

Regional Steering Committee on Homelessness

Meeting of the Constituency Table

December 5, 2013 8:30- 12:30

Deb Bryant, Chair Draft MINUTES

<p>Attending: Abi Bond Aileen Murphy Arthur Mills Bonnie Moriarty Becky Doherty Caroline Bonesky Katie Hughes for Darin Froese David MacIntyre David Woodland Deb Bryant- Jill Atkey- Karen O'Shannacery Manning, Bob Michael Dressler Michelle Shaw Nanette Taylor Patrick Stewart Robyn Loxton Sandy Burpee Stephanie Ediger Ex-officio: Nora Gibson Alice Sundberg</p>	<p>Constituency Municipal Municipal Non-Market Housing Women Fraser Health (changed 02/21/2014) Families Provincial Government Supp/ Transl Housing People with Addictions Chair, Funder Table "other" BCNPHA Emergency Shelter Interim Aboriginal Housing Provider (changed 02/21/2014) Newcomers Youth Seniors AHSC (changed 02/21/14) BC Coalition of People Disabilities (changed 02/21/2014) Comm Homelessness Tables Outreach Services Service Canada Past RSCH Co-Chair</p>	<p>Regrets: Jane Dyson, People with Disabilities Tanniar Leba, Francophones Staff: Don Littleford, Metro Vancouver Debbie Kraus, Metro Vancouver Camille Narayan, Metro Vancouver Leanne Carmichael, Metro Vancouver (changed 02/21/14) Vera LeFranc, Vancity Community Foundation Lisa Ross, Vancity Community Foundation Josu Mozos Aranguren, Vancity Community Foundation</p>
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1. Adoption of Agenda

The Chair proposed a re-ordering of the agenda as follows: HPS Community Plan (becomes agenda item 7.1), Governance Manual (7.2), HAW 2013 (7.3), Work Program (7.4).

2. Receipt of the Minutes from September 19, 2013

The minutes were approved with the following amendments:

- Under Item 3 re communication about decisions and information, delete 2a – that staff would follow-up with Wanda Muholland, Sandy Burpee and Karen O'Shannacery.

- Under Item 7.3, note the typo that the night count will take place March 11 and the day count will take place on **March 12, 2014**.

2.1 Don Littleford provided the following updates:

- [Approval by the Metro Vancouver Housing Committee for Metro Vancouver to continue as the Community Entity \[Camille to get exact wording\].](#)
- A new manager for the Homelessness Secretariat will be starting Dec 30th, 2013 and will be introduced to the CT in early January, 2014.

Action Item:

- Staff to send out background information on the new manager as soon as possible.

3. Consent Agenda

3.1 Report from the Regional Homelessness Plan Advisory Group

Received for information.

3.2 Update on Regional Homeless Count 2014

Received for information.

3.3 Report on Community Engagement

Received for information.

3.3.1 Funders Table

Received for information.

3.3.2 Business Table

Received for information.

Motions:

- 1) Suspend recruitment for a business representative at the CT until a business reference group may be consulted on representation at the CT;
- 2) Establish a business reference group of business and general RSCH members to give input in the work of the RSCH such as the Regional Homelessness Plan and RSCH Business Engagement Strategy;
- 3) Delegate implementation of the engagement strategy to the business reference group.
- 4) That a tool-kit be created and made available to the participants of the November 14th meeting and the broader business community.

Moved/Seconded/Carried (M/S/C) :
“That the CT accept all items of Consent Agenda”

4. Election of Vice-Chair

The Vice-Chair is responsible for ensuring the alignment of RSCH operations and strategic projects according to policy and priorities, leading maintenance and development of RSCH budget, appropriate representation on all advisory groups, communication with the chairs of advisory groups between CT meetings, and reporting to the Chair. Members were invited by email to volunteer for consideration as Vice - Chair, with the expectation of a further call for volunteers at the meeting.

- Carolyn Bonesky put her name forward in consideration as Vice-Chair.
- Michelle Shaw put her name forward in consideration as Vice-Chair.

