

Agenda Item 2.1

Regional Steering Committee on Homelessness
 Meeting of the Constituency Table
 September 19, 2013 8:30- 12:30

Deb Bryant, Chair
Draft MINUTES

<p>Attending: Abi Bond Aileen Murphy Arthur Mills Bonnie Moriarty Caroline Bonesky Katie Hughes for Darin Froese David MacIntyre David Woodland Deb Bryant Jill Atkey Jane Dyson Karen O'Shannacery Michael Dressler Michelle Shaw Nanette Taylor Patrick Stewart Wanda Muholland for Sandy Burpee Stephanie Ediger Tanniar Leba</p> <p>Ex-officio: Nora Gibson Alice Sundberg</p>	<p>Constituency Municipal Government Municipal Government Non-Market Housing Women Families Provincial Government Supp/ Transl Housing People with Addictions RSCH Chair & Funders Table "other" (BCNPHA) People with Disabilities Emergency Shelter Newcomers Youth Seniors AHSC Comm Homelessness Tables</p> <p>Outreach Services Francophones</p> <p>Service Canada, HPS Past RSCH Co-Chair</p>	<p>Regrets: Becky Doherty Clifford White Darrell Burnham</p> <p>Dr. John Carsley for Patricia Daly</p> <p>Staff: Don Littleford, Metro Vancouver Janet Kreda, Metro Vancouver -recorder Debbie Kraus, Metro Vancouver Camille Narayan, Metro Vancouver Kingsley Okyere, Metro Vancouver Vera LeFranc, Vancity Community Foundation</p> <p>Fraser Health MVAEC People with Mental Illness Vancouver Coastal Health</p>
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1. Adoption of Agenda

The agenda was adopted with the addition of Item 10.4 Delegate to the CAB meeting in Ottawa on October 3-4, 2013.

2. Receipt of the Minutes from June 13, 2013

The minutes were approved with the amendment that Vera LeFranc's name be added under staff.

3. Communication about decisions and information

With the new structure of the RSCH, communication between the CT and the RSCH membership is important, as is external communications between the RSCH and its stakeholders and the community at large.

Action Items:

1. Decisions of the CT (minutes of meetings) will be posted on the stophomelessness.ca website. An email informing RSCH members that the information is available will be sent out.
2. A small ad hoc Advisory Group to guide staff on communications issues will be struck. ***This action was later modified by the discussion under item 7.5 regarding strategic planning.***
 - a. Staff will follow up with Wanda Muholland/ Sandy Burpee and Karen O'Shannacery who indicated interest.

4. Election of Co-chair

- Clifford White's nomination for co-chair was standing pending review by Service Canada regarding potential conflict of interest.
- Nora confirmed that she had spoken with Clifford White about HPS guidelines on conflict of interest.
- Clifford White was not present to speak to his nomination, so the nomination was considered to be withdrawn. It was established at the last meeting that a person must be present to stand for co-chair.
- Patrick Stewart was asked if he was interested in being nominated for the Co-chair position. He declined.
- Deb Bryant called for co-chair nominations. None came forward. Given there was no-one willing to stand for co-chair, it was proposed that the model be changed to a Chair/Vice Chair model

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

“ To adopt a Chair/Vice Chair model for the CT”.

Action Items:

3. Staff to prepare a job description for the position of Vice Chair and circulate to the CT members when requesting nominations.

5. Update on Vacant Constituency Seats

5.1. Aboriginal Seat

The Aboriginal Housing Management Association declined the invitation from AHSC to fill this seat. The issue of filling the third seat (Aboriginal Housing Provider) is to be discussed at the Aboriginal Homelessness Steering Committee this afternoon (Sept 19).

Action Item:

4. The CT will pursue options to fill this seat pending direction from AHSC.

5.2. Business Seat

The Business Representative to the CT is to be nominated by the RSCH Business Leadership Table, a group comprised of BIA, Chamber of Commerce and Board of Trade members as well as individual business owners and agency members. In planning the event to reconvene this table, leaders in the Surrey, Burnaby and Vancouver Boards of Trade were contacted. The idea has emerged for the RSCH to convene a meeting of the leadership from the Boards of Trade (and the chairs of the Social Issues committees) to request their advice on:

- How best to engage the business community in the work of the RSCH; and
- How best to gain the support of the business community as advocates for the Regional Plan.

