

Town of Arnprior

Ad Hoc Committee on Poverty and Homelessness Agenda

Wednesday, September 25th, 2019

3:30 PM

Council Chambers, Town Hall
105 Elgin Street West, Arnprior

1. Call To Order
2. Adoption of Agenda (Additions/Deletions)
3. Approval of Previous Minutes
 - a) [August 28th, 2019 Meeting Notes](#) 1-4
4. Matters Tabled/Deferred/Unfinished Business
5. Presentations/Delegations
 - a) GASC Seniors Affordable Housing Sub-Committee
 - b) [Community Consultations Overview \(Oliver Jacob, A/ CSAA\)](#)..... 5-8
6. New Business
 - a) [Memo No. 2019-09-25-01 \(Community Consultations – Topic Selection and Logistics\)](#) 9-20
 - b) Round Table Discussion
7. Adjournment

Full Distribution: Ad Hoc Committee Members



Meeting Notes
Ad-Hoc Committee on Poverty and Homelessness
August 28th, 2019
3:30 PM
Council Chambers, Town Hall
105 Elgin Street West, Arnprior

Present:

Danielle Raymond, Chair
Lynn Grinstead
Lyn Smith
Karen Ann McKinna (left 4:52 PM)
Josie Scott
Amy Scholten (arrived 3:41 PM)
Clark Young
Jade Nauman
Liz McLaren

Also Present:

Oliver Jacob, Client Services Admin. Assist.
Tina Chevrier, ontrac Employment Services

Absent:

Renee Coady, Vice Chair (w/ regrets)
Chris Toner (w/ regrets)
Lee Dyck (w/ regrets)

1. Call to Order

Danielle Raymond, Chair, called the Ad Hoc Committee on Poverty and Homelessness Meeting to order at 3:38 PM and welcomed those present.

2. Adoption of Agenda

Resolution No. ADHOC-024-19

Moved by: Josie Scott

Seconded by: Jade Nauman

Be It Resolved That the Agenda for the Ad Hoc Committee on Poverty and Homelessness Meeting dated Wednesday, August 28th, 2019 be adopted.

Resolution CARRIED

3. Approval of Previous Meeting Notes

Resolution No. ADHOC-025-19

Moved by: Josie Scott

Seconded by: Karen Ann McKinna

That the Meeting Notes from the Regular Meeting of the Ad Hoc Committee on Poverty and Homelessness dated Wednesday, July 31st, 2019 be adopted.

Resolution CARRIED

4. Matters Tabled/Deferred/Unfinished Business

a. Development of an action plan

i. Goal Setting Questions

The Committee felt like this would be best developed through the next item on the Agenda.

b. Facilitator Discussion

i. Memo No. 2019-08-28-01 (Committee Purpose and Orientation)

Oliver Jacob, A/ Client Services Administrative Assistant, provided an overview of Memo No. 2019-08-28-01 (Committee Purpose and Orientation) and responded to questions.

Resolution No. ADHOC-0XX-19

Moved by: Renee Coady

Seconded by: Chris Toner

That Memo No. 2019-08-28-01 (Committee Purpose and Orientation) be received as information and that it be filed accordingly.

Resolution CARRIED

During the discussion, the following items were noted for further discussion at the next meeting:

- There is a desire to listen to community members; however, it is felt that the creation of a safe space can be best completed through separate consultation sessions for persons with lived experience.
- The Committee would like to host five (5) consultations broken down as follows:
 - Two (2) Public and Stakeholder Consultations
 - Two (2) Persons with Lived Experience Consultations
 - Including one (1) consultation for the children of participants
- For the youth consultation, it is important to follow all ethical guidelines for research and to clearly communicate with parents about the content and tone of the consultation.
- Consultations could be held at the Nick Smith Centre Community Hall and/or the Arnprior Public Library.
- It is important to consider the barriers that potentially attendees might face (i.e. transportation to get to session, child care, food, etc.).

Ad Hoc Committee on Poverty and Homelessness - August 28th, 2019 Meeting Notes

- Invitations can be best distributed through service providers who work directly with persons with lived experience; however, there must be some form of tracking attendees in advance of the consultation session.
- Further discussion on the scope of the Committee's reach would be beneficial (Town of Arnprior and/or surrounding areas). The utilization of postal codes might be helpful to identify where participants originate.
- The Consultant should be used to bring together the findings of the consultations and to make broad policy recommendations to Council, through the Ad Hoc Committee.
- The Committee suggested the use of shared document that could be used to brainstorm topic ideas and other discussions between meetings.
- Including businesses and community groups in the consultation process may be beneficial to attracting attendees.