As clarified by Service Canada, Alice Sundberg, and the Homelessness Secretariat, the Vice Chair may not receive HPS funding while fulfilling their duties as Vice -Chair.

Moved/Seconded/Carried (M/S/C) :
“Close item and table discussion for next meeting to be held on March 13th, 2013.”

Action Items:

1. Vote on nomination for Vice-Chair was deferred to the March 13th meeting, pending clarification from staff of HPS funding eligibility according to the Conflict of Interest guidelines.

5. Update on Vacant Constituency Seats

5.1. Aboriginal Seat

The AHSC introduced Bob Manning from the Urban Native Youth Association as the new interim representative for the third vacant Aboriginal seat on the CT until an Aboriginal Housing Provider representative could be identified.

The AHSC leadership continues to pursue engagement of the Aboriginal Housing Management Association.

Moved/Seconded/Carried (M/S/C) :
“That the interim representative, Bob Manning will assume full CT member and voting rights.”

Action Items

1. The CT welcome Bob Manning as the interim representative until such time as AHSC decides to select a new suitable candidate for the position.

5.2 Business Seat

[note any discussion here]

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

Action Items:

1. [note any action items / direction to staff here]

6. Report from the Finance and Audit Standing Advisory Group

Jill Atkey presented the report from the Finance and Audit Advisory Group resulting in two motions:

- a) Adopt the Proposed HPS Transition Plan
- b) Delegate authority to the Finance and Audit Advisory Group to adjust the HPS Transition Plan as required upon provision of the HPS Community Plan framework and program Terms and Conditions

M/S/C :

“That the CT adopt the Proposed HPS Transition Plan.”

Action Items:

1. The RHP Advisory Group will clarify proposed HPS Transition plan to specify the service of continuity to existing clients, and reword in plain language for public knowledge.

M/S/C :

“Delegate authority to the Finance and Audit Advisory Group to adjust the HPS Transition Plan as required upon provision of the HPS Community Plan framework and program Terms and Conditions”

Action Items:

1. Circulate key points of HPS plan and post online at the end of next week (Dec 9-13).

7. Work Program Items

7.1. HPS Community Plan

The HPS Community Plan is required by the federal government to guide decisions on the allocation of Federal Homelessness funding through the HPS. Priorities identified through this plan must be based on the specific parameters of the HPS program. The HPS Community Plan is separate and distinct from the RHP.

Members expressed concern about delegating approval to the RHP Advisory Group for the Community Plan. It was agreed that the CT should reconvene in early February to review and approve the draft HPS Community Plan.

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

“That the CT delegate authority to the RHP Advisory Group to prepare the draft HPS Community Plan for submission by the CT to Service Canada by mid-February 2014, with prior input from the CT, the Funders Table, and Finance and Audit Advisory Group as described in this report.”

Action Items:

1. A sub-group of the RHP Advisory Group to prepare a draft report to recommend priorities and strategies for the HPS Community Plan and send his to the Funders Table, Finance & Audit Standing Advisory Group and CT for comments.
2. RHP Advisory Group to meet Feb 6 to consider the feedback provided and prepare a revised draft for review and approval by the CT
3. CT to meet to review and approve the draft Community Plan for submission to Service Canada before February 15, 2014.

7.2 RSCH Draft Governance Manual

Katie Hughes, appointed Chair of the Governance Manual Advisory Group presented the finalized changes made the Governance Manual to the CT resulting in the following changes made the manual:

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

“That staggered 3-year terms apply to all CT members. “

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

“That the CT Member Job Description be updated to mirror the proposed staggered 3-year terms.”

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

“To amend the RSCH Governance Manual Appendix V “Protocols” Meeting Procedures, Section 1 “General”, Point # 3 to read: “*All attempts will be made to provide meeting materials by email two weeks in advance and no later than one week prior to the meeting and shall include the agenda, location, supporting*”

documents and minutes of the previous meeting. There may be additional documents handed out at the meeting.”

