

SARAH ROSS HOUSE

Temporary Modular Housing | 4410 Kaslo Street

Community Advisory Committee Terms of Reference

1. Overview

Sarah Ross House, located at 4410 Kaslo Street, is part of the Temporary Modular Housing program, an important option in providing people who are homeless, precariously housed or under housed with access to safe, secure and affordable homes. The buildings will be in place for up to 10 years while more permanent housing is built.

It is expected Sarah Ross House will accommodate about 50 homes.

Sarah Ross House is named in honour of an early resident of the Collingwood neighbourhood. Sarah was the daughter of Persoons and the granddaughter of Synsetia, of the Neskonalith Indian Band. She left Kamloops with the youngest four of her 13 children, to escape racism, according to her letters and diaries. She joined her sister Amy (Howard) Smith, moving into her home at 3512 Vanness Avenue in the mid-20s and lived there until her death in the late 50s. Her children and grandchildren lived with or next door to her until her death, scattering across East Vancouver in the late 50s, including to Moss Street, 22nd Avenue and Renfrew Street, across from the community centre, and Killarney. The house on Moss Street remains in the family, where Sarah's great granddaughter still lives.

Sarah Ross House will be managed by Atira Property Management Inc. a wholly-owned subsidiary of Atira Women's Resource Society, a professional, non-profit housing operator. Atira will staff and manage the building 24 hours/day and provide tenants with individualized supports aimed at shouldering them up and providing them with the space and opportunity to contribute to and become a valuable and valued member of the community in which they live.

To support the successful integration of the buildings into the surrounding community, Atira, BC Housing and the City of Vancouver will establish the Sarah Ross House Community Advisory Committee (CAC).

2. Purpose

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

- Build and maintain positive relationships amongst the community, tenants, Atira and program partners
- Facilitate information sharing and dialogue
- Identify and resolve any issues, opportunities and concerns related to building operations

The purpose of this Terms of Reference is to ensure members of the Sarah Ross House CAC are aware of expectations, commitments and their advisory role.

3. Committee Membership

a. Representation

In order for the Sarah Ross House CAC to be effective, it is important to limit overall committee size while maintaining a balance of voices at the table. Therefore, Sarah Ross House CAC membership is comprised of approximately 15 individuals, which may include representation as follows:

- 5 x community members (neighbours, local area residents, local organizations, businesses, etc.)
- 2 x Atira representatives, including the Program Manager and as required, a Senior Staff
- 1 x resident from Sarah Ross House as appropriate
- 1 x representative from the Collingwood Neighbourhood House
- 1 x representative from the Renfrew Community Centre
- 1 x Vancouver School Board
- 1 x Vancouver Police Department representative
- 1 x Collingwood Community Policing Centre 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 commitments
- is currently affiliated with multiple community organizations
- has experience representing their community on other committees/boards, etc.
- lives within a five-block radius of the housing site.

BC Housing, Atira, and the City will designate community members and representative alternates from the list of applicants who meet these criteria.

Collingwood Neighbourhood House, Renfrew Community Centre, the Vancouver Police Department, Vancouver School Board, Collingwood Community Policing Centre and Vancouver Coastal Health will designate their own Committee members and one alternate.

4. Time commitment

Leading up to the Sarah Ross House opening and during the first six months, the Sarah Ross House CAC will meet on a monthly basis. The meetings may then shift to a bi-monthly 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 to attend.

Regular Committee meetings will be limited to two hours and adhere to the meeting agenda.

5. Participation

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

To ensure Sarah Ross House 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 they still wish to continue as a Sarah Ross House CAC member or to discuss whether a new representative and/or alternate is appropriate.

Sarah Ross House CAC members may on occasion wish to invite a guest to observe the Sarah Ross House CAC meeting; such requests must be submitted in writing/by email to the Sarah Ross House 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 Sarah Ross House CAC will operate until March 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:

- Atira building update and discussion
- Program partners update and discussion
- Community members update and discussion
- Review of action items and follow up

Atira 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 Atira, 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 Atira 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 Sarah Ross House 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. Atira commits to seriously considering the Sarah Ross House 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 Sarah Ross House CAC is maintained as a forum for Atira, 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 Sarah Ross House CAC meetings;
- be respectful of the expression of diverse opinions which may be similar or different than those of other Sarah Ross House CAC members;
- respect that Atira and the housing partners reserve the right to protect the privacy of individual tenants and staff – personal information will not be shared with the Sarah Ross House Sarah Ross House CAC;
- be prepared to work constructively and collaboratively with members of Sarah Ross House CAC and Atira 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, sexist, racist or otherwise disrespectful;
- bring any concerns regarding the operation of Sarah Ross House to the attention of the Program 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 Sarah Ross House 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, Atira 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 Sarah Ross House CAC Terms of Reference. This will be agreed upon, with active involvement of Sarah Ross House CAC members, Atira, BC Housing and the City of Vancouver to ensure that the changes are supported and that any partner organizations understand and continue to commit their membership under the changed conditions.



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

Name: _____

Signature: _____

Committee Role: _____

Date: _____