

Encampment Advisory Committee

Terms of Reference

1. Mandate and Role

The mandate of the Encampment Advisory Committee (EAC) is advisory in nature with the following purposes:

- a) to facilitate transparent communication between the Municipality and the community at large with regards to any proposed projects/programs for the encampment at 325 Grand Ave. E, Chatham, and any other encampments on municipal property of 10 or more tents within Chatham-Kent; and,
- b) to provide due consideration for the impact of the encampment related projects/programs to the residential community in balance with the needs of the unhoused.

It is intended by Council that proposed projects for the encampment at 325 Grand Ave. E., or other encampment on municipal property with 10 or more tents, will be discussed with this committee before submission of reports to Council.

2. Composition of Committee

- a) The Encampment Advisory Committee will include the following members:
 - i. Two members of Council; one of the Councillors appointed be from the Ward affected by the current encampments.
 - ii. Two persons who are residents from the neighbourhood around the PUC property at 325 Grand Ave. E, Chatham, drawn from the Northside Neighbours Association, and residents who have previously lived near a shelter or large encampment;
 - iii. Two persons from business owners and/or operators, drawn from the Northside Neighbours Association;
 - iv. Two administrative personnel from the Municipality of Chatham-Kent; and,
 - v. Two persons from community groups and persons with lived and living expertise.

3. Membership Eligibility and Term of Membership

- a) It is intended that this will be a pilot committee, to be operated for the remainder of the Council term, ending in October 2026, subject to extension by Council in the following Council term.
- b) Committee members will be appointed by Chatham-Kent Council, following the appointment process for Council Committees outlined in the Chatham-Kent Local Boards and Committees of Council Policy. In accordance with the directions from Council on the composition of this committee, the following processes will be used for specific members:
 - i. In accordance with section 4.5 of the Chatham-Kent Local Boards and Committees of Council Policy, for the resident and business

representatives from the Northside Neighbours Association, the Association “will be required to submit a list of nominees ideally greater than the number of positions to be filled, along with completed Application Forms for each, to the Clerk’s Department for consideration;”

- ii. For persons from community groups and persons with lived and living expertise, and for residents who have previously lived near a shelter or large encampment, those persons will be asked to include information in their application to confirm that they meet this criteria;
 - iii. For administrative personnel from the Municipality of Chatham-Kent, the CAO will be asked to recommend appropriate staff for these roles;
 - iv. Council has directed that where there are encampments on municipal property of ten or more tents, other than 325 Grand Ave. E., the Council members, nearby residents and business owners/operators can be changed depending on location of the encampment. If such a change is made to this committee, the appointment of Council members, residents and businesses will follow the process for appointment of these positions under the Chatham-Kent Local Boards and Committees of Council Policy and will return to Council for approval.
- c) A quorum of 6 members is required for a meeting.
- d) All members of the committee will be voting members, except for the municipal staff members, who will be non-voting.
- e) The members shall serve without remuneration.

4. Meeting Procedure

- a) One member will be chosen by vote of the Committee at the first meeting of every other year to Chair the meetings for the remaining term of Council. The Committee will also at this time select a Vice-Chair for the same duration.
- b) Committee members act in the capacity of volunteers to the Municipality.
- c) The Encampment Advisory Committee meets as required, and at a minimum of four meetings for the remainder of the Council term. The Chair shall consult with the Staff Support person identified in section 6 of these Terms of Reference, regarding the timing of meetings, form of meetings, establishment of an agenda and other associated matters.

5. Committee Member Obligations

- a) Membership on the Encampment Advisory Committee requires a strong commitment to the Terms of Reference. Committee members are required to:
 - i. Adhere to the Municipal Code of Conduct and Conflict of Interest policies. Members will disclose any conflicts of interest at the beginning of meetings.
 - ii. Notify the Chair or the designated municipal staff liaison if they are unable to attend a meeting.
 - iii. Comply with provincial and federal legislative requirements that impact Committee decisions or activities, including obligations to protect the privacy of any confidential information that may be shared.

- b) As Council appointees, Committee members do not have any individual authority or responsibility, and the exercise of authority provided under these Terms of Reference is only through the Encampment Advisory Committee.

6. Staff Support

- a) The Director, Housing Services Operations, will act as primary municipal contact, whose responsibilities include working with the Chair to prepare agendas, and researching and collecting any materials as required. Municipal staff are responsible for supporting the Committee from organizing meetings, being the committee clerk at meetings to ensure procedures are followed, and to act as a resource during and after meetings to support the role and work of the Committee.
- b) Minutes will be kept by administrative staff and distributed to all Members of the committee.

7. Reports to Council

- a) The Encampment Advisory Committee may include comments on reports to Council about matters that fall within the Mandate and Role of this Committee, subject to the processes outlined in the Council Procedure Bylaw.