After brief discussion, the Committee directed that tabled Resolution No. ADHOC-020-19 be divided into two separate motions as both operative statements could exist independently of one another.

Resolution No. ADHOC-020-19

Moved by: Renee Coady

Seconded by: Chris Toner

That the Committee request to Council that the allocation of \$5000.00 in the 2019 Operating Budget be utilized for the retention of a consultant to produce a report with a summation of the committees work, an identification of key themes and a list of recommendations for consideration by the Committee;

Further That the Committee request authorization from Council to seek in-kind support from United Way Renfrew County to support this project as needed.

Resolution DIVIDED

Resolution No. ADHOC-020a-19

Moved by: Renee Coady

Seconded by: Chris Toner

That the Committee request to Council that the allocation of \$5000.00 in the 2019 Operating Budget be utilized for the retention of a consultant to produce a report with a summation of the committees work, an identification of key themes and a list of recommendations for consideration by the Committee.

Resolution LOST

Ad Hoc Committee on Poverty and Homelessness - August 28th, 2019 Meeting Notes

Resolution No. ADHOC-020b-19

Moved by: Renee Coady

Seconded by: Chris Toner

That the Committee request authorization from Council to seek in-kind support from United Way Renfrew County to support this project as needed.

Resolution CARRIED

5. **Presentations/Delegations**

None

6. **New Business**

a. **Memo from the GASC Seniors Affordable Housing Sub-Committee**

Resolution No. ADHOC-0XX-19

Moved by: Lynn Grinstead

Seconded by: Lyn Smith

That the Committee accept the Memo from the GASC Seniors Affordable Housing Sub-Committee as information and that it be filed accordingly; and

Further That the Committee invite the GASC Seniors Affordable Housing Sub-Committee to attend the September 25th, 2019 Ad Hoc Committee meeting as a delegation.

Resolution CARRIED

b. **Round Table Discussion**

None

7. **Adjournment**

Resolution No. ADHOC-023-19

Moved by: Amy Scholten

Seconded by: Lynn Grinstead

That the Regular Meeting of the Ad Hoc Committee on Poverty and Homelessness be adjourned at 5:48 PM.

Resolution CARRIED

The next meeting of the Ad Hoc Committee on Poverty and Homelessness will be held on Wednesday, September 25th, 2019 at 3:30 PM in Council Chambers (Town Hall) located at 105 Elgin Street West, Arnprior, ON K7S 0A8.



Community Consultation Proposal

Oliver Jacob
A/ Client Services Admin. Assist.

Ad Hoc Committee on Poverty and Homelessness | September 25th, 2019

Moving Forward as a Committee

- Desire to pivot to proposing solutions and taking action
- Need for more information on local realities for those living in poverty
- Committee Goals:
 - Present Council with tangible solutions and recommendations on how it can work with other levels of government and service providers to help those living in poverty;
 - Provide advice to service providers on existing gaps in service delivery;
 - Advocate for homeless individuals and people living in poverty.
- Community Consultations would offer the opportunity to hear from residents and gain valuable insight into the local realities of poverty and homelessness.



Community Consultations

- Hosted by the Ad Hoc Committee
- Five (5) community consultation sessions
 - Two (2) for Members of the Public and Stakeholders
 - Two (2) for Persons with Lived Experience
 - One (1) for Their Children
- Desired locations:
 - Nick Smith Centre - Community Hall
 - Arnprior Public Library

