

Tiny Homes Village

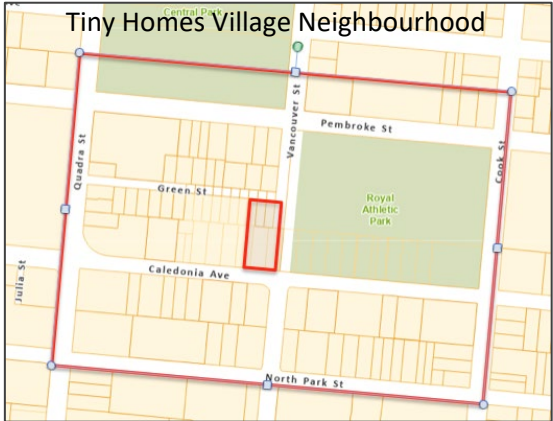
Community Advisory Committee - Terms of Reference

Overview

The Tiny Homes Village is an initiative led by a partnership of organizations in the capital region to provide additional transitional housing for community members experiencing homelessness. The Tiny Homes Village will provide 30 people at a time with a temporary place to call home on their journey to permanent housing.

This innovative village at 940 Caledonia Street will be built from re-purposed shipping containers on City of Victoria land with funding from the community. It will operate for 18 months and be managed by an experienced service provider, Our Place Society, with the support of the Greater Victoria Coalition to End Homelessness (GVCEH) and BC Housing.

Our Place Society has successfully operated My Place, a temporary housing facility located in a residential area, and will be applying best practices to the operation of the Tiny Homes Village.



The Tiny Homes Village has been designed to minimize neighbourhood impacts and ensure the safety of its residents. There will be a single controlled entrance and access will be limited to residents and staff only. Residents will be selected through a thoughtful and thorough assessment process to make sure there is a mix of residents with the right support. Residents will be required to sign a program agreement connected to a personalized plan. Staff will be on-site 24/7 to support residents, manage the site and respond directly to concerns in a timely manner. Security personnel will monitor conditions at the site and the immediate neighbourhood.

The success of the Tiny Homes Village’s operation in the neighbourhood relies on its operational model, though unforeseen issues and concerns may arise, especially during the start-up period. To support the successful integration of the building and tenants into the surrounding community, Our Place Society and its partners will establish a Community Advisory Committee (CAC).

Purpose

The purpose of the CAC is to provide a broadly representative group who will:

- Build and maintain positive and trusting relationships amongst the community, the facility operators and the program partners
- Facilitate information sharing and dialogue, including with the broader community
- Collaboratively and equitably develop solutions to address and resolve any challenges or issues that may arise
- Support the success of the site
- Identify and promote community-building activities

The committee serves as an advisory group, not a decision-making body. The purpose of these Terms of

Reference is to ensure members of the CAC are aware of expectations, commitments and their advisory role.

Committee Membership

For the CAC to be effective, it is important to manage overall committee size while maintaining a balance of voices at the table. Therefore, CAC membership is comprised of approximately 14 individuals representing the following groups:

- 5 - Community members (3 residents, 1 business owner, 1 not for profit society representative)
- 1 - North Park Neighbourhood Association representative
- 1 - Our Place Society site representative
- 2 - Tiny Homes Village resident representatives
- 1 - City of Victoria staff representative
- 1 - Coalition to End Homelessness representative
- 1 - VicPD representative
- 1 - BC Housing representative
- 1 - Security staff representative

Community member representation (4) will be filled through an application process with preference given to a person who:

- Has an interest in representing their community and is willing to communicate with other residents
- Lives and/or works within a 1-2-block radius of the site
- Is willing to abide by the committee’s Terms of Reference and required time commitment

Representatives of Our Place Society, GVCEH, City of Victoria and the North Park Neighbourhood Association will identify community members and alternates from the list of applicants who best meet the membership criteria. If there are more submissions that meet the qualifying criteria than are required, members will be selected by lottery.

The program partners will designate their own committee members and one alternate.

Meeting Schedule

The schedule and frequency of meetings will be appropriate for discussion required and will commence once the Tiny Homes Village begins operation. Meetings will be more frequent during the initial period of operation while operations are being normalized.

