

# WINNIPEG COMMUNITY ADVISORY BOARD (CAB) ON HOMELESSNESS

## TERMS OF REFERENCE

### 1. MANDATE

1.1 The Winnipeg Community Advisory Board on Homelessness, hereafter referred to as CAB, is an ad-hoc committee mandated to:

- Provide advisory services relevant to the delivery of the Homelessness Partnering Strategy (HPS) funding provided in Winnipeg;
- Provide advice and guidance in the assessment of proposals and recommend projects to the CE for HPS funding;
- Develop CAB terms of reference and other CAB related policies and procedures including membership application, roles and responsibilities of the chair, chair selection procedures, mandate or mission statements, and conflict of interest guidelines;
- Recommend a Community Plan and Community Plan Updates which identify local needs and investment priorities, and, as much as possible ensure a coordinated and aligned community systems level response to homelessness;
- Assist in planning for homelessness reduction and prevention strategies in Winnipeg;
- Recommend a Community Entity (CE) where the CE model is proposed or continuing.

1.2 This mandate is for the duration of the HPS.

1.3 The CAB Terms of Reference will be reviewed on an annual basis.

### 2. MEMBERSHIP

2.1 The Winnipeg CAB is composed of 18 members. Membership on the board will include a broad range of community perspectives and knowledge, and as such, will include membership from the community, as well as government bodies.

2.2 Government and key planning/policy agency representatives serve as Ex-officio with no voting privileges. Ex-officio members contribute value as links to alternate funding streams, programs, plans and broad community contacts within and outside housing and homelessness. Ex-officio members also serve as communication conduits to others in their organization or level of government, both providing information to them and seeking input. This is especially important in providing new intelligence to CAB about any emerging programs or alternative funding streams that may be available to supplement HPS funds, or to refer a proposal to a more appropriate funding stream.

2.3 CAB alumnae are community members appointed by ESDC-SC in full.

2.4 The designated positions will include membership from the following areas:

- Government of Canada (2 Ex-officio);
- Government Manitoba (2 Ex-officio);
- City of Winnipeg (1 Ex-officio);
- End Homelessness Winnipeg (1 Ex-officio); and
- CAB Alumnae (2 Voting)

Additional designated positions may be added by ESDC-SC with CAB concurrence.

2.5 The 10 non-designated positions will include membership from the following areas:

- Housing and social housing programs;
- Low-Income housing providers and developers (including landlords and Landlord Associations);
- Health Care including mental health and addictions treatment;
- Community service organizations;
- People with lived experience of homelessness (2);
- Aboriginal community (6);
- Francophone community;
- Child welfare;
- Immigrant/Refugee community.

2.6 The non-designated positions will be determined through an open call for participation. A Selection Committee made up of community individuals from various sectors will be struck by ESDC-SC. The committee reviews all applications and select members to fill sectors specified in the Terms of Reference. In the event of the need to fill a vacant seat on CAB, the Selection Committee may use previous applications, or the Selection Committee may recommend to the CE to re-advertise the vacancy to the community.

2.7 The CAB will strive to recruit and retain people with lived experience of homelessness and make necessary accommodations for this to occur.

2.8 CAB will be led by a Chair and Vice Chair, who are elected by the CAB. Elections for Chair and Vice Chair will be held at least one year apart, and should be held at least 6 months prior to the expiry of the current Chair and Vice Chair terms to allow adequate time to transition. Both Chair and Vice Chair stand for a three-year term and should normally have sat on the CAB for one year prior to election.

### 3. **TERMS OF OFFICE**

3.1 Designated representatives do not have a term limit.

3.2 The non-designated representatives will be selected for a three-year term on the basis of the perspective and expertise they bring. This term may be extended should the need arise based on a recommendation from ESDC-SC with the concurrence of CAB.

3.3 A member may terminate his/her appointment on written notice to the CAB Chair.

Any member who is absent from three consecutive regular meetings, or as determined by the CAB, without appropriate and satisfactory notice to the CAB will cease to be a member of the CAB.

The termination of a member's appointment shall become effective on the date set out in the written notice signed by ESDC-SC

#### 4. **MEMBER KNOWLEDGE/EXPERTISE**

4.1 Members of CAB should have knowledge of Winnipeg and the issues of housing and/or homelessness. The CAB should be comprised of representatives able to speak to the issues/needs/priorities of people who are homeless or at imminent of homelessness.

4.2 People working with organizations that have historically and will likely continue to be proponents of HPS projects bring with them experience and knowledge of homelessness, service provision, and funding agreements. They are also more likely to find themselves in conflict of interest situations when it comes to proposal review. The Selection Committee shall strive to reach balance between this expertise and conflict of interest concerns in their member selection. Ideally, 2/3 of voting CAB members will not be proponents.