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

“That the name of the current Finance and Audit Standing Advisory Group under the HPS Call for Proposals be changed to the HPS Call for Proposals Advisory Group. “

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

“To amend Section 4.1.2 Nomination and Election Process, point e to read “Six months prior to the end of the CT representative’s term, the representative shall field interest among the constituency group members to contest the CT seat. Should there be more than one candidate interested in the seat, the representative shall facilitate a fair and transparent process for the constituency group to elect a CT representative. In the event that the CT representative would like to stand for re-election, the *RSCH’s Nomination and Election Committee may, upon request, facilitate the nomination and election process for the constituency group.*”

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

“That the Constituency Table adopt the RSCH Governance Manual”

Action Items:

1. Staff will update the RSCH Governance Manual to reflect the approved changes.

7.3 Report of Outcomes of HAW 2013

Sandy Burpee, Community Homelessness Table representative proposed the following changes be made in regards to HAW resulting in the following motions:

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

“HAW oversight continue to be delegated to an Advisory Group”

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

“That Homelessness Action Week take place each year in Metro Vancouver starting on the Monday of the Thanksgiving weekend.”

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

“That the regional thematic focus of HAW be identified in the spring of each year”

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

“The regional thematic focus of HAW align with RSCH annual strategic priorities and other initiatives of the RSCH”

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

“The CT define activities under its mandate of fostering a regional understanding of homelessness, identify resources required for achieving that mandate and methods to acquire those resources.”

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

The CT clarify its communications needs and priorities, determine the resources required to fulfill those needs, and if required, potential funding sources.

It was recommended that items c through f could be achieved through a strategic planning process. ie. Updating the media coverage, HAW timeline, and developing specific focus of key messages established for public knowledge and awareness.

It was noted by Sandy Burpee and the Homelessness Secretariat that the last two proposals are not specific to HAW.

Action Items:

1. Adopt the proposed changes made to HAW.

7.4 Work Plan 2014

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

“Implement a strategic planning process to plan RSCH priorities for the 2014 – 2015 period.”

Clarification regarding the specific projects and services funded through the federal HPS program was discussed. Under the agreement, Metro Vancouver receives \$8.2 million annually for a variety of projects that serve the homeless and those individuals who are at risk of homelessness. Specifically, sub projects such as the Homeless Count, HAW, and additional external communications.

The work program plan was noted as impractical due to the suggested timeline provided for the broad scope of work. It was suggested that top priorities be established in order to achieve the specific goals outlined.

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

“Establish an ad hoc Strategic Planning Advisory Group to guide the implementation of the strategic planning process.”

Action Items:

1. Establish a set level of top priority goals.

2. Work with what has been previously established by the RSCH and use that framework as a template to manage priorities.
3. Focus and simplify on the work of the strategic plan.
4. Identify the possible budget (10 % of 8 million) to attach to higher level goals that may come out of advisory committee.
5. All points noted as useful direction to give to smaller group

8. Report from the Community Entity (Metro Vancouver)

8.1 Outline of Staff Roles and Responsibilities

The Governance Manual was presented as an accepted document that outlines specific information, mandates and protocols of the RSCH. CT members were encouraged to refer to the manual regarding Advisory Group updates, for clarification, and for any problems that may arise.

Action items:

1. Utilize the Governance Manual as a guide to clarify the role of the CT.

8.2 Presentation on HPS Activity Monitoring Data

The data presented by Vancity staff was acknowledged by members as a much needed a stepping stone, however, more refined information and context is necessary in order to address the specific concerns of the CT.

Validity and integrity of data collected was addressed by members. Particularly the inability to separate individual clients within the data collected.

Consistency of data accumulated and provided is needed.

Darryl

Action Item:

1. To move forward with data committee

9. Report from Service Canada

Nora Gibson provided the report from Service Canada indicating that Metro Vancouver has been recommended to continue to serve as the 'Community Entity' for the region, administering the federal HPS program for an additional five years from April 2014 to March 2019, and that this approval be given subject to consideration and final review of the HPS contract terms and conditions by the GVRD Board in early 2014.