Date	Event	
Tuesday, April 13 5-6:30 p.m.	Virtual Neighbourhood Community Meeting	Operating Plan, introduction of Community Advisory Committee Terms of Reference and call for representatives
Friday, April 30	Tiny Homes Village begins operation, pending completion of construction	
Tuesday, May 11	Open Community Meeting	Update on first week of operations; introduction of Community Advisory Committee representatives

Wednesday, May 19	CAC Meeting #1	Initial meeting of CAC; confirmation of meeting schedule
TBD	CAC Meeting #2	Ongoing CAC meetings...
Sunday, September 18 2022	Last day of scheduled operation	

The meetings will 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.

Participation

To ensure CAC meetings include a full spectrum of community perspectives, attendance at all regular meetings is required by all community representatives. If a representative cannot attend a meeting, they should confirm that an alternate representative will attend the meeting on their behalf. Should more than two regular meetings be missed, Our Place Society will contact the member to determine whether they still wish to continue as a CAC member or whether a replacement is required.

When appropriate, subject matter specialists may be invited to participate in meetings to address specific agenda items.

Meeting Structure and Resources

The GVCEH will provide a facilitator to guide the process, ensure respectful dialogue and maintain an environment conducive to sharing information and participation by all members. The facilitator will be responsible for keeping the advisory committee on time and on task and working with the meeting secretary to prepare agendas and unbiased and accurate meeting summaries.

Meetings will follow a structured agenda including:

- Update on current conditions, arising issues and facility successes
- Roundtable discussion
- Review of action items and follow up

A secretary will be designated to:

- Assist with scheduling and liaising with committee members
- Record meeting notes including key discussion points, responses, action items and follow up details
- Oversee the distribution of the meeting agendas and summaries

The meeting summaries will not be transcripts of the entire discussions, rather they will capture the essence of comments and responses. The summaries will attribute comments to agencies, but community members' input will not identify the individual (e.g. noted as *Community Comment*).

Privacy standards will be maintained, however, there may be occasions where there is sensitivity amongst

CAC members regarding comments recorded in the minutes. 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.

All action items will be noted in the minutes including identifying individuals responsible for follow-up and deadlines for completion.

Recording of the meetings (audio or visual) by members other than the Secretary is not permitted.

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.

Our Place Society and its partners commit to participating in committee discussions, and to considering implementation of recommendations and solutions within the scope of responsibility and mandate of each organization, when recommendations and solutions are in alignment with operations and privacy policies.

CAC meetings will begin as virtual meetings. Once in-person group meetings are permitted again under Provincial Health Orders, a meeting place will be identified. Continued support for virtual meetings will be considered by the committee at that time.

Communication

CAC members will ensure that issues and information relevant to the interests of the committee in fulfilling their mandate will be shared with CAC members.

Community representatives will make themselves available to communication from residents and business owners and convey information to the CAC when relevant.

CAC members will encourage others to use the community contact list protocol in reporting any issues, concerns and comments about operations to Our Place Society on a timely basis.

Agreement for Engagement

To ensure that the CAC is maintained as a forum for committee members to freely exchange information and work towards constructive outcomes, members and alternates must:

- Agree to operate in accordance to these Terms of Reference
- Participate regularly or arrange for the designated alternate to provide representation at scheduled CAC meetings
- Be prepared to work constructively and collaboratively with members of CAC and to address areas of mutual concern
- Be respectful of the expression of diverse opinions which may be similar or different than those of other CAC members
- Listen actively to others – avoid interrupting and engaging in one-on-one side conversations while other people are speaking
- Respect that Our Place Society and housing partners reserve the right to protect the privacy of residents and staff and will not share personal information with the CAC

- 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
- 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 these Terms of Reference, the person will no longer qualify for the committee and a new member will be sought.

Terms of Reference Revision

From time to time, it may be necessary to amend the Tiny Homes Village CAC Terms of Reference. This will be agreed upon with active involvement of CAC members to ensure that the changes are supported and that partner organizations understand and continue to commit their membership under the changed conditions.

I have read and, should I be selected to serve on the committee, agree to abide by these Terms of Reference:

Name: _____

Committee Role: _____

Signature: _____

Date: _____