



## City of Kelowna Terms of Reference Journey Home Task Force

### INTRODUCTION

The City of Kelowna is currently facing the same challenges that cities across the nation are experiencing related to homelessness and a lack of non-market and affordable housing to meet community needs. Cities are often the first line of response to ensure locally appropriate and effective action-focused strategies are in place to address the complex social issues that impact the safety, health, and wellbeing of our community.

Drawing from best practices that are demonstrating positive results in addressing homelessness, the City of Kelowna recognizes the importance of local leadership in building and strengthening the capacity of the services and systems that serve the homeless in the community. The intent of this Task Force is to focus on applying best practice principles to the local context to achieve a redesign of the functioning of the system of homeless-serving services. Current best practices demonstrate that collaboration and coordination of services designed to address the root causes of vulnerability is at the foundation of building a safe, healthy, and sustainable community.

On May 15, 2017 Council resolved:

- THAT Council receive, for information, the report from the Social Development Manager, dated May 15, 2017, outlining a proposed governance structure to support the development of a long-term strategy to address homelessness;
- AND THAT Council approve in principle the Journey Home Governance Structure as outlined in the report from the Social Development Manager, dated May 15, 2017;
- AND THAT Council direct staff to prepare a Journey Home Task Force Terms of Reference for consideration.

### OBJECTIVE

The objective of the Task Force is to develop a “Journey Home Strategy” (Strategy) for Council’s consideration and endorsement;

The Strategy must:

- be based on a Homeless-Serving Systems Planning approach;
- be driven by local and lived experience knowledge in the application of best practices principles through a community-wide collaborative process; and
- present a locally-informed solution-focused approach that is: person-centred, coordinated, and outcome-focused to guide decision-making on addressing affordable housing and homelessness issues.

## **SCOPE OF WORK**

To achieve this objective, the Task Force will be provided with background orientation, readiness preparation and training to undertake the following:

- establish vision and goals to guide strategy development;
- review community research including housing needs assessment and consultation processes;
- establish priority focus areas to inform Strategy development;
- prepare draft strategy that includes implementation plan; and
- finalize strategy for Council consideration by June, 2018.

## **MEMBERSHIP**

In order to provide diverse representation, the Task Force will be comprised of stakeholders representing defined sectors selected based on their skills, knowledge, experience, and strong interest in homelessness prevention and the provision of affordable housing.

- 21 members will be appointed by Council for one-year term
- Members will be selected from the following six (6) sectors:
  - Private/Funding
  - Social Services
  - Health
  - Housing
  - Public Systems
  - Cultural/Community

## **APPOINTMENT AND TERM**

Members shall be appointed by Council and shall serve for a one-year term, beginning June 2017 until the final report is presented to Council in June of 2018.

The Task Force may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Task Force. Any sub-committee so created will report to the Task Force.

Council may, at any time, remove any member of the Task Force. A member of the Task Force may resign at any time upon sending written notice to the Co-Chairpersons of the Task Force.

Task Force members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Task Force.

Members of the Task Force shall serve without remuneration.

In the event of a vacancy occurring during the one-year term, the vacancy may be filled upon resolution of Council.

## **CHAIR**

Co-Chairpersons of the Task Force will be appointed by Council.

In the event that a Co-Chairperson is unable to complete the one-year term, a replacement may be appointed by Council.

## **MEETING PROCEDURES**

The Co-Chairs shall call meetings of the Committee monthly, or on an as needed basis.

A special meeting may be called by the Chairperson or at the request of any three members of the Task Force. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by providing a copy of the notice to each member of the Task Force and by ensuring a copy of the notice is posted by the Office of the City Clerk.

A majority of the Task Force shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

Unless otherwise authorized by the Community Charter or City of Kelowna Council Procedure Bylaw No. 9200, all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Task Force, the public shall only address the Task Force when they are a scheduled delegation on the Task Force meeting agenda.

The order of business is to be set out in an agenda package to be provided to the members Electronically, and posted for the public on Kelowna.ca at least three complete working days prior to the meeting date. Minutes of the meeting will be prepared by the Office of the City Clerk for adoption at the following meeting.

Task Force members have a responsibility to make decisions based on the best interests of the City-at-large.

Voting:

- all members of the Task Force, including the Co-Chairpersons, vote on every question.
- any member who does not indicate how they vote, or has left the meeting temporarily, is counted as having voted in favour.

Co-chairpersons are the recognized spokespersons for the Task Force. Members of the Task Force will direct public or media enquiries to the Co-Chairpersons.

## **CONFLICT OF INTEREST**

Task Force members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Task Force member must not attempt

in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

### **REPORTING TO COUNCIL**

Recommendations of the Task Force must be adopted by Task Force resolution prior to presentation to Council.

Task Force Co-Chairpersons will report to Council on behalf of the Task Force.

### **BUDGET**

The routine operations of the Task Force and the cost of the Facilitator shall be funded by the Active Living & Culture Division budget.

### **STAFF SUPPORT**

The Social Development Manager shall serve as staff liaison to the Task Force.

The Office of the City Clerk will provide meeting management support for the Task Force. Typical support functions include the following:

- help to organize and prepare the agenda, in conjunction with staff liaison;
- post agenda as a public notice;
- distribute the agenda package to the Task Force members;
- prepare draft minutes in conjunction with staff liaison; and
- provide support and training related to areas including governance, chairing, and meeting management.