

838 EWEN AVENUE COMMUNITY ADVISORY COMMITTEE

Terms of Reference

Purpose

The purpose of the Community Advisory Committee (herein referred to as the committee) is as follows:

- To build and maintain positive relationships amongst the community, the building operator and the project partners.
- To facilitate collaboration, information sharing, two-way communication and transparency.
- To identify opportunities to welcome modular housing residents and involve them in community activities and events.
- To resolve issues related to building design, management and operations.

Membership

To be effective, it is important to limit the committee's size while maintaining a balance of voices at the table. Therefore, the membership is comprised of 17 persons representing the following groups and organizations:

- BC Housing representative (1)
- City of New Westminster (Police, Fire¹ and Social Planning) representatives (3)
- Elizabeth Fry Society of Greater Vancouver representative (1)
- Fraser Health Authority representative (1)
- Community Members At-Large (2)
- Gurdwara Sikh Temple representative (1)
- Queensborough Community Centre staff representative (1)
- Queensborough Residents' Association representative (1)
- Queensborough Residents for Responsible Community Planning Group representative (1)
- Queensborough Special Programs Committee representative (1)
- Queen Elizabeth Parent Advisory Council (PAC) representative (1)

¹ Given the critical role that Fire and Rescue Services play in the neighbourhood, particularly with regard to emergency response, there will be an open invitation regarding membership. Efforts will be made to have a regular member, plus an alternate, but it is recognized that this will be subject to availability.

- Queensborough Middle School Parent Advisory Council (PAC) representative (1)
- Queen Elizabeth Elementary School Principal or Vice-Principal (1)
- Queensborough Middle School Principal or Vice-Principal (1)

Selection Process

The operator, program partners and community organizations will select their own members and one alternate.

Community members-at-large will be selected through an application process with preference given to persons who:

- are willing to abide by the committee terms of reference and the required time commitments;
- are not affiliated with a member association, group or organization;
- have an interest in the community; and,
- live and/or work within the immediate radius of the modular housing site.

Orientation

Each committee member and his or her alternate will receive an orientation booklet, which will provide information about the modular housing, the operator and the project partners, including relevant policies and procedures and contact information. The booklet will also include these terms of reference and the meeting schedule for the upcoming year. If a committee member is unable to attend, it is encouraged that he or she orients his or her alternate, and communicates any information that he or she wants to share with the committee.

Time Commitment

Four months prior to building occupancy and six months afterwards, the committee will meet on a monthly basis. The meetings will 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.

Participation

The committee will serve as an advisory group and not a decision-making body.

To ensure that committee meetings have the full spectrum of community perspectives, attendance at all regular meetings is required by all representatives or their alternates. Should more than two regular meetings be missed, the member will be contacted to determine whether he or she still wishes to continue as a member or to discuss whether a new representative and/or alternate is appropriate.

Committee members may, on occasion, wish to invite a guest to observe the meeting. Such requests must be submitted by e-mail or in writing to the facilitator at least one week prior to the meeting for approval. Any guests that attend will be asked to observe and not participate in the discussions. When appropriate, specialists may also be invited to participate in meetings to address specific agenda items. Depending on the nature of the agenda items being discussed, a meeting may move into a closed session, during which time any guests or specialists will be requested to leave the meeting room for the duration of the closed session.

Committee membership is on a volunteer basis and members will not be remunerated for their time.

Quorum

A quorum will consist of half the committee members, plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the facilitator will record the names of the members who are present at the meeting, and the meeting will stand adjourned.

Term

The committee will operate until April 2020. 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.

Facilitator

The meetings will be facilitated using a neutral process facilitator who will serve as an impartial individual to guide the process, facilitate respectful dialogue, address difficult situations, and maintain an environment that is conducive to sharing information and encouraging all members to contribute. The facilitator will be responsible for keeping

the committee on time and on task and working with the meeting administrator to prepare committee agendas and accurate meeting summaries.

The facilitator will develop and follow a structured agenda, including:

- Operator and Building Update and Discussion
- Program Partner Update and Discussion
- Community Organization and Community Member Update and Discussion
- School and Parent Advisory Council Update and Discussion
- Identification of Action Items and Follow-Up
- Other Business and Next Meeting

The meetings will be structured to encourage free and open discussion of relevant issues and opportunities, within the constraints of the planned agenda. The goal is not to seek consensus or majority rule but to discuss and record comments and responses; propose solutions; and work towards constructive outcomes.

Meeting Administrator

The meeting administrator will provide administrative support in scheduling meetings and liaising with committee members; assisting with preparing agendas and meeting summaries, including action items and follow-up, and overseeing the distribution of meeting agendas and summaries. The meeting administrator is not a representative of the committee and will solely support meeting logistics and record proceedings.

Meeting Summaries

The meeting summaries will not be verbatim recordings but will attempt to capture the essence of comments and responses. Particular care will be taken in summarizing sensitive matters to ensure that privacy considerations are taken into account and that personal information is not compromised. All actions will be noted in the meeting summaries, including who will be responsible for implementation and when the action will be implemented. Recording of the meetings (both audio and visual) by committee members or guests is not permitted.

Rules of Conduct

In order to ensure that the committee is maintained as a forum to freely exchange information, discuss issues and opportunities, and work towards constructive outcomes, members and alternates will agree:

- To operate in accordance with the terms of reference.
- To regularly participate at scheduled committee meetings.
- To be respectful of differing and diverse opinions and views.
- To actively listen to others.
- To refrain from using disrespectful language or engaging in abusive or threatening behavior.
- To respect the right of the building operator to protect the privacy and confidentiality of individual modular housing residents and staff.²
- To not act as a spokesperson for the committee.

In the event that a committee member is unable or unwilling to abide by the terms of reference and rules of conduct, the facilitator reserves the right to rescind the membership of that member and to seek a new member to replace him or her.

Terms of Reference Revisions

From time to time, it may be necessary to amend the committee terms of reference. This will be agreed upon, with the active involvement of committee members, the building operator, BC Housing and the City to ensure that the changes are supported and that any partner organization understands and continues to commit their membership under the changed conditions.

² Committee members and their alternates will sign a confidentiality agreement prior to the inaugural meeting. If there is a change in membership, any new committee members or alternates will be required to sign the confidentiality agreement prior to participating in a committee meeting. The confidentiality agreement will clearly specify information and scenarios which are confidential – e.g., the name or description of modular housing resident; the name, address or other identifying information of a community member expressing a concern; the sharing of information related to an act or allegation which has not been substantiated; etc.