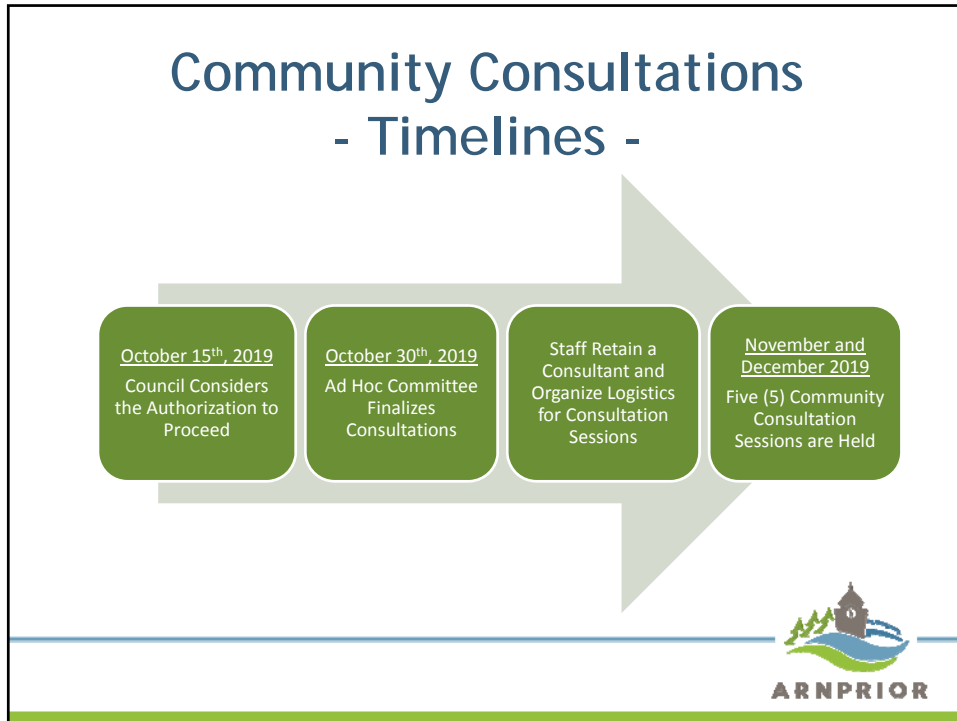


Community Consultations - Format -



- Adaptation of World Café and Open Space Technology (OST)
 - Small group discussions led by Committee Member
 - Four (4) to Six (6) Topics relating to Poverty and Homelessness
 - Rotation through topic tables
 - No set questions, probing questions as needed
- Recorded through flip charts, sticky notes and table top covers
- Wrap-up Activity: Dotmocracy!
 - Participants will get to vote for their top ideas / thoughts that were identified as key issues at each table group
 - Key issues will be noted for the Consultant.





Questions?



• WHERE THE RIVERS MEET •

7



105 Elgin St. West
Arnprior, ON K7S 0A8

tel 613 623 4231
fax 613 623 8091

arnprior@arnprior.ca
www.arnprior.ca

Memo

To: Ad Hoc Committee on Poverty and Homelessness

From: Oliver Jacob, A/ Client Services Administrative Assistant

Date: September 25th, 2019

Subject: Community Consultations – Topic Selection and Logistics

The purpose of this Memo is to summarize discussions held in advance of the September 25th, 2019 Committee Meeting relating to the selection of topics and logistics. Several committee members have updated the online OneNote document to provide their feedback and those comments have been incorporated into this Memo.

Please refer to the Draft Report to Council attached as Schedule A of this Memo for more information on the community consultation proposal.

Topic Selection

Since we will be utilizing a mixture of World Café and Open Space Technology facilitated by Committee Members, it is possible to host between **four (4) and six (6)** individual table groups. Therefore, we can have this number of topics to discuss as each individual table group will have a distinct topic. It is important to note that these topics are intended to be broad to allow for fluid and productive dialogue at each table. As set questions will not be used, open-ended questions (probing questions) will be developed to keep discussion moving but the main idea is that the topics should be broad enough to make probing questions unnecessary.

The following topics were identified by Committee members through the OneNote document. They have been clustered to create six (6) categories or high-level topics for the Committee's consideration.

Topic No. One (1): Poverty

- Poverty
- Food Security
- Employment
- Extended Health Care Benefits
- Transportation

Topic No. Two (2): Housing and Homelessness

- Housing
- Homelessness
- Child Care

Topic No. Three (3): Community Services
<ul style="list-style-type: none"> • Social Services • Mental Health • Addictions • Legal Services

Topic No. Four (4): Service Delivery and Accessibility
<ul style="list-style-type: none"> • Access to services in Renfrew County and Ottawa-Carleton • Support systems/networks

Topic No. Five (5): Building Inclusive Communities
<ul style="list-style-type: none"> • Cultural background • Stigma/judgmental attitude • Social inclusion/exclusion • Acknowledging Privilege • Structural Violence • Mental models for people living in poverty, people living within the middle class and how they may differ

Topic No. Six (6): Open
<ul style="list-style-type: none"> • The purpose of an open table is to provide an opportunity for people to share their thoughts, feelings and opinions on items not covered in any of the other table groups.

