

Terms of Reference

Name **Sandy Hill Community Liaison Committee (SHCLC)**

Mission The SHCLC will provide insights, make connections, put forward recommendations, exchange information and offer suggestions to support the safety and wellbeing of all members of and services in the Sandy Hill community. Specific goals will be agreed upon by the SHCLC in its strategic planning for the short, mid and long term.

Structure and Operations

Invitations

Individuals will be chosen based on the stakeholder group they represent and invited via email or otherwise as appropriate to participate in virtual or in-person meetings to address the goals noted above. Co-chairs and stakeholders may suggest additional individuals for the Committee, not to exceed 25 in total.

Stakeholders

SHCLC will be made up to 25 stakeholders; 5 from each stakeholder group, ensuring a balance based on representation, gender and ethnicity from the following groups:

- service providers
- business representatives
- residents – housed (short & long term)
- persons with living experience
- others (not covered by other groups)

Periodically, observers may be invited to the meeting.

Term of Appointment

- Stakeholders will be appointed for a 2-3 year term on a volunteer basis, that may be extended for 1 additional year upon agreement of committee members.

Forfeiture

- Stakeholders who are absent from two consecutive meetings without prior notification in writing or verbally to the co-chairs, the member will be considered to have forfeited membership.

Confidentiality

- Unless otherwise advised, the SHCLC will assume its work is non-confidential.

Co-Chairs

- The Committee will be co-chaired by two members of the SHCLC to be chosen by the members.
- SHCHC will provide administrative and logistical support as necessary.

Duties of Members

- Participate as a volunteer in accordance with the Terms of Reference
- Solicit and bring forward input from the group they represent in an appropriate manner (back and forth)
- Actively and positively engage in dialogues
- Openly share views, opinions, and ideas on topics
- Support the recommendations of the SHCLC
- Conduct themselves in accordance with the group guidelines

Meetings

- Meetings will be held either in-person and include link to participate virtually.
- Announcements of meetings will be sent to all stakeholders via email or otherwise if agreed upon.
- An agenda will be produced and shared 1 week prior to each meeting (allowing time to add/remove/reframe topics) based on suggestions from other stakeholders.
- Minutes will not be taken, however a summary of key outputs will be captured and shared.
- Chairs will host a welcoming and safe space for the stakeholders.

Decision-making

- All actions of the SHCLC will be undertaken by consensus, defined as: following dialogue, achieving general acceptance of the members, **not** to be mistaken for 100% agreement, **nor** a majority vote.

Conflicts of Interest

- All members will disclose any personal monetary or influential interests, whether perceived or actual, that might concern or affect the work of the SHCLC so that they can be dealt with fairly and reasonably.

Dispute Resolution

- All disputes will be referred to a small committee chosen by the SHCLC for review. A third-party neutral mediator may be used to support a resolution process.