Staff requested direction and assistance from the CT in moving ahead on convening this meeting. Abi Bond volunteered to work with staff.

Action Item:

5. Staff to work with Abi Bond to convene a small ad hoc Advisory Group to:
 - Provide direction on next steps for engaging the business community in the CT and Regional Plan.
 - Review the 2010 Business Engagement Strategy

6. Report from the Finance and Audit Advisory Group

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

M/S/C :

“ That the RSCH Constituency Table approve the draft Terms of Reference for the Finance and Audit Advisory Group”.

M/S/C :

“ That the RSCH Constituency Table approve the draft Terms of Reference for the Finance and Audit Advisory Group under the HPS Call for Proposals, with the amendment that the terms of reference clearly state that the Finance and Audit Advisory Group implement the Community Plan priorities, which are established and recommended by the CT and approved by Service Canada.

CT members wanted to absolutely clear in the Terms of Reference that the Finance and Audit Advisory Group is implementing the direction of the CT in recommending funding allocations.

M/S/C :

“ That the RSCH Constituency Table approve the 2013/2014 RSCH HPS Budget.”

Staff clarified that the proposed HPS budget increase for the 2014 Homeless Count was included because there is an outstanding request for funding for which a decision is expected in November. Should community funding be confirmed, the HPS request will be reduced.

7. Work Program Items

7.1. Work Program 2013

Staff indicated that all work program items are moving forward and on schedule.

Action item:

6. Staff to include a more detailed time line with the work program to give more context to the projects.

7.2. Regional Homelessness Plan

7.2.1. Report from the Regional Homelessness Plan Advisory Group (RHPAG)

Alice Sundberg presented the Report from the RHPAG briefly summarizing the major information reviewed at the September 9th meeting:

- The revised Terms of Reference for the Regional Homelessness Plan Advisory Group
- The Consultation Plan for the Regional Homelessness Plan community consultations on priorities and strategies
- The regional Inventory of facilities and services to address homelessness (2013)
- Draft Housing First discussion paper and outlines of the Capacity Building and Prevention discussion papers.

The report recommended the following motion:

M/S/C :

“ That the RSCH Constituency Table approve the draft Terms of Reference for the Regional Homelessness Plan Advisory Group”.

7.2.2 . Revised Terms of Reference for the Regional Homelessness Plan

Alice Sundberg described the competitive process used to engage City Spaces as the consultant for the Regional Homelessness Plan consultations and indicated that the revised Terms of Reference incorporated significant changes based on the feedback received from community stakeholders:

M/S/C :

“ That the RSCH Constituency Table approve the draft Terms of Reference for the Regional Homelessness Plan”.

Discussion:

- It will be helpful to have the discussion papers and perhaps a video (such as a Housing First 101) up on a website for access beforehand. Useful to think of other ways to communicate background info that is not paper based.
- Who is the target of the online survey and how will you reach them, and will you be able to compare input by sub region?
- Will there be incentives for people to complete the surveys? HPS cannot pay for incentives. Consider incentives that are sensitive to the work we are doing, eg. a pair of socks donated to a shelter when you complete the survey.
- The Regional Plan Advisory Group will be promoting the consultations and process through their networks.

M/S/C:

“ That the RSCH Constituency Table accept the report from the Regional Plan Advisory Group”.

Action Items:

7. Staff to convey the questions and comments about communication of material (print and video) for the Regional Plan consultations and the online survey to the consultant for consideration.

7.3. 2014 Homeless Count

Debbie Kraus reported that the 2014 Homeless Count is scheduled for March 11/12 2014. The night count will take place March 11, and the day count March 12. An update will be brought to the December meeting.

7.4. Homelessness Action Week

Wanda Muholland, Community Homelessness Table representative (Alternate) reported that Homelessness Action Week Consultants have been working with the HAW 2013 Advisory Group to develop and implement the HAW Communications Plan and Media Strategy. This includes the theme of this year's campaign: Invisible Homelessness, related print and online resources, media engagement strategies and the stophomelessness.ca website.