Format

For the benefit of Committee members who have not previously worked with these facilitation models, here are the general principles (rules) that would be followed during the community consultation sessions.

Open Space Principles:

1. Whoever comes is the right people.
2. Whatever happens is the only thing that could've.
3. When it starts is the right time.
4. When it's over, it's over.
5. The "Law of Two Feet" states that participants may move around at any time to a discussion that they care about. Caring creates common ground, and helps to remind participants of the purpose of the activity.

Ultimately, two types of participants emerge from utilizing these models and both types are beneficial to the discussion. Primarily, a "bumblebee" will happily move from topic-to-topic to share their thought and opinions on a multitude of topics. Alternatively, a "butterfly" will prefer to stay at one or two topic tables and listen to / contribute to the discussions of several table groups on one topic over the course of the session.

Logistics

At its August 28th, 2019 Regular Meeting, the Ad Hoc Committee directed that five (5) community consultation sessions be held, including one (1) youth session. The Ad Hoc Committee further identified that it would be important to offer various time slots for participants (i.e. morning/afternoon and evening sessions).

Given that the consultations will not be able to happen until approval is granted by Council, they will not commence until the middle of October 2019 at earliest. With the ongoing federal election, it would be difficult to secure spaces and volunteers during the month of October. Additionally, it is important to provide sufficient notice to the public and members of targeted groups (persons with lived experience) to allow them to reserve space in their schedules for one of the consultation times.

Therefore, it would be realistic to aim to host the first community consultation sessions during the second or third week of November 2019 with the second community consultation sessions to occur in early- to mid-December 2019. It is important to recognize that weather conditions and the holiday season may impact attendance beyond the middle of December 2019.

It is being recommended that the Ad Hoc Committee entertain the following format so as to ensure that the time of Committee Members is used most efficiently.

Consultation Day One (Weekday):

1. Public and Stakeholder Session – Afternoon (2:00 PM to 4:00 PM)
2. Persons with Lived Experience Session – Evening (6:00 PM to 8:00 PM)
 - a. Youth Session – To coincide with the Evening Session

Consultation Day Two (Weekday):

3. Persons with Lived Experience Session – Afternoon (2:00 PM to 4:00 PM)
4. Public and Stakeholder Session – Evening (6:00 PM to 8:00 PM)

The Ad Hoc Committee may also entertain a weekend session; however, this would require additional commitment from Committee members who do not reside in the local community and may place pressure on staff resources and the committee's operating budget accordingly.

Invitations

At the last committee meeting, it was discussed that invitations and publicity would be an important element of community consultation logistical preparations. However, there was extensive discussion about who would be the targets of the session (resident of the Town of Arnprior and/or surrounding areas) and how this would be validated.

The Council-approved Terms of Reference for the Ad Hoc Committee on Poverty and Homelessness outline the mandate of the Committee as follows:

“The mandate of the Ad Hoc Committee on Poverty and Homelessness is to identify partners in the Town of Arnprior and at the County of Renfrew that can provide advice to appropriate mandated agencies on issues that impact and address poverty and homelessness in Arnprior and surrounding areas and produce recommendations for agencies at the end of the ad-hoc committee's mandate.”

However, it may be beneficial for the committee to consider limiting the scope of the community consultation sessions to only residents of the Town of Arnprior as the results can also then feed into the Community Safety and Wellbeing Plan (CSWB) work that will be commencing in the coming months. Subject to the Town's obligations under the Municipal Freedom of Information and Protection of Privacy ACT (MFIPPA), it may be possible to collect personal information through a sign-in sheet or RSVP format in advance of the meeting. Alternatively, the Committee may decide that it will advertise the event as a consultation "for residents of the Town of Arnprior" and not validate residency at the door.

Publicity

For the public sessions, consultation information would be shared on the Town's website and social media and distributed to local news media outlets (i.e. Arnprior Chronicle-Guide, Oldies 107.7) in consultation with the Town's Marketing and Economic Development Officer. Posters may also be created to be placed on public notice boards across the municipality.

For the lived experience sessions, the Ad Hoc Committee discussed that it would send invitations out through community service providers (including, but not limited to, Renfrew County Housing Corporation, CPAN, RCDHU, United Way, EarlyON Centre, Arnprior and District Food Bank, NeighbourLink Fountain, and Renfrew County Social Services (Ontario Works and the Ontario Disability Support Program). Each provider could provide a contact name for RSVPs either internally or through the Town.