Action Item:

10. Other Business

Deferred.

11. Report from Partners

Deferred.

12. Information Items / Announcements

AHSC announced a new Co-Chair, Paulette Seymour.

12. Next Meeting Date

March 13, 2014 8:30 – 12:30 2nd Floor Board Room – Metro Vancouver

13. Adjournment

Meeting Adjourned at 12:30

Summary of Decisions:

1. That the CT accept all items of Consent Agenda.
2. Close item and table discussion for next meeting to be held on March 13th, 2013.
3. That the interim representative, Bob Manning will assume full CT member and voting rights.
4. That the CT adopt the Proposed HPS Transition Plan.
5. Delegate authority to the Finance and Audit Advisory Group to adjust the HPS Transition Plan as required upon provision of the HPS Community Plan framework and program Terms and Conditions.
6. To reconvene in early February, 2014 to discuss the HPS Community Plan.
7. That staggered 3-year terms apply to all CT members.
8. That the CT Member Job Description be updated to mirror the proposed staggered 3-year terms.
9. To amend the RSCH Governance Manual Appendix V "Protocols" Meeting Procedures, Section 1 "General", Point # 3 to read: "*All attempts will be made to provide meeting materials by email two weeks in advance and no later than one week prior to the meeting and shall include the agenda, location, supporting documents and minutes of the previous meeting. There may be additional documents handed out at the meeting.*"
10. That the name of the current Finance and Audit Standing Advisory Group under the HPS Call for Proposals be changed to the HPS call for Proposals Advisory Group.
11. To amend Section 4.1.2 Nomination and Election Process, point e to read "Six months prior to the end of the CT representative's term, the representative shall field interest among the constituency group members to contest the CT seat. Should there be more than one candidate interested in the seat, the representative shall facilitate a fair and transparent process for the constituency group to elect a CT representative. In the event that the CT representative would like to stand for re-election, the *RSCH's Nomination and Election Committee may, upon request, facilitate the nomination and election process for the constituency group.*"
12. That the Constituency Table adopt the RSCH Governance Manual.
13. HAW oversight continue to be delegated to an Advisory Group.
14. That Homelessness Action Week take place each year in Metro Vancouver starting on the Monday of the Thanksgiving weekend.
15. That the regional thematic focus of HAW be identified in the spring of each year.
16. The regional thematic focus of HAW align with RSCH annual strategic priorities and other initiatives of the RSCH.
17. The CT define activities under its mandate of fostering a regional understanding of homelessness, identify resources required for achieving that mandate and methods to acquire those resources.
18. The CT clarify its communications needs and priorities, determine the resources required to fulfill those needs, and if required, potential funding sources.
19. Implement a strategic planning process to plan RSCH priorities for the 2014 – 2015 period.
20. Establish an ad hoc Strategic Planning Advisory Group to guide the implementation of the strategic planning process.

Summary of Action Items:

1. Vote on nomination for Vice-Chair was deferred to March 13th meeting, pending clarification from staff of HPS funding eligibility according to the Conflict of Interest guidelines.
2. The CT welcome Bob Manning as the interim representative until such time as AHSC decides to select a new suitable candidate for the position.
3. The Finance and Audit Standing Advisory Group will clarify proposed HPS Transition plan to specify the service of continuity to existing clients, and reword in plain language for public knowledge.
4. Circulate key points of HPS plan and post online at the end of next week (Dec 9-13).
5. Prepare a draft submission for CT members to review proposed HPS plan before approval.
6. Staff will update the proposed and accepted revisions of the RSCH Governance Manual.
7. Adopt the proposed changes made to HAW.
8. Establish a set level of top priority goals.
9. Work with what has been previously established by the RSCH and use that framework as a template to manage priorities.
10. Focus and simplify on the work of the strategic plan.
11. Identify the possible budget (10 % of 8 million) to attach to higher level goals that may come out of advisory committee.
12. All points noted as useful direction to give to smaller group
13. Utilize the Governance Manual as a guide to clarify the role of the CT.
14. To move forward with data committee.