Regional Messaging and Media Communications Support

Consultants have developed the theme of invisible homelessness into online and print resources. The stophomelessness.ca website was re-launched for the HAW campaign on the 18th of September and provides the public and HAW organizers with tools to spread key messages of the campaign through social media channels, connect with local Community Homelessness Tables, learn about events in their community, and access various guides on taking action to support the solutions to homelessness in their communities.

Media

A media advisory and press releases are being developed over the coming month. The releases will alert the media to key dates, key messages and generate interest in featuring stories related to HAW in online or print media. At present four HAW spokespersons have been confirmed including:

- Deb Bryant, RSCH co-Chair to speak on behalf of the RSCH;
- Brendan O'Brian, Site Manager of Turning Point Recovery Society to speak to his experience of being at-risk of homelessness and as a community action leader, and
- Charles Gauthier of the Downtown Vancouver BIA to speak to leadership from the business community on solving homelessness.

Consultants will be pitching and facilitating stories and interviews related to HAW and featuring the HAW spokespersons.

Support to Community Tables

Local Community Homelessness Tables and the City of Vancouver HAW organizers have received the following support:

- Connect Event Grants to organize and supply hygiene kits for clients accessing the local Homeless Connect Events during HAW.
- Over 8000 posters and flyers to promote HAW to community members including political representatives, business communities, and homeless-serving agencies.
- Over 20 bus shelter ads featuring the HAW campaign posters and images.
- Electronic communications tools including social media tool kit and graphics.

Leveraged Contributions

- A combined \$8000 in funds have been leveraged from BC Housing and Fraser Health.
- Approximately \$80,000 in media sponsorship has been leveraged from Glacier Media Group, the Georgia Straight, local bloggers Vancouver is Awesome, and Pattison Outdoors with the help of the City of Vancouver, City of Burnaby and City of West Vancouver.

- Media sponsorship will result in HAW posters appearing in 12 community papers and the Georgia Straight in print and online, bus shelter ads, blogs about HAW and hosting HAW banners on the Vancouver is Awesome blog.

RSCH members who are approached by the media as a member of the RSCH to speak to the HAW campaign are asked to contact the secretariat to facilitate consistency in media messaging and public representation of the RSCH.

Action item:

8. Chair to provide space on the next meeting agenda to discuss what decisions should be discussed at the CT and what can/should be delegated to Advisory Groups.

7.5 . Approval of the Draft Governance Manual

Katie Hughes, Chair of the Governance Advisory Group put forward several motions related to the adoption of the Governance manual and recommended governance policy changes. The purpose of the governance manual is to set out roles and responsibilities for RSCH members and CT members.

M/S

That the CT establish a Strategic Planning Advisory Group.

The motion was tabled with the recommendation that it go back to the Governance AG for further discussion.

Discussion:

- Role of the Strategic Planning AG would be the implementation of the Regional Plan
- There is overlap between the regional plan advisory group and strategic planning role
- Strategic planning is broader than the Regional Plan.
- Concern about creating too many committees. Rather “nesting” committees or having sub-committees under one larger AG may work.
- Strategic planning is not internally focused but also includes engagement with stakeholders

M/S/C :

“ That the RSCH Constituency Table allow for-profit agencies to become members of the RSCH”.

Discussion:

- Concern was voiced about ensuring for-profit agency members support the mission and mandate of the RSCH.
- Support for fully engaging with the business community in welcoming way was expressed.

M/S/C:

“ That the RSCH Constituency Table implement a three year term for the first three years of the CT (June 2013 – June 2016 inclusive):

Moved/Seconded:

That the CT implement staggered terms of two and three years with the goal of 1/3 of CT seats being two-year terms”.

This part of the motion was tabled with the recommendation that the Governance AG seek input from CT members on alternative approaches that meet the goal of maintaining continuity on the CT.

Discussion:

- Concern was expressed over the fairness of having different length terms for different constituencies and how those constituencies would be chosen.
- Concern was expressed that there could be wholesale turnover of the CT after three years.