Action Items

It is desired that the Ad Hoc Committee provide guidance on the following items during their September 25th, 2019 Committee meeting:

1. Finalization of Topics
 - a. Number of Topics?
 - b. Which Topics?
 - c. Open Table?
2. Format of Community Consultation Sessions
 - a. Dates / Times (incl. weekday versus weekend)?
 - b. Location(s)?
3. Invitations
 - a. Who will be invited?
 - b. How will invitations be made?
 - c. Sign-In Sheet versus RSVP?
4. Publicity
 - a. Modes of Communication?
 - b. Timelines?

If you have any questions, comments or concerns, please do not hesitate to contact me anytime either by telephone at (613) 623-4231 ext. 1819 or by email at

ojacob@arnprior.ca. A summary of all questions received will be provided at the meeting (if applicable).

Sincerely,



Oliver Jacob
A/ Client Services Administrative Assistant

Schedule A: Draft Report to Council



Town of Arnprior Staff Report

<p>Subject: Ad Hoc Committee on Poverty and Homelessness – Community Consultation Proposal</p> <p>Report Number: 19-10-15-XX</p>	<p>Department: Client Services</p> <p>Report Author: Oliver Jacob</p> <p>Title: A/ Client Services Administrative Assistant</p>
	<p>Meeting Date: October 15th, 2019</p>

Recommendations:

That Council accept Report No. 19-10-15-XX (Ad Hoc Committee on Poverty and Homelessness – Community Consultation Proposal) as information.

Further That Council authorize the Ad Hoc Committee on Poverty and Homelessness to proceed with their community consultation proposal as submitted.

Further That Council authorize staff to proceed with the retention of a consultant to provide administrative support following the consultations, in accordance with the Procurement Policy and the approved 2019 Operating Budget.

Background:

The Ad Hoc Committee on Poverty and Homelessness (hereafter referred to as the “Ad Hoc Committee”) was created by the Council of the Corporation of the Town of Arnprior under By-Law No. 6815-18 at their April 23rd, 2018 Regular Meeting of Council. It was further re-appointed in the new Term of Council to continue its work until November 14th, 2022 (unless re-appointed by Council at that time).

The Ad Hoc Committee has met on fourteen (14) occasions since its original appointment and is comprised of thirteen (13) Committee Members with varied skills and experience. The Ad Hoc Committee includes representatives from Town Council, United Way East Ontario (UWEO), Child Poverty Action Network (CPAN), Renfrew County Legal Clinic, Renfrew County and District Health Unit (RCDHU), Ontrac Employment Services, the faith community, individuals with lived experience and community members.

Under the provisions of By-Law No. 6815-18, Council adopted a terms of reference document for the Ad Hoc Committee that outlined its expectations and procedural guidelines as the committee set about its important work. The objective of the Ad Hoc Committee’s work is “meet and engage with a wide breadth of groups to fully understand underlying reasons for the existence of poverty and homelessness in our community and the challenges associated with delivering services to these individuals and families and offer solutions or feedback”. Through this objective, a number of action items were identified by Council as specific focuses for the Ad Hoc Committee.

They are summarized below for reference.

Responsibility	Summary of Action	Status
Being a sounding board to discuss ideas on poverty reduction.	The Ad Hoc Committee has discussed numerous issues of concern regarding poverty and homelessness including the development of the mandatory Community Safety and Wellbeing Plan. The Committee is open to receiving new direction from Council and/or staff as appropriate to the Ad Hoc Committee's mandate.	Progressing Well
Identifying organizations/agencies that have a mandate to provide support for poverty and homelessness matters in the municipality (Conducting a thorough categorized mapping of existing resources and evaluation of service gaps).	The Ad Hoc Committee has met with over a dozen community organizations and individuals over the last year and summarized their findings in a Report to Council presented at the December 12 th , 2018 Special Meeting of Council.	Progressing Well
Providing advice to local Town Councils on matters pertaining to policies, practices and programs concerning poverty and homelessness in the municipality.	No advice has been provided at this point in the Committee's term; however, more information is still needed to properly inform Council of the realities of poverty and homelessness in the Greater Arnprior area.	No Action Taken
Advocating on policy issues on behalf of those living in poverty.	As a Committee of Council, all advocacy on behalf of the Ad Hoc Committee and the Town of Arnprior must first pass through staff and/or Council. To date, there has been one request for advocacy regarding the Renfrew County Legal Clinic resolution brought forward by Committee Member Amy Scholten which was supported by Council.	Some Action Taken
Providing advice and guidance to various agencies on the identification of initiatives, programs and policies that would help reduce poverty and homelessness.	The Ad Hoc Committee has entertained several delegations (as outlined above) and it has provided feedback and suggestions to presenters throughout their term.	Progressing Well

