



Community Engagement Committee Draft Terms of Reference Dec 2024

Background

ICH Consortium partners (AMHS-KFLA, Kingston CHC, Providence Care Centre, HomeBase Housing, Trellis HIV and Community Care) operate the Integrated Care Hub (ICH) which is a site that includes a Consumption and Treatment Service (CTS), Access and Support Centre, overnight rest area and actively seeks to connect those in need to services/care. It is the desire of the ICH Consortium partner and required by Kingston City Council and the Ontario Ministry of Health, to facilitate and support a community engagement committee to liaise on the ICH initiatives and to hear and address neighbourhood concerns.

Purpose

The Community Engagement Committee (CEC) is a standing committee that provides a safe space for ICH Consortium partners to have trusting and transparent engagement with community members, businesses, partners, and other stakeholders. The goal is to enable meaningful awareness of services and discussion of change about issues of safety and security.

The purpose of the CEC is to monitor and address community safety and security concerns related to ICH services, and to work collaboratively within committee membership to understand and help inform the services provided at the ICH.

Goals and Objectives

1. Develop a work plan to identify safety and security priorities.
 - Receive information on current and past safety reports and reviews
 - Advise on issues for follow-up
 - Develop key performance indicators as measures of success
 - Ensure timely progress towards implementation of recommendations
 - Assign accountability for work completion
 - Provide updates at each CEC and post updates via shared link
2. Understand changing trends (e.g., demographics, drug use, housing, policy), based on reports from experts, community feedback) that CEC members need to be aware of, in order to make decisions about the impact of the ICH.
3. Receive and discuss reports of the services being provided at the ICH including statistics, program development/changes and funder requirements.





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4. Provide an opportunity at each meeting to discuss any ongoing community concerns and receive a summary of concerns that may arise between meetings.

It is important to note that the CEC is not a decision-making body with respect to the daily operations of ICH.

Membership

- Members are required to attend at least 70% of meetings
- All active CEC members (or alternate) will have one vote
- Only one (1) ICH Senior Manager or Staff will have a vote

The initial makeup of the committee will be as follows:

- **(2) ICH Senior Leadership** (only one vote on decision)
- **(2) ICH Management/staff** (KCHC & AMHS-KFLA)
- **(3-5) Neighbours***
- **(1-2) Local Business Representatives***
- **(1-3) Clients or Client Representatives*** (Family, Client Advisory Councils)
- **(1) City Councillor for Ward**
- **(1) Community Partner**

**To be considered as a member for the Neighbours, Clients or Client Representatives or Local Business membership, you must reside or have a business in the following area: Montreal Street from the corner of Montreal and Rideau Streets to the Belle Park entrance) and Rideau Street (from the intersection of Montreal and Rideau Streets to Rideau Street at Cataract Street*

Term of Membership

1. The membership of the committee is reviewed every two years.
2. Members are required to sign and adhere to Terms of Reference
3. Institutions who are members are required to identify an individual (and, if they wish, an alternate) to represent them at each meeting).

Reporting

The CEC will report to the ICH Consortium Governance Committee on a quarterly basis. Summaries of these reports will be shared with Kingston City Council and the ICH Consortium Boards.

Accountability

The CEC reports to the ICH Consortium Governance Committee





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Frequency of Meeting and Time Commitment

The CEC will meet monthly or as needed for 1.5 hours

Chair of Meetings

The committee shall elect a chairperson responsible for convening and leading the monthly meetings.

Decision-making

The Committee strives for consensus among all members and where this is not possible, it will comply with majority rule of votes by CEC members when quorum (60%) is achieved. Majority vote is 50% plus one.

Minutes

Minutes of the Committee, will be maintained, reviewed and approved by committee members (based on majority vote) and posted on the ICH website within one week of CEC approval. Minutes will include all action items. Attendance will be recorded in the minutes.

Rules of Conduct:

Members of the CEC agree to:

- Act in accordance with the Terms of Reference
- Preserve confidentiality regarding members and client matters and other confidential information they may be privy to
- Be respectful of the expression of diverse opinions which may be different than those of other CEC members
- Be prepared to work constructively and collaboratively with members of the CEC
- Refrain from using language or acting in a way that is threatening, abusive, racist or otherwise disrespectful
- Bring any immediate concerns regarding the operations of the ICH to the attention of the management of the ICH; the concerns may then be brought to the attention of the CEC
- Not act as a spokesperson for the CEC

In the event that a member is unwilling to abide by the Terms of Reference of the CEC, the ICH Consortium reserves the right to rescind the membership of that person (based on majority vote) and seek a new member to replace the role.