M/S :

“ That the RSCH Constituency Table delegate the nomination and election process to CT representatives under the following guidelines:

- a. Constituency groups may convene to elect their representative to the CT as required.
- b. 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
- c. 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 CE will facilitate the nomination and election process for the constituency group.

The motion tabled with the recommendation that the Governance AG seek input from CT members on the nomination and election process.

Discussion:

- Concern was expressed that a lot of time had been spent on developing and agreeing to a nomination and election process that was fair, transparent and gave constituencies a high level of participation. Rehashing that discussion now may not be constructive.
- Concern was expressed about the amount of staff time invested in the process.

Recommendations 5 and 6 from the Draft RSCH Governance Manual Report were deferred.

Action Item:

9. Governance AG to:

- review how strategic planning, implementation of the Regional Homelessness Plan and the communications role fit together and make a recommendation on how best to address these three functions in an efficient way.
- Reinforce existing language in the Governance Manual which states criteria of membership are to support the mission, vision and goals of the RSCH.

10. Staff to send a follow-up email to CT members requesting input on:

- how to structure member terms on the CT to ensure continuity, and
- the nomination and election process.

11. Governance Advisory Group was directed to review the feedback provided at the meeting and seek further input in order to bring forward final recommendations and the revised Governance Manual for adoption at the next meeting.

Note Caroline Bonesky to join the group.

8. Report from the Community Entity (Metro Vancouver)

a. 8.1 Roles and Responsibilities

Don Littleford clarified Metro Vancouver's role as CE and the role of the Homelessness Secretariat in relation to the work of the RSCH (the Community Advisory Board under the HPS).

- Primary job of Metro Vancouver is to ensure the terms and conditions of the contract with Service Canada for HPS funding are met.
- Metro Vancouver administers third party contracts and ensures value for dollar.
- Staff are not a day to day resource for the CT.
 - Focus is on the HPS contract
 - CT creates AG and makes decisions about activities
 - For HPS funded activities, Staff are a resource and support
 - For non HPS funded activities, ie correspondence to Ministers, community and stakeholder engagement beyond HPS funded activities
 - Need to find the right balance for staff support to the CT
 - Staff and CT need to be more conscious of roles.

Action Item:

12. Staff to circulate document outlining roles to give more clarity to staff and CT members.

b. 8.2 Semi Annual HPS Financial Report to CAB

This report described the 2011-2014 HPS funding allocations in the context of planned expenditures and actual expenditures according to Community Plan priorities. The information in the report is not public information, and has therefore not been attached to the meeting package or minutes.

M/S/C :

“ That the RSCH Constituency Table accept the Semi- Annual HPS Financial Report from Metro Vancouver.”

c. 8.3 Day of Learning

Metro Vancouver and Vancity Community Foundation are working together to plan a day of learning for HPS funded agencies. The objective of the meeting will be to share aggregated data from the previous year and engage agencies in the analysis and interpretation of this data. The data and analysis will be brought forward to the December 5th meeting of the CT for information.

9. Report from Service Canada

- Service Canada has completed a round of meetings with all CE’s in BC reviewing roles and responsibilities.
- Expressed Service Canada’s commitment to support the CE in fulfilling its year end responsibilities and requirements.
- Service Canada has been visiting stakeholders and funded project as part of CE performance review.
- Service Canada will be requesting a recommendation from the CAB about the CE for the next funding cycle and timelines for action on the part of the CAB are expected to be quite tight and request that the CT delegate authority for this recommendation to the Finance and Audit Advisory Group .

M/S/C :

“That the Finance and Audit Advisory Group be given delegated authority to recommend the CE for the next funding cycle.”

10. Other Business

a. 10.1 Debrief on HPS meeting with CT

There is no public information yet on the new program. A meeting of all CAB’s and CE’s is being held in Ottawa October 3-4, and it is expected that program details will be discussed.

b. 10.2 Communication with Constituency Groups

Deferred

c. 10.3 RSCH Research Project Proposal

A request from D. Wegner to observe, record and analyze meetings of the CT was discussed. The CT was not in favour of approving the request.

d. 10.4 Delegate to the CAB meeting in Ottawa on October 3-4, 2013

Deb Bryant requested a volunteer to be her delegate for this meeting. It was suggested the delegate should be from the Finance and Audit Advisory Group, and a member of the CT. Katie Hughes from BC housing volunteered to seek permission to go.

