Modular Housing  
Little Mountain  
Community Advisory Committee  
Terms of Reference

August 22, 2018

## 1. Overview

A parcel of land on the Little Mountain development site has been identified as a site for temporary modular housing. The site will contain one modular building. The building will be three stories, and contain 46 single self-contained studio units, common amenity space, and 24 hour staffed office area. Ten percent of the units will be accessible.

The Temporary Modular Housing is intending to operate for a three-year term and after that the tenants will be moved and the building will be relocated. Temporary Modular Housing is an important option in providing homeless residents with access to safe, secure homes.

The buildings will be managed by Coast Mental Health, a very experienced, non-profit housing operator that will staff and manage the building 24 hours/day and provide tenants with supports to help them lead healthy and safe lives.

To support the successful integration of the building and tenants into the surrounding community, BC Housing, Coast Mental Health and the City of Vancouver will establish the Little Mountain Community Advisory Committee (CAC).



## 2. Purpose

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

- Build and maintain positive relationships amongst the community, the building operators and the program partners
- Facilitate information sharing and dialogue
- Identify and resolve any issues, opportunities and concerns related to building operations
- Support the success of the supportive housing project

The purpose of this Terms of Reference is to ensure members of the 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, CAC membership is comprised of approximately 16 individuals representing the following groups:

5 x community members (local resident and community organizations, businesses, neighbouring residents, etc.)

1 x More Than a Roof representative

1 x Little Mountain Neighbourhood House representative

1 x City Heights resident

1 x Emanuel Baptist Church representative

2 x Coast Mental Health representatives

1 x Vancouver School Board

1 x Vancouver Police Department representative

1 x City of Vancouver representative

1 x BC Housing representative

1 x Vancouver Coastal Health representative

### b. Selection process

Community member representation (5 seats) will be filled through an application 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



- has experience representing their community on other committees/boards, etc.
- lives and/or works within a five-block radius of the housing site.

BC Housing, Coast Mental Health and the City will designate community members and representative alternates from the list of applicants who meet the membership criteria.

The program partners (VPD, VCH, BC Housing, CoV) and the schools will designate their own Committee members and one alternate.

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

Leading up to the building opening and during the first six months, the CAC will meet on a monthly basis. The meetings may then shift to a less frequent basis unless determined otherwise by the Committee members. 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 90 minutes and adhere to the meeting agenda.

#### **5. Participation**

The Committee serves as an advisory group, not a decision making body.

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 Little Mountain CAC will operate until February 2019. 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 using a neutral process facilitator who will serve as an impartial individual 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 the meeting Secretary to prepare advisory Committee agendas and unbiased and accurate meeting summaries.

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

- Coast Mental Health building update and discussion
- Building tenant update and discussion
- Program partners update and discussion
- Community members update and discussion
- Review of action items and follow up

Coast Mental Health will provide a meeting Secretary to assist with scheduling and liaising with Committee members, provide notetaking, including tracking key discussion points, responses, action items and follow up details, and oversee the distribution of the meeting agendas and summaries. The Secretary is not a representative on the Committee and will solely support meeting logistics and record proceedings.

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 Coast Mental Health, 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 facilitator and Community Builders 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. Coast Mental Health commits to seriously considering the CAC's comments, as relevant, in making decisions or taking actions.

The City of Vancouver will be responsible for securing meeting space, providing the process facilitator and light refreshments at the meetings.

## **8. Rules of Conduct**

In order to ensure that the CAC is maintained as a forum for Coast Mental Health, 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 Coast Mental Health 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 Coast Mental Health 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, racist or otherwise disrespectful;
- bring any concerns regarding the operation of the Temporary Modular Housing buildings to the attention of the Coast Mental Health Building Manager according to the contact protocol as soon as possible; the concerns may then be brought to the attention of the CAC; and
- 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, Coast Mental Health 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 Little Mountain CAC Terms of Reference. This will be agreed upon, with active involvement of CAC members, BC Housing, the City of



Vancouver and Coast Mental Health to ensure that the changes are supported and that any partner organizations understand and continue to commit their membership under the changed conditions.



I have read and agree to abide by these Terms of Reference:

Name: \_\_\_\_\_

Committee Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_