#### 5. **ROLES AND RESPONSIBILITIES**

5.1 CAB Members have the responsibility to:

- Attend and actively participate in each meeting;
- Be prepared for discussion and decisions to be taken at each meeting;
- Actively participate in activities related to the development of the community plan on homelessness.
- Be familiar with and respect the Conflict of Interest policy and procedures;
- Be familiar with and respect the Code of Conduct;
- Become knowledgeable about the HPS and other homelessness related groups, processes and strategies that affect homeless reduction and prevention in Winnipeg;
- Act as conduits of information to and from the various agencies, coalitions and committees they participate in; and
- To strike subcommittees/working groups as needed.

5.2 The Chair of the CAB has the responsibility to:

- Set the agenda for meetings in collaboration with the CE
- Chair meetings, assuring proper decision making procedures are followed and CAB members have a reasonable opportunity to express their opinions
- Serve as a non-voting member of the CAB except in instances of a tie decision
- If the Chair has strong opinions about a particular discussion and feels he/she cannot facilitate objectively, he/she can pass the chairing duties to the Vice Chair.

5.3 The Vice Chair of the CAB has the responsibility to:

- Act on behalf of the Chair in his/her absence
- In prolonged absences of the Chair (more than one month), assume all accountabilities of the Chair

5.4 In the absence of the Chair and the Vice-Chair, the members present at any meeting shall choose one of the external members to be the Chair of the meeting

## **6. MEMBER VOTING**

6.1 Quorum for meetings is a majority of voting members. Quorum must be reached prior to decisions being made at a meeting.

6.2 Decisions will be made by a formal vote with a majority of voting members present carrying the motion.

6.3 Though meetings are the preferred place for decisions, electronic votes (e-mail, polling) may be conducted when a meeting or quorum at a meeting is not possible. The rules of quorum will apply electronic voting methods. Electronic voting decisions will be ratified at the next meeting.

6.4 Members may not vote on any matter in which they have a real or perceived conflict of interest, as outlined in the Conflict of Interest Policy.

## **7. MEETINGS**

7.1 Whenever possible, the CE will inform the CAB of decisions to be made in advance, including providing adequate background information to support thoughtful decision-making.

7.2 Meetings are held at the call of the CE, on a monthly basis unless otherwise agreed. Meetings may also be scheduled on an as needed basis.

7.3 Members wishing to invite a guest to the meeting must do so prior to the meeting date through and with the consent of the Chair and/or Vice-Chair.

7.4 Meeting minutes will follow standard anecdotal format with decisions made by a combination of consensus and motions.

## **8. RESOURCES**

8.1 The work of the CAB is supported by the CE. The CE will provide staff to support the work of the CAB in undertaking administration, strategic planning, community development and evaluation.

## **9. CONFIDENTIALITY**

9.1 CAB aims to be as transparent of its proceedings as possible, without disclosing proprietary information. Collective discussions and decisions are part of the public record.

9.2 Members will respect the confidence of fellow members' opinions and recommendations made during meetings. Members shall not discuss specific proposals, outside of the committee structure. Members will not release any information gathered through their membership that may cause unfair advantage to one group over another in the competition for funds, due to inequitable access to information.

## **10. COMMUNICATIONS**

10.1 Only the Community Entity (The City of Winnipeg) may make public statements on behalf of the CAB on HPS funding matters or other issues (Example-project specifics). If there is a reason to include or consult with federal partners at Service Canada, that will be a consideration before involving or answering media queries (Example-project is controversial).

## **11. CONFLICT OF INTEREST**

11.1 CAB will abide by the guidelines as set out in the Conflict of Interest Guidelines document established specifically for CAB (Annex A).

**Next Review Date: May, 2017**

## WINNIPEG COMMUNITY ADVISORY BOARD (CAB) ON HOMELESSNESS CONFLICT OF INTEREST POLICY

The Winnipeg Community Advisory Board (CAB) will be fair, equitable, transparent. The CAB will use this policy for conflicts of interest, including actual, potential and perceived, in fulfilling their mandate. The policy applies to all members of CAB, including Ex-officio, government officials, staff and contract personnel.