Action Item:

13. Deb Bryant to inform D. Wegner of the CT decision.

11. Report from Partners (AHSC, GVSS, Funders Table, Business, CHT's, others)

Karen O'Shannacery noted that GVSS has been working with Translink on a Regional Homeless Transit Plan.

12. Information Items

Deferred.

13. Next Meeting Date

December 5, 2013 8:30 – 12:30 2nd Floor Board Room – Metro Vancouver

14. Adjournment

Meeting Adjourned at 12:30

Summary of Decisions:

1. " To adopt a Chair/Vice Chair model for the CT".
2. " That the RSCH Constituency Table approve the draft Terms of Reference for the Finance and Audit Advisory Group".
3. " That the RSCH Constituency Table approve the draft Terms of Reference for the Finance and Audit Advisory Group under the HPS Call for Proposals, with the amendment that the terms of reference clearly state that the Finance and Audit Advisory Group implement the Community Plan priorities, which are established and recommended by the CT and approved by Service Canada.
4. " That the RSCH Constituency Table approve the 2013/2014 RSCH HPS Budget."
5. " That the RSCH Constituency Table approve the draft Terms of Reference for the Regional Plan Advisory Group".
6. " That the RSCH Constituency Table approve the draft Terms of Reference for the Regional Homelessness Plan".
7. " That the RSCH Constituency Table accept the report from the Regional Homelessness Plan Advisory Group".
8. " That the RSCH Constituency Table allow for-profit agencies to become members of the RSCH".
9. " That the RSCH Constituency Table implement a three year term for the first three years of the CT (June 2013 – June 2016 inclusive)
10. " That the RSCH Constituency Table accept the Semi- Annual HPS Financial Report from Metro Vancouver."
11. "That the Finance and Audit Advisory Group be given delegated authority to recommend the CE for the next funding cycle."

Summary of Action Items:

1. Decisions of the CT (minutes of meetings) will be posted on the stophomelessness.ca website. An email informing RSCH members that the information is available will be sent out.
2. A small ad hoc Advisory Group to guide staff on communications issues will be struck. (***This action was later modified by the discussion under item 7.5 regarding strategic planning; see action item #9).***
 - a. Staff will follow up with Wanda Muholland/ Sandy Burpee and Karen O'Shannacery who indicated interest.
3. Staff to prepare a job description for the position of Vice Chair and circulate to the CT members when requesting nominations as soon as possible. The expectation is that a decision can be made prior to the Dec. 5th meeting.
4. The CT will pursue options to fill this seat pending direction from AHSC .
5. Staff to work with Abi Bond to convene a small ad hoc Advisory Group to:
 - o Provide direction on next steps for engaging the business community in the CT and Regional Plan.
 - o Review the 2010 Business Engagement Strategy
6. Staff to include a more detailed time line with the work program to give more context to the projects.

7. Staff to convey the questions and comments about communication of material (print and video) for the Regional Plan consultations and the online survey to the consultant for consideration.
8. Chair to provide space on the next meeting agenda to discuss what decisions should be discussed at the CT and what can/should be delegated to Advisory Groups.
9. Governance AG to:
 - review how strategic planning, implementation of the Regional Homelessness Plan and the communications role fit together and make a recommendation on how best to address these three functions in an efficient way.
 - Reinforce existing language in the Governance Manual which states criteria of membership are to support the mission, vision and goals of the RSCH.
10. Staff to send a follow-up email to CT members requesting input on:
 - how to structure member terms on the CT to ensure continuity, and
 - the nomination and election process.
11. Governance Advisory Group was directed to review the feedback provided at the meeting and seek further input in order to bring forward final recommendations and the revised Governance Manual for adoption at the next meeting.
12. Staff to circulate document outlining roles to give more clarity to staff and CT members.
13. Deb Bryant to inform D. Wegner of the CT decision.