

Regional Steering Committee on Homelessness
Meeting of the Constituency Table
 June 13, 2013 9:00- 12:00

Draft MINUTES

<p>Attending: Arthur Mills Becky Doherty Jodi Sturge for Bonnie Moriarty L. Whittaker for Caroline Bonesky Clifford White Darrell Burnham Katie Hughes for Darin Froese David MacIntyre David Woodland Deb Bryant Jill Atkey Jane Dyson Karen O'Shannacery Margaret Eberle Michael Dressler Michelle Shaw Leya Eguchi for Nanette Taylor Dr. John Carsley for Patricia Daly Winston Thompson for Patrick Stewart Sandy Burpee Darryl Lucas for Stephanie Ediger Tanniar Leba Ex-officio: Nora Gibson Alice Sundberg</p>	<p>Constituency Non-Market Housing Health Authority Women Families Aboriginal People with Mental Illness Provincial Government Supp/ Transl Housing People with Addictions Funders Table "other" BCNPHA People with Disabilities Emergency Shelter Municipal Government Newcomers Youth Seniors Health Authority Aboriginal Comm Homelessness Tables Outreach Services Francophones Federal Government Past RSCH Co-Chair</p>	<p>Delegations: Brenda Prosken, City of Vancouver Aileen Murphy, City of Surrey Guests: Linda Lavallee, Lu'ma Native Housing Staff: Don Littleford Janet Kreda Debbie Kraus Camille Narayan Vera LeFranc – Vancity Community Foundation</p>
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1. Adoption of Agenda

The agenda was adopted with the addition of naming an interim chair to shepherd the meeting until item 3 "election of chair." Michelle Shaw was appointed as interim chair.

2. Constituency Table Orientation

2.1 Welcome and Introductory Remarks

Don Littleford gave an overview of the work of Metro Vancouver and the context for partnership with the RSHC.

2.2 Orientation on Roles and Responsibilities – Janet Kreda

Staff presentation (attached) outlined the roles and responsibilities of the Regional Steering Committee as the Community Advisory Board, Metro Vancouver as the Community Entity for the 2011- 2014 period, and Service Canada. It was clarified that the “RSCH” refers to the larger 100+ member organization, whereas the Constituency Table is the decision-making body of the RSCH. The Constituency Table is not the RSCH.

2.3 CAB/RSCH Responsibilities - Nora Gibson

The Homelessness Partnering Strategy Terms and Conditions clearly explain the Community Advisory Board (CAB) Roles and Responsibilities which are important given the RSCH has been responsible distributing \$300 million dollars in the community for homelessness services and facilities over the past 10 years. See attached document which explains the role of Service Canada and provides contact information. The Service Canada HPS team administrate both the designated community and Aboriginal HPS funding streams. HPS program renewal is approaching, and the CAB will be responsible for writing a Community Plan and directing a Call for Proposals. The RSCH is highly respected across Canada for the work it does and quality of work. Other CABs look to RSCH as an example vis-à-vis their memorandums of understanding, governance policies and organizational structure.

Some key points were stressed:

- HPS Senior Development Officer role is a support role to the CAB and the CE.
- The CAB needs to be a volunteer table representing the homeless-serving community at large.
- It is recommended based on the T&C’s the CAB Chair cannot be from an agency in receipt of HPS funding.
- The CAB identifies and recommends local community priorities to Service Canada
- HRSDC / Service Canada act in a guiding capacity, and ensure compliance with the Community Entity agreement.
- The Community Entity’s (CE’s) role is to implement Calls for Proposals, report on outcomes, ensure that the Community Plan priorities are followed, ensure representation of Aboriginal organisations in the CAB and that HPS funds are cost-matched dollar for dollar.
- The CE is responsible for monitoring 3rd party activities and reporting to the CAB and to Service Canada
- Service Canada monitors the CE on results reporting for CAB sub-projects and CE work.
- Service Canada may participate in monitoring of 3rd party agreements, and contact Constituency Table members to evaluate the deliverables of the CAB contract.

RSCH members are welcome and encouraged to approach the Service Canada rep for any informational requests or clarifications. Contact information: Nora Gibson, Senior Development Officer, Homelessness Partnering Strategy. nora.gibson@servicecanada.gc.ca

2.4 Terms of Reference and Conflict of Interest Guidelines

Staff presented the Terms of Reference for the “Community Advisory Board” and HPS Conflict of Interest Guidelines.

Moved/Seconded/Carried (M/S/C) :

“ To accept the Terms of Reference for the Community Advisory Board (Greater Vancouver RSCH), amending the last sentence under the heading “Organization” on Page 3, to read: “Advisory Groups may include a maximum of 15 members unless otherwise determined by the CT”.

3. Election of the Chair

The Chair is responsible for being the primary spokesperson of the RSCH, working closely with the Secretariat and the RSCH to prepare major meetings and documents, chair Constituency Table meetings, and ensure a strategic and active role of the RSCH in the Homelessness Partnering Strategy and other investments to address homelessness. Members were invited by email to volunteer for consideration as RSCH Chair, with the expectation of a further call for volunteers at the meeting.

