

Attachment B – Community Liaison Committee Terms of Reference

TERMS OF REFERENCE

1635 Dundas Project Housing and Homelessness Community Liaison Committee

1. Introduction

The 1635 Dundas Project Housing and Homelessness Community Liaison Committee ("**CLC**") is being formed for the purpose of sharing information, concerns, and mitigation strategies and to promote the successful integration of the Dundas Street Shelter as well as the further development of the 1635 Dundas Property and its residents within the broader Whitby community. The CLC will comprise of the Director of Income, Employment and Homelessness Supports for the Region of Durham and up to 15 representatives from the Whitby community who will represent the broader community. This document sets out the Terms of Reference for the CLC (the "**Terms of Reference**").

2. Background

In order to address the urgent need for shelter, supportive, transitional housing, Durham Regional Council approved the purchase and development of the 1635 Dundas Property, the initial priority that was set out as part of the project is a low barrier shelter for 45 people. The 1635 Dundas Property and building is owned by the Region of Durham. The development of the site will be coordinated by Regional staff. Day-to-day operations of the shelter services will be offered in partnership with a third-party service provider. 24/7 support will be provided to Shelter Occupants. Community input and data is being used to develop additional housing services and supports available at the site.

3. Mandate

The mandate of the CLC includes:

- to share and disseminate information,
- identify issues and concerns that impact area residents,
- identify and discuss solutions to those issues and concerns, and
- develop ongoing communications protocols between the community, the Region, and the service providers working within the site and identify risk and risk mitigation strategies.

The CLC is established by Durham Region in accordance with these Terms of Reference. Committee members are guided by the approved Terms of Reference.

4. Responsibilities of the Community Liaison Committee

In fulfilling their mandate, CLC members will be responsible for the following:

- attending and participating in all CLC meetings,
- complying with Durham Region's Code of Conduct,
- sharing information and contributing to a meaningful dialogue in good faith, and
- providing input to promote the successful integration of this project and its residents within the broader community.

5. Responsibilities of the Regional Municipality of Durham

In fulfilling its mandate, Durham Region will be responsible for the following:

- appointing community members to the CLC in accordance with the Terms of Reference,

- maintaining the list of CLC membership,
- scheduling the CLC meetings, issuing meeting invitations and agendas to CLC members,
- providing the CLC with relevant project information in a timely manner,
- producing minutes for each CLC meeting within two weeks of each meeting. Meeting minutes will include:
 - a summary of information provided by Durham Region or other committee members at the meeting;
 - a summary of concerns raised, questions asked, or comments made by the members of the CLC;
 - a summary of responses at the meeting to the concerns raised, questions asked, or comments made, if any; and
 - any follow-up steps to be taken by the Region or CLC members as a result of the meeting,
- post the approved Terms of Reference, agenda and minutes on Durham Region's website, and
- provide these minutes to Whitby's Chief Administrative Officer.

6. Community Liaison Committee Membership

The CLC will be comprised of up to 15 community representatives who best represent the broader community and who have an interest in the Dundas Street Shelter and the development/operation of the 1635 Dundas Property, as well as a number of Technical Advisors including representatives from Whitby, Durham Regional Police Service, a service provider, etc. The detailed composition of the CLC is set out in Table 1, below.

Durham Region will appoint the 15 community representatives to the CLC based on where they live or work in proximity to the 1635 Dundas Property, their input, background and familiarity with the Dundas Street Shelter and the overall project at the 1635 Dundas Property.

Other advisors such as community groups and/or technical consultants may attend meetings as required based on issues to be discussed at each meeting. The Director, Income, Employment and Homeless Services for the Region of Durham will act as Co-chair with the second chair being selected by the CLC. A meeting of the CLC will continue to proceed even if not all Technical Advisors are able to attend.

Table 1: Composition of the CLC

<u>Number of Persons</u>	<u>Community Member</u>	<u>Role</u>
At least 2	Whitby community members with lived experience	Committee Member
At least 2	Local Whitby Business Owner/Representative, which may include a member of the Whitby Chamber of Commerce or local Business Improvement Association	Committee Member
Up to 10	Residents of the Local Whitby Community	Committee Member
1	Durham Region Director, Income, Employment and Homelessness Supports Services	Committee Member

At least 1	Representative of Service Provider at Dundas Street Shelter	Technical Advisor
At least 1	Whitby Staff Member (Chief Administrative Officer, or designate)	Technical Advisor
At least 1	Whitby Fire Representative	Technical Advisor
At least 1	DRPS Representative	Technical Advisor
As needed	Other Durham Region staff from Regional departments, which may include Region of Durham Paramedic Services, Durham Region Health Department and other staff	Technical Advisor(s)
As needed	Other future phase Service Providers	Technical Advisor

7. Community Liaison Committee Meetings and Community Member Terms

The CLC will be created prior to the opening of the Dundas Street Shelter and will be in effect during project development and operations. The group will stay in effect for as long as the Dundas Street Shelter remains in operation and the operation of other programs by Durham Region's Social Services Department. The Terms of Reference will be updated once the building is fully retrofitted and operational.

CLC meetings will be held in a setting and manner that is compliant with accessibility requirements and public health guidelines. Hybrid or virtual meetings may also be held, if required. Meetings will be scheduled monthly with a minimum of 9 meetings a year, or at such other interval determined by the CLC. The Region will track and schedule CLC meetings.

