

# TERMS OF REFERENCE

## Beaverton Supportive Housing Community Liaison Committee

### 1. Introduction

The Beaverton Supportive Housing Community Liaison Committee (LC) is being formed for the purpose of sharing information, identifying operational issues, concerns, and mitigation strategies and to promote the successful integration of this project and its residents within the broader Brock community. The LC will comprise of the Director of Housing Services for the Region of Durham and up to 10 representatives from the Beaverton community who will represent the broader community. This document sets out the Terms of Reference for the LC.

### 2. Background

In order to address the urgent need for supportive housing, Durham Regional Council approved the development of a roughly 50-unit supportive housing building on Regional land located at 133 Main Street, Beaverton. The residence will be owned by the Region of Durham. Day to day operations will be overseen by a third-party supportive housing operator who will provide 24/7 support to residents of the building. Part of the residence is a connected community hub building that will include kitchen, dining, and support space for both residents of the building and area residents.

### 3. Mandate

The mandate of the LC is to share and disseminate information, identify issues and concerns that impact area residents, develop ongoing communications protocols between the community and the Region as well as the Supportive Housing Operator and identify risk and risk mitigation strategies. The LC is established by the Region of Durham 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, LC members will be responsible for the following:

- Attending and participating in all LC meetings.
- Sharing information and contributing to meaningful dialogue in good faith; and
- Providing input to promote the successful integration of this project and its residents within the broader Brock community.

### 5. Responsibilities of the Regional Municipality of Durham

In fulfilling their mandate, the Region will be responsible for the following;

- Maintaining the list of LC membership;
- Scheduling the LC meetings, issuing meeting invitations and agendas to LC members.
- Providing the LC with relevant project information in a timely manner
- Producing minutes for each LC meeting within two weeks of each meeting.

Meeting minutes will include:

- A summary of information provided by the Region or other committee

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- members at the meeting;
- A summary of concerns raised, questions asked, or comments made by the members of the LC;
- 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 LC members as a result of the meeting.
- Post the approved Terms of Reference, agenda and minutes on the Region’s website.

**6. Community Liaison Committee Membership**

The LC will include up to 10 community representatives who best represent the broader community and who have an interest in this Supportive Housing Development. If a member is unavailable to participate in the group going forward a designate will be appointed.

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 of Housing Services for the Region of Durham will act as Co-chair with the second chair being selected by the LC.

Table 1: LC Membership

Member Name	
Alan Robins	Director Housing Services, Region of Durham
Rachel Hirstwood-Judd	Community Support Worker, Region of Durham
Alison Burgess	Manager, Corporate Initiatives
Jill Proctor	Resident
Arielle Fegan	Resident
Rick Benoit	Resident
Cortney-Anne Croft	Resident
George Hewitt	Resident
Brian Harding	Resident
Mary Beddows	Resident
David Ellins	Resident
Karen Hakonson	Resident
Brett Bloxam	Resident

**Community Liaison Committee Term and Meetings**

The LC will be in effect during project development and until such a time that a Community Liaison team is established for project operations. Prior to occupancy, the Supportive Housing Operator will establish a community liaison group to maintain community relations which may or may not consist of the same members as those sitting on the LC.

LC meetings will be held in a setting and manner that is compliant with public health guidelines. Virtual meetings will be held during the COVID-19 pandemic until such time as meetings can be conveyed in a group setting. Meetings will be scheduled monthly.

## **7. General Guidelines for the Community Liaison Committee**

- i. The LC is a liaison group established to share and disseminate information, identify issues and concerns that impact area residents, develop ongoing communications protocols between the community and the Region as well as the Supportive Housing Operator and identify risk and risk mitigation.
- ii. While the LC will provide input to the Region throughout the project, final decisions about the supportive housing development's operating procedures and project development will rest with the Region.
- iii. The Region recognizes that there are diverging views with respect to this development and that the LC will not reach consensus on all discussion topics. Any disagreements with respect to the Region's decisions will be documented in the meeting minutes. Anytime a consensus emerges during discussion, it will also be documented.
- iv. The Region will attempt to incorporate the LC's input as appropriate. Where the Region chooses a different course of action on an issue, the LC will be provided with an explanation of the Region's decision.
- v. LC meetings will be co-chaired by a chair selected from the LC and the Director of Housing Services 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.
- vi. Minutes will be taken by a resource to be provided by the Region. LC members will approve all minutes at the commencement of each meeting.
- vii. Discussion Ground Rules:
  - LC members are encouraged to express the views in a respectful manner. LC members must feel free to express these ideas without fear of being 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 re-visited. Dissatisfaction with the conclusions is not reason enough to revisit the issue.
  - All LC members must agree to be respectful of each other, including being respectful of the opinions, positions, and legitimacy of each other's 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, not individuals in a respectful manner.
  - All participants should treat each other as equals.
- viii. Some Information Not for Distribution:

By and large, most of the information presented by the 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 LC. Any comments on draft materials must only be

issued to the Region.

ix. Spokesperson for the LC:

LC members are encouraged to provide input and comments to the project team. It should be noted that materials that are presented to the LC 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 an LC member regarding the project, LC members should clearly identify themselves as a member of the LC, not as a Regional spokesperson.

Disclosure of Pecuniary Interest:

For the purposes of the LC, "pecuniary 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 LC or a decision or action of the LC. 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 pecuniary 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 pecuniary 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 LC member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest as defined above, whether direct or indirect, in any matter and is present at a LC meeting at which the matter is the subject of consideration, the LC 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.