Over the past sixteen months, the Ad Hoc Committee on Poverty and Homelessness has focused on gathering information on existing services and working to identify gaps in service delivery. The Committee now wishes to turn its attention to developing action plans and proposing potential solutions to Council; however, committee members recognize that it is essential to gain additional insight on the realities of poverty and homelessness in the Greater Arnprior area from a grassroots perspective.

In December 2018, Council received a Report to Council from the Ad Hoc Committee on Poverty and Homelessness outlining their current status and requesting a budgetary allocation of \$5,000 to hire a consultant and hold community consultations. That request was accepted by Council and included in the 2019 Operating Budget. Although allocated through the budget process, the use of these funds must be approved by Council resolution.

It is in this spirit that the Committee is bringing forward this Report and consultation proposal with the goal of learning from valuable community feedback and lived experiences to inform the Ad Hoc Committee's work moving forward.

Discussion:

At its August 28th, 2019 Regular Committee Meeting, the Ad Hoc Committee discussed what its vision was for the community consultations and what it hoped to gain from the consultant. It was decided that it would be most useful to retain the consultant near the end of the consultation process to allow for this individual / company to bring all of the discussion notes together in a Report to Council.

The Ad Hoc Committee further decided that it would seek to hold five (5) community consultation sessions during the months of November and December 2019 and these sessions would be led by Ad Hoc Committee members. The desired locations would be the Nick Smith Centre Community Hall and the Arnprior Public Library, subject to availability.

The sessions would be broken down as follows:

- Two (2) public sessions with Members of the Public and Stakeholders. These sessions would be open to the public and advertised through the appropriate channels to encourage participation by community members with an interest in poverty and homelessness and stakeholders who work in our community.
- Two (2) closed sessions with persons with lived experience. These sessions would be populated by individuals who are specifically invited through our local service partners (including, but not limited to, CPAN, United Way East Ontario, Ontrac Employment Services, County of Renfrew Social Services, Renfrew County Housing Corporation, Arnprior and District Food Bank, EarlyON Arnprior, local school and faith-based organizations, etc.). This would allow us to maintain a group that is sensitive to the experiences of others and through shared knowledge and experience, it is believed that a safe space would be created for inclusive dialogue for all participants.
 - Includes one additional (1) closed session with the children of the participants with lived experience to gain insight from a youth perspective. This session would be tailored to be sensitive to the needs of the group and the reality that it would be unfair to discuss poverty and homelessness with affected youth.

Each committee member in attendance would lead a small group discussion on one specific aspect of poverty and homelessness (i.e. Housing and Homelessness, Mental Health, Food Insecurity, etc.). **Topics would be finalized at the September 25th, 2019 Committee Meeting, if authorization to proceed is granted by Council.** The table leader (committee member) would act to keep the conversation going and provide factual information as needed; however, this person shall refrain from providing their own personal thoughts and opinions so as to ensure that the participants feel comfortable sharing their opinions. They would also act as the note taker for each table discussion. Handouts would be prepared to help table leaders to better understand their role.

The community consultation sessions would follow an adaptation of the World Café and Open Space Technology (OST) facilitation models whereby participants would be given the opportunity to visit each table and discuss all topics (if they wish); however, the discussion questions at individual topic tables would not be pre-determined. Instead, participants would be welcome to discuss the given topic and their experiences in whatever way they wish. Probing questions would be available to table leaders to ignite dialogue if the discussion stalls before the allotted time has elapsed.

Discussion notes would be recorded by the table leader on flipchart paper and participants could also write/draw on sticky notes and the tabletop surface which would be covered in paper. Key ideas from each table group would be summarized by the table leader on sticky notes for the closing activity.

At the end of each session, the key idea sticky notes would be written out on flipchart paper and participants would be invited to identify their top ideas through a Dotmocracy exercise. Each participant would be given small stickers to vote for their preferences and this information would be included in the Final Report.

Following the community consultation sessions, the discussion notes and other records (sticky notes and table covers) would be compiled for the consultant to review and summarize. The consultant would then pull together the participant contributions and provide recommendations on the key issues and opportunities. The consultant's report would be presented to the Ad Hoc Committee in draft form before being brought forward to Council.