Members of the Community Liaison Committee shall be appointed for a 2-year term, and may be reappointed for consecutive terms.

8. Changes to the Terms of Reference

The CLC may recommend changes to the Terms of Reference if a consensus is reached by the CLC and the CLC makes a resolution outlining the changes recommended. The changes to the Terms of Reference will be provided to Durham Region and Whitby for review, who may formalize those changes through an amendment to the Agreement.

9. General Guidelines for the Community Liaison Committee

The CLC is a liaison group established to share and disseminate information, identify issues and concerns that impact area residents, identify and discuss solutions to those issues and concerns, and develop ongoing communications protocols between the community and Durham Region as well as the service provider and identify risk and risk mitigation.

While the CLC will provide input to Durham Region throughout the development of the 1635 Dundas Property, final decisions about the Dundas Street Shelter operating procedures and project development of the 1635 Dundas Property will rest with Durham Region in accordance with the terms of this Agreement.

Durham Region recognizes that there are diverging views with respect to the Dundas Street Shelter and the 1635 Dundas Property, and that the CLC may not reach consensus on all discussion topics. Any

disagreements with respect to Durham Region's decisions will be documented in the meeting minutes. Anytime a consensus emerges during discussion, it will also be documented in the meeting minutes.

Durham Region will incorporate the CLC's input, as appropriate, and will ensure that CLC feedback and input is recorded in the meeting minutes. Where Durham Region chooses a different course of action on an issue or concern, the CLC will be provided with an explanation of Durham Region's decision.

All CLC meetings will be co-chaired by a chair selected from the CLC and the Director Income, Employment and Homelessness Supports Division for the Region of Durham. The chairs' role is to conduct these meetings in an objective and neutral manner that provides all participants with a fair opportunity to participate in the discussions.

Minutes will be taken by a resource to be provided by the Region. CLC members will approve all minutes at the commencement of each meeting.

Discussion Ground Rules

All CLC members are encouraged to express their views in a respectful manner. CLC members must feel free to express these ideas without fear of being misrepresented or misquoted outside of the meetings. Once an issue or problem has been dealt with, the issue is closed and should not be reintroduced at subsequent times unless new information is tabled that makes a compelling case for the issue to be revisited. Dissatisfaction with the conclusions is not reason enough to revisit the issue or problem.

All CLC members must agree to be respectful of each other, both online and offline, including being respectful of the opinions, positions, and legitimacy of each others' experiences, roles and responsibilities. This does not mean they have to agree with each other, but simply respect each other's rights to be there and to hold different opinions. The approach should be one of critiquing ideas in a respectful manner, not individuals personally.

All participants should treat each other as equals.

Should a chairperson determine that the meeting is not being conducted in a respectful manner, a chairperson shall have the authority to temporarily adjourn the meeting to allow members space to regain their composure, or end the meeting early.

Some Information Not for Distribution

By and large, most of the information presented by Durham Region will be available for public distribution. However, there may be some information that members will be asked not to distribute because it is draft in nature at a given point in time. Members agree to not share this information explicitly through their participation in the CLC or in any online fora or social media groups. Any comments on draft materials must only be issued to Durham Region.

Spokesperson for the CLC

CLC members are encouraged to provide input and comments to the project team. It should be noted that materials that are presented to the CLC members (apart from draft material as indicated) will also be made available to the general public and media. In the event a media inquiry is made to a CLC member regarding the project, CLC members should clearly identify themselves as a member of the CLC, not as a Regional spokesperson.

Disclosure of Conflicts of Interest

For the purposes of the CLC, "conflict of interest" means a situation or circumstance where a person, or someone related to the person, could derive a monetary benefit from the person's involvement in the CLC or a decision or action of the CLC. Related persons include those related by blood relationship (as that term is defined by s. 251 of the Canadian *Income Tax Act*), marriage, common-law partnership, or adoption. A conflict of interest also exists where the person is a shareholder in, or a director or senior officer of, a corporation, association or business that does not offer its securities to the public or has a controlling interest in or is a director or senior officer of a corporation, association or business that offers its securities to the public, and the corporation, association or business has a conflict of interest. Monetary benefit is not necessarily limited to acquiring money and can include benefits such as an increase in value of securities or other financial instruments, employment or business opportunities, or preventing or limiting a potential loss or liability. Where a CLC member, either on his or her own behalf or while acting for, by, with or through another, has any conflict of interest as defined above, whether direct or indirect, in any matter and is present at a CLC meeting at which the matter is the subject of consideration, the CLC member, shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and its general nature, excuse themselves from discussion on the matter and not attempt in any way, whether before, during or after the meeting, to influence the discussion on any question in respect of the matter.

If a meeting does not have a quorum (or majority) of CLC Community Members present, the meeting may still proceed to discuss matters, but may not make any decisions or recommendations set out in the Terms of Reference. If a meeting is not able to proceed due to an insufficient number of CLC Community Members, Durham Region may proceed with the matters to be discussed at the meeting. Durham may present to the Community Liaison Committee or arrange for presentations on, but not limited to, the following topics:

- Durham Resources and How to Access them including security, Outreach services, Housing Crisis Team, myDurham 311, etc.;
- Housing System in Durham – system-wide presentation;
- Durham Region's Homelessness Strategy; and/or
- Existing and proposed programs including PCOP and MHOP.