- Deb Bryant, put her name forward for consideration by email.
- Clifford White put Patrick Stewart’s name forward for consideration. Concern was expressed over the nomination of a person who was not present. The nomination of Patrick Stewart was withdrawn.
- Clifford White put his name forward for consideration as chair.

As clarified by Service Canada, the RSCH Chair, co-Chair, and Vice Chair may not receive HPS funding while fulfilling their duties as Chair. Service Canada wished to clarify Clifford White’s eligibility to stand for election as RSCH co-Chair, in the context of the HPS conflict of interest guidelines. Deb Bryant is eligible to stand for Chair. Before a vote was called for the position of Chair, various governance models were discussed including a co-chair model and chair/vice-chair.

M/S/C:

“That the RSCH adopt a co-chair model and this be reflected in the governance manual.”

M/S/C:

“That Deb Bryant be elected co-Chair of the RSCH. “

Action items:

- A vote on Clifford White’s nomination for co-chair was deferred to the September meeting, pending clarification by Service Canada of his eligibility according to the Conflict of Interest guidelines.

4. Receipt of the Minutes from May 15th meeting of the RSCH

The minutes from the May 15th meeting were received.

5. Business Arising

5.1. Update on Appointed Constituency Seats

5.1.1. Request to Increase the Municipal Seat from One to Two seats

Margaret Eberle introduced the report. The chair approved a request by Aileen Murphy and Brenda Prosen to speak to this item. Both spoke in favour of increasing the number of municipal representatives on the Constituency Table to two:

- A municipal constituency is local and limited to that municipality; a municipal representative cannot provide a regional perspective.
- Metro Vancouver's role is to provide a regional perspective and would be a fair and neutral party to represent municipalities, but cannot provide hands on insights into local priorities and partnerships.
- Two reps have expressed interest in contributing to the work of the RSCH and provide two very different perspectives in cities most affected by homelessness.
- The RSCH and its work should remain at a staff not political level.
- Both expressed willingness to do their best to consider municipal perspectives and invite other municipalities communicate their issues and concerns to them, working with Metro Vancouver and the Homelessness Secretariat.

Members expressed:

- Support for two municipal seats with the proviso that they seek input from all municipalities in their decisions.
- Concern was expressed that smaller municipalities would be subsumed in decisions.
- Clarification was provided that the seats would not be "assigned" to the two interested municipalities specifically.
- A single municipal representative could chair a "municipal advisory group" and be the vehicle of information between the municipal advisory groups and the Constituency Table. Steps could be taken to create a regional homelessness forum (outside of the RSCH) building on existing structures like the Social Issues Subcommittee.
- Two municipalities could share a vote.

M/S/C:

"To increase the municipal seat at the Constituency Table from one to two seats."

M/S/C:

"That Abi Bond and Aileen Murphy be the two municipal representatives at the Constituency Table"

Action items:

- Abi Bond and Aileen Murphy will work with the Homelessness Secretariat to develop a mechanism for communicating with Metro Vancouver municipalities on RSCH matters.

5.1.2. Aboriginal Seats (verbal report)

There is currently one vacant seat for Aboriginal representation at the CT. The Aboriginal Housing Management Association was invited to appoint a representative to the Constituency Table. They declined the invitation due to competing priorities. The First Nations Health Authority may be an alternative for the third seat.

Action items:

- A report on next steps will be prepared in consultation with AHSC for the September meeting.

5.1.3. Business Seat(verbal report)

One application was received for the business community seat however there was no ratification process for that seat. Staff have spoken with the Surrey Board of Trade and Burnaby Board of Trade about how to engage the business community for ratification and strategic issues.

Action items:

- Staff will report to the September meeting on status and options for filling the business seat.

6. Work Program Items

6.1. Work Program 2013

The Work Program was based on the received for information.

6.2. A New Regional Homelessness Plan for Metro Vancouver

Staff report provided the Draft Terms of Reference that speaks to developing a plan to “end homelessness” and focuses on the three issue areas of housing first, prevention and capacity building. Staff have been meeting with Community Homelessness Tables. In order to complete Priorities and Strategies by March 2014, community consultations will be planned for the fall. A consultant will be engaged to develop and implement a consultation strategy, together with Secretariat staff.

M/S/C:

“That the RSCH Constituency Table:

- 1) Approve the draft terms of reference for a new Regional Homelessness Plan in principle and with revised timelines as described in Table 1, with the understanding that the final terms of reference be brought to the September 2013 Constituency Table meeting for approval.
- 2) Establish an Advisory Group to provide advice and recommendations to guide development of the Regional Homelessness Plan.”

M/S/C:

“That Alice Sundberg chair the Regional Planning Advisory Group.”

