

30 Bed Emergency Shelter 850-854 Bloor St W.
CONC Community Liaison Committee
Terms of Reference

Background

At its meeting of November 3 and 4, 2015, Toronto City Council approved the establishment of the above facility subject to seven conditions. See Appendix A: 2015 Hostels Allocations to Relieve Occupancy Pressures.

Two conditions related to the integration of the hostel into the Bloorcourt community:

i: that the service provider will hire a local community liaison worker who will be responsible for attending the meetings of existing community and business organizations, facilitating a community liaison committee, responding to local concerns and suggestions, and other duties city staff and the service provider determine are required;

ii: service provider to establish a Community Liaison Committee that includes interested residents, relevant city staff, the service provider agency, and a representative from the local Councillor's office and that this committee meet regularly and be publicly accessible

As directed; city staff intends to monitor and report on the status of each condition in 12 months.

Purpose

The Community Liaison Committee (CLC) has been established to ensure that the Christie Ossington Neighbourhood Centre (CONC) is responsive and accountable in transitioning the emergency shelter into the neighborhood, and for on-going service delivery, with minimal impact to surrounding Bloorcourt Community members.

Deliverables

- Providing a vehicle for addressing the concerns and issues of local residents about the program's operations.

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- Developing a proactive plan and strategy for addressing issues brought up through the community response plan, that may affect the program or the neighbours
- Developing communication to the community about the work of the Community Liaison Committee
- Provide a platform to form a subcommittee, of which CLC members are not obligated to participate in, that would organize community events and additional activities that help to promote inclusiveness among Bloorcourt community members

Performance Measures

- Evaluate community impact and recommend changes to CONC and affiliates regarding the Community Liaison Committee's role and hostel's post-transition operation to further increase community integration
- Ensure issues raised by the CLC are managed and resolved in a timely manner
- All above points will be the direct responsibility of the community liaison worker

Membership

Facilitator – Outreach and Communications Manager (OCM)

Members – Final membership list will be included as Appendix B once confirmed by OCM

Observers – Community Agency Representatives

Interested parties as invited by established CLC members

Meeting Administration

- The Facilitator shall be responsible for the chairing of CLC meetings
- City staff will provide administrative support for the committee
- Meetings will be held monthly; or as decided by group consensus
- Agenda items may be added by any community resident or CLC member
- Material for each meeting will be sent (1) week in advance
- The agenda, minutes of each meeting and action items will be public

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- The minutes of each meeting and action items will be forwarded to the CONC Board and SSHA for information and/or action

The Community Liaison Committee may choose to organize sub-committees within its structure.

Accountability

- The Facilitator is accountable to the SSHA and CONC for the scope and performance of their duties
- Identified individual CLC parties (CONC, SSHA, BIA etc.) are responsible for implementing designated actions agreed to by the CLC

Roles and Responsibilities of Members

- To understand, accept and agree to abide by these Terms of Reference.
- Attend meetings of the working group to provide comments, suggestions, expertise and feedback to assist City staff in implementing Council's direction.
- Where required, members will be expected to respect the confidentiality of materials presented and discussed.
- Members are expected to attend every meeting, or provide reasons as to why they cannot attend; failure to attend for more than 3 meetings in a row may result in the revocation of membership upon consensus from the CLC.

Operating Principles

- Foster respect
- Seek consensus
- Promote collaboration
- Be inclusive
- Satisfy responsibility and accountability

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Initial Term of Committee

- Unless amended by a majority vote these Terms of Reference will remain in force until the Manager SSHA completes their assessment as directed by Council

Freedom of Information and Protection of Privacy

The personal information provided through the Community Liaison Committee process will form part of the public record, as per the Freedom of Information and Protection of Privacy Act, and will not be protected from disclosure

I, _____ agree to all terms and conditions of becoming a member of the Community Liaison Committee at the Christie Ossington Neighbourhood Centre in relation to the opening of the 30 Bed Men's Emergency Shelter at 850-854 Bloor St. W.

(Signature)

(Date)

(Witness, over 18 years of age)

(Date)

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Appendix A

CD7.3	ACTION	Amended	Ward:14, 15, 19, 21, 27, 28, 35
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2015 Hostels Allocations to Relieve Occupancy Pressures

City Council Decision

City Council on November 3 and 4, 2015, adopted the following:

1. City Council approve the location of a new 30 bed men's emergency shelter to be operated by Christie Ossington Neighbourhood Centre at 850/854 Bloor Street West in Ward 19 in accordance with the requirement of the Municipal Shelter By-law 138-2003.
2. City Council direct the General Manager, Shelter, Support and Housing Administration, with respect to the men's emergency shelter located at 850/854 Bloor Street West, to:
 - a. include the following conditions in the operating agreement with the service provider:
 - i. that the service provider will hire a local community liaison worker who will be responsible for attending the meetings of existing community and business organizations, facilitating a community liaison committee, responding to local concerns and suggestions, and other duties city staff and the service provider determine are required;
 - ii. that the service provider submit a Community Response Plan that outlines the agency's standards for responding to neighbours' concerns, to the satisfaction of the

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General Manager, Shelter, Support and Housing Administration;

iii. that the service provider ensure the men using the shelter have access to the employment, housing, health, skills workshops, and other services provided at their facilities and that local outreach is done to ensure that a local population in need is served by this shelter; and

iv. that no access be granted from the rear alleyway and no rear yard amenity space be granted without community consultation and approval;

b. ensure that Shelter, Support and Housing Administration staff attend the service provider's board meetings for no less than the first year of the shelter's operations, conduct regular site visits and review the service provider's audited financial statements;

c. establish a Community Liaison Committee that includes interested residents, relevant city staff, the service provider agency, and a representative from the local Councillor's office and that this committee meet regularly and be publicly accessible; and

d. arrange for the appropriate City staff to conduct a community safety audit of the neighbouring park and make recommendations for any changes required to maintain and improve the park.