### **1. Conflicts of interest may result from situations where a CAB member:**

#### **Currently or within the past two years:**

1. Sits on a proponent's Board of Directors or related governance committee
2. Is an employee of the proponent
3. Is a contractor of the proponent
4. Is receiving service, money, other support or 'benefit' from the proponent

#### **And/or Currently:**

5. Is involved in joint programming or a partnership with the proponent where the CAB member or CAB member's organization may benefit financially
6. Has an immediate family member (spouse, children, parents, siblings and/or someone who permanently resides with the member) who receives services from the proponent's HPS funded services
7. Has an immediate family member (spouse, children, parents, siblings and/or someone who permanently resides with the member) who is: employed by or a senior manager of an HPS funded program, or sits on the Board of Directors of the proponent
8. Has personally provided a letter of support for the applicant's proposal submission

#### **And/Or:**

9. Other potential conflict situations that may arise and be declared by the CAB member or noted by the CAB

### **2. Disclosure**

Prior to proposal review, the CE will send all CAB members a list of proponents, their partners and organizations who have supported the proposal. CAB members are expected to declare conflicts of interest and share with their fellow members to assure transparency. Any member of CAB will not be a part of any decision that leads to a recommendation on a proposed project for which they have a conflict of interest.

In CAB business where there will not be a decision leading to a recommendation on a project, if a CAB member believes they may have a Conflict of Interest, they will declare it immediately and CAB will make a decision regarding that members' presence based on the principles outlined above. The decision on how CAB addresses the conflict will be minuted.

### **3. Breaches and Accountability**

All CAB members are responsible for adhering to this policy as outlined. As such, each member is expected to, and has the right to, raise a question or concern regarding application of the policy.

During the proposal review process, should a CAB member fail to declare what another CAB member or CE staff believe may be, or perceived to be, a conflict of interest, they should raise it with the CE and CAB Chair (or Vice-Chair if the person seen to be in conflict is the Chair) prior to the beginning of the proposal review process. The CAB Chair (or Vice-Chair) and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

Other breaches of this Conflict of Interest policy will be dealt with on a case-by-case basis by CAB. Perceived breaches or concerns should be raised with the CAB Chair (or Vice-Chair) and CE. The CAB Chair (or Vice-Chair) and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

CAB members shall abide by this conflict of interest policy, as well as other policies that may be adopted.

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CAB Member Signature

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Print Name

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Date

### **Conflict of Interest Policy to be reviewed annually with the ToR**

## WINNIPEG COMMUNITY ADVISORY BOARD (CAB) ON HOMELESSNESS PARTICIPANT CODE OF CONDUCT

1. Although a member may be employed by, or affiliated with, a particular organization or interest group, it is the responsibility of all members to represent the best interests of the entire community.
2. Members shall ensure that the details and dynamics of CAB discussions are kept confidential, including the proposal review and assessment discussions, and respect confidential information shared in the course of CAB activities.
3. Regardless of personal viewpoints, members shall not speak against, or in other ways undermine, CAB solidarity outside of CAB meetings once a group decision has been made.
4. Members shall avoid – in fact and in perception – conflicts of interest. Members shall disclose to the Chair and/or Vice-Chair any possible conflicts in a timely manner. Members shall familiarize themselves with the CAB’s conflict of interest policy for guidance in this area.
5. Members shall familiarize themselves with the CAB Terms of Reference for guidance on member responsibilities, meeting processes, decision making protocols, and so on.
6. Members shall be prepared for meetings, having read pre-circulated material(s) in advance.
7. Members’ contributions to discussion and decision-making shall be informed and constructive.
8. Members’ interactions in meetings shall be courteous and respectful.
9. Members shall adhere to all CAB policies and practices.
10. Members shall participate in, and support, the CAB in additional ways beyond attending CAB meetings. This could include joining sub-committees, assisting in project evaluations, and communicating about homelessness and CAB activities as approved by CAB.
11. Members shall not attempt to exercise individual authority, collusion or undue influence over the CAB.
12. Members shall not influence, directly or indirectly, committee decisions on an applicant’s proposal where the member has a conflict of interest.
13. Members shall apply the same proposal review, assessment criteria and guidelines to all proposals in a consistent manner.

14. Members shall not make arrangements to support and/or not support proposals in exchange for support and/or non-support on other proposals.
15. Members shall preserve the credibility, integrity and impartiality of CAB.
16. In the event of conflict between members, or concern about the behaviour of a member, the three step process described below shall be used. Steps 1 and 2 are to be completed within 30 days. If the conflict is not resolved in this time frame, the members shall move to step 3.

- Step 1: The individual(s) with the conflict/concern will speak to the member to try to resolve the issue.
- Step 2: If resolution is not achieved through step 1, the parties shall utilize one or both of the CAB Chair and Vice-Chair as a neutral third party mediator. If a Chair and/or Vice-Chair is one of the parties involved in the dispute, the parties shall seek an independent third party mediator from within the CAB.
- Step 3: If resolution is not achieved through steps 1 and 2, the issue shall be brought by the parties to the CAB for resolution by the CAB as a whole.

I hereby acknowledge by my signature that I agree on my own behalf to abide by this Code of Conduct.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date