Action items:

- Alice will work with staff to create an Advisory Group. The following members at the meeting volunteered to participate: Michelle Shaw, Jodi Sturge, Karen O’Shannacery, Jill Atkey, Nora Gibson, Aileen Murphy, Leya Eguchi, Jane Dyson and Michael Dressler. Becky Doherty agreed to recommend someone from the Fraser Health authority.
- A revised Terms of Reference reflecting community feedback and a focus on ending homelessness that emphasizes data, metrics and strategies will be provided at the September meeting.

6.3. Regional Homeless Count 2014

Staff provided an update on planning efforts for the Regional Homelessness Count. The 2014 Count will be managed “in house.” Consultations with community homelessness tables have begun as has work on the survey and fundraising.

M/S/C:

“Approve the draft Terms of Reference for the 2014 Regional Homeless Count.”

6.4. Homelessness Action Week 2013

Staff indicated that planning is underway for HAW 2013. The dates are October 13- 19. The likely theme will be invisible homelessness.

M/S/C:

“That the Constituency Table designate the Community Homelessness Table (CHT) Chairs and a City of Vancouver representative to oversee implementation of Homelessness Action Week on behalf of the RSCH.”

6.5. Governance Manual

The Governance Manual is a work program item that was nearly complete before the change in the RSCH structure. The Manual describes the structure and processes of the RSCH. There are few outstanding items that need to be finalized before the Manual can be completed. It was requested that an Advisory Group be established to review the manual and recommend revisions as appropriate.

M/S/C:

“That an Advisory Group be established to oversee finalizing of the RSCH Governance Manual.”

M/S/C:

That Katie Hughes be appointed Chair of the Governance Manual Advisory Group.

Action items:

- Katie Hughes will work with staff to put a call out to the RSCH membership to fill the Advisory Group to finalize the Governance Manual.

7. Report from the Community Entity (Metro Vancouver)

Deferred.

8. Report from Service Canada

On July 4th senior representatives from NHQ are coming to Vancouver to meet with the CAB (the RSCH). The Community Entity senior staff and Constituency Table members will be invited. Participation will be by invitation only. Constituency Table members are asked to save the date, with details on time to follow shortly.

9. Report from Partners

Deferred.

10. Member Roundtable

Deferred

11. Other Business

11.1 Proposed Meeting Dates:

The third Thursday of the month conflicts with the AHSC meeting time. The second Thursday of the month conflicts with MVAEC meeting times. Wednesdays work.

11.2 Establishment of Advisory Groups

Deferred.

11.3 Communication with Constituency Groups

Deferred.

12. Information Items

Deferred.

13. Next Meeting Date

TBC – September 19

14. Adjournment

Meeting Adjourned at 12:00

Summary of Motions and Action Items:

- “ To accept the Terms of Reference for the Community Advisory Board (Greater Vancouver RSCH), amending the last sentence under the heading “Organization” on Page 3, to read: “Advisory Groups may include a maximum of 15 members unless otherwise determined by the CT”.
- “That the RSCH adopt a co-chair model and this be reflected in the governance manual.”
- “That Deb Bryant be elected co-Chair of the RSCH. “
- “To increase the municipal seat at the Constituency Table from one to two seats.”
- “ That Abi Bond and Aileen Murphy be the two municipal representatives at the Constituency Table”
- “That the RSCH Constituency Table:
 - Approve the draft terms of reference for a new Regional Homelessness Plan in principle and with revised timelines as described in Table 1, with the understanding that the final terms of reference be brought to the September 2013 Constituency Table meeting for approval, and
 - Establish an Advisory Group to provide advice and recommendations to guide development of the Regional Homelessness Plan.”
- “That Alice Sundberg chair the Regional Planning Advisory Group.”
- “That the Constituency Table approve the draft Terms of Reference for the 2014 Regional Homeless Count.”
- “That the Constituency Table designate the Community Homelessness Table (CHT) Chairs and a City of Vancouver representative to oversee implementation of Homelessness Action Week on behalf of the RSCH.”
- That an Advisory Group be established to oversee finalizing of the RSCH Governance Manual.
- That Katie Hughes be appointed Chair of the Governance Manual Advisory Group.

Action Items:

- A vote on Clifford White’s nomination for co-chair was deferred to the September meeting, pending clarification by Service Canada of his eligibility according to the Conflict of Interest guidelines.
- Abi Bond and Aileen Murphy will work with the Homelessness Secretariat to develop a mechanism for communicating with Metro Vancouver municipalities on RSCH matters.
- A report on next steps will be prepared in consultation with AHSC for the September meeting.
- Staff will bring a report to the September meeting on status and options for filling the business seat.
- Alice will work with staff to create an Advisory Group. The following members at the meeting volunteered to participate: Michelle Shaw, Jodi Sturge, Karen O’Shannacery, Jill Atkey, Nora Gibson, Aileen Murphy, Leya Eguchi, Jane Dyson and Michael Dressler. Becky Doherty agreed to recommend someone from the Fraser Health authority.
- A revised Terms of Reference reflecting community feedback and a focus on ending homelessness that emphasizes data, metrics and strategies will be provided at the September meeting.
- Katie Hughes will work with staff to put a call out to the RSCH membership to fill the Advisory Group to finalize the Governance Manual.