

## 236 First Street Community Advisory Committee (CAC) Terms of Reference

### Equity, Diversity and Inclusion Statement

SHIP is committed to ensuring that our organization is an equitable, diverse and inclusive workplace that reflects our values as an organization and the diversity within our community.

### Purpose

The purpose of the **First Street Community Advisory Committee (CAC)** is to contribute to the success of the tenants who reside in the First Street apartment building and to ensure that the building is a positive element in the community. SHIP is committed to working with the community, program residents, community stakeholders and members of local Council to enhance the integration process and proactively identify and resolve any real or perceived concerns.

The role of the Committee is advisory only and does not have any direct authority but can provide input into the direction of the project. Any recommendations, feedback or queries by the 236 First Street Community Advisory Committee will be brought to the attention of the Project Team.

### Guiding Principles

Partnership	We will work in partnership to develop the property.
Supportive	We understand the impact that housing can have for residents and communities and we strive to accommodate their needs and provide timely information.
Collaborative	Every effort will be made for local communities to provide input during the process.

### Objectives

As part of SHIP's commitment to ensuring the building and the tenants living there have a positive impact on the neighbourhood, the First Street CAC will be conducted to help:

- Build and maintain positive **relationships** amongst the residents, community, SHIP and other relevant stakeholders
- Facilitate **information** sharing and dialogue
- Identify, propose solutions, and/or refer to appropriate members of the SHIP Project Team, any **issues, opportunities and concerns** related to building construction and operations
- Support the **success** of the supportive housing project
- Promote **awareness** about the importance and benefits of affordable housing, and be proactive in addressing negative attitudes
- To provide input and **recommendations** for further community integration opportunities
- **Communicate** accomplishments, timelines, updates, etc.

### Membership

The Committee is comprised of representation from SHIP programs, client and family representatives, the community, community stakeholders and member(s) of local Town Councils.

The Chair of the Committee is SHIP's Community Development Manager and Committee Member (tbc).

Each April the Committee will review membership and invite members to join that are not represented on the Committee. The Committee can seek assistance from outside expertise in situations where subject matter experts may be required.

### **Expectation of Members**

- Attendees are expected to send regrets if they are unable to attend a meeting. Regrets for a meeting should be sent 24 hours in advance of the scheduled meeting, except in the case of a last minute schedule change.
- Advise Committee Chair of any conflict of interest arising before, during or after a Community Advisory Committee meeting
- Should a member be absent from 3 consecutive meetings, the Chair will meet with the committee member to discuss continued membership
- Members will engage in respectful and collaborative dialogue.

### **Meeting Details**

#### **Meeting Frequency**

- Meet every other month or at the call of the Chair.
- Meeting frequency may increase closer to time of move in depending on needs.
- Meetings will be held virtually with some in person meetings
- Meetings will typically be one hour in length
- Meeting dates and times will be last Monday of the designated months and run from 6-7 p.m

### **Quorum**

Meetings will occur with 50% plus one member in attendance.

### **Voting**

Where a vote is necessary, each community member will have one vote with SHIP representatives having a combined one vote. Decisions will be made by consensus and using SHIPs Ethical Decision Making Principles.

### **Review**

The terms of reference will be reviewed annually, usually the first meeting of the new fiscal year.

### **Committee Members:**

Chair	SHIP – Shirley Hannigan
Co-Chair	Community Member - tbc
Member	Community Member - Melaya Horsten
Member	Community Member – Alexander (Sandy) Peddie
Member	Community Member – Angela Banks
Member	Community Member – Lisa MacLellan
Member	Lived Experience Member - Debbie
Member	Lived Experience Member - Michael
Member	Community Partner – Lyn Allen
Member	Community Partner – Carol Barber
Member	Ontario Provincial Police – Derek Banks
Member	Ontario Provincial Police – James Giovannetti
Member	Orangeville Town Council – Joe Andrews
Member	Mono Town Council – Melinda Davie
Member	Business - tbc
Member	SHIP – Cindy Larocque
Member	SHIP – Darlene Hostrawser

### **Evaluation**

The committee outcomes will be shared annually (December) using SHIPs “What We’ve Accomplished” tool.

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