Options:

- 1) Authorize the Ad Hoc Committee to Proceed with its Community Consultation Proposal and Retain a Consultant as outlined in this Report (**Recommended**)
- 2) Provide Direction as to Alternative Focuses for the Ad Hoc Committee
- 3) Reject the Community Consultation Proposal and Request that the Ad Hoc Committee review their recommendation

Policy Considerations

None

Financial Considerations:

As identified above, Council provided an allotment of \$5000 in 2019 for the purpose of conducting community consultations on the issue of poverty and homelessness. As a result of this allotment, no additional budgetary resources are being requested at this time.

Meeting Dates:

August 28th, 2019 Regular Ad Hoc Committee Meeting

Consultation:

Maureen Spratt, Town Clerk
Emily Melanson, A/ Deputy Clerk

Documents:

Document No. 1: Committee Terms of Reference

Reviewed By Department Head:

NAME

TITLE

Reviewed By General Manager of Client Services/Treasurer:

NAME

CAO Concurrence:

NAME

Workflow Certified By Town Clerk:

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Terms of Reference

Ad Hoc Committee on Poverty and Homelessness

Purpose and Scope

Tackling the issue of child poverty and homelessness in Arnprior and surrounding areas will take the effort and support of elected officials, staff and residents of the Town of Arnprior, the County of Renfrew, the Child Poverty Action Network (CPAN), community organizations, and those individuals having lived or currently living in poverty.

Mandate

The mandate of the Ad Hoc Committee on Poverty and Homelessness is to identify partners in the Town of Arnprior and at the County of Renfrew that can provide advice to appropriate mandated agencies on issues that impact and address poverty and homelessness in Arnprior and surrounding areas and produce recommendations for agencies at the end of the ad-hoc committee's mandate.

Objectives

To meet and engage to a wide breadth of groups to fully understand underlying reasons for the existence of poverty and homelessness in our community and the challenges associated with delivering services to these individuals and families and offer solutions or feedback.

Responsibilities

The Ad Hoc Committee shall be responsible for:

- Being a sounding board to discuss ideas on poverty reduction;
- Identifying organizations/agencies that have a mandate to provide support for poverty and homelessness matters in the municipality (Conducting a thorough categorized mapping of existing resources and evaluation of service gaps);
- Providing advice to local Town Councils on matters pertaining to policies, practices and programs concerning *poverty and homelessness* in the municipality;
- Advocating on policy issues on behalf of those living in poverty;
- Providing advice and guidance to various agencies on the identification of initiatives, programs and policies that will help reduce poverty and homelessness.

Membership,

7- 11 Individuals across a range of sectors that interact with those living in poverty including:

- Elected Officials (local and upper-tier);

- Education;
- Municipal Service Providers (recreation, library);
- Health Services (Renfrew County District Health Unit);
- Social Services (County of Renfrew, Family and Children's Services, CPAN);
- Community / Emergency Services (Food Bank, NeighbourLink Fountain);
- Churches;
- Police (Ontario Provincial Police);
- Businesses (Greater Arnprior Chamber of Commerce);
- Individuals having lived or currently living in poverty;
- Indigenous Representative;
- Youth Representative;
- 1 staff representative from the Clerk's Department to record minutes.

Chair

At the first meeting of the Ad Hoc Committee, the Committee shall select a Chair and may also elect a vice-chair, and adopt a schedule of meetings.

Quorum:

- A quorum shall be a majority of 50% plus one.
- If there is no quorum within fifteen (15) minutes of the time set for the meeting, and unless two-thirds of those present agree to an extension of up to an additional fifteen (15) minutes; the meeting shall adjourn until the next regular meeting and the Clerk's Office shall record same.

Meetings:

There shall be four (4) regular meetings of the Ad Hoc Committee for Poverty/Homelessness scheduled in 2018.

- If such a meeting falls on a holiday, the meeting will take place the next day which is not a holiday.
- The Clerk's Office will prepare and distribute agendas as well as take minutes for all of the Ad Hoc Committee meetings. The official copy of the minutes shall be filed in the Town Clerk's Office.
- Produce recommendations for agencies at the end of the ad-hoc committee's mandate.
- Unless otherwise stated in these Terms of Reference, Committees shall generally adhere to the Procedures stated in the Corporation of the Town of Arnprior's *Procedural By-law*, as amended.