

1. Purpose:

To facilitate the development of coordinated, integrated, systems-based response to unsheltered community members in our community: a response that prevents pathways into becoming unsheltered and supports pathways out of being unsheltered. The Task Force will be time-limited and solutions-oriented.

2. Functions:

The Task Force works to:

- 2.1. Build partnership to effectively align service delivery and promote innovation and integration in our community's response to unsheltered community members.
- 2.2. Develop a coordinated, multi-disciplinary, integrated approach to respond to unsheltered community members including mental health and addiction challenges in our community, as it relates to the unsheltered.
- 2.3. Integrate the delivery of mental health and addiction services with other related services including health, housing, social work, law enforcement, and others.
- 2.4. Identify actions included in HOME: Burnaby's Housing and Homelessness Strategy and any other related actions for immediate implementation.

3. Principles:

Task Force members will:

- 3.1. Work collaboratively and demonstrate respect for each other and the community members they serve.
- 3.2. Recognize that all community members are valued and can make a contribution in a caring, compassionate community.
- 3.3. Be informed by people's lived experience, and consider the extent to which decisions will meet their diversity of needs.
- 3.4. Commit to the work of the Task Force and take responsibility for their respective roles in delivering the outcomes of the Task Force.

4. Deliverables:

- 4.1. Interim report to Council on the progress of the Task Force.

- 4.2. Final report outlining solutions and recommended implementation timelines

5. Membership:

The Task Force will be chaired by Councillor Maita Santiago, with the Mayor serving as Vice Chair, and Councillor Daniel Tetrault serving as a member.

Additional members will be appointed to the Task Force and will include people who are leaders in their field and have a strong knowledge and commitment to Burnaby. Membership will include representation from:

- Member of Parliament Terry Beech's office
- A Burnaby Member of the Legislative Assembly
- Fraser Health Authority
- Burnaby Primary Care Network
- BC Housing
- Progressive Housing Society
- Lookout Housing and Health Society
- Society to End Homelessness in Burnaby
- Burnaby Detachment of the RCMP
- Burnaby Board of Trade

Membership term will end upon the approval of a Final Report by Council.

6. Quorum and Procedures:

- 6.1. The Task Force will meet once a month with the first meeting to take place in May or June 2023. The estimated duration of the Task Force is six (6) months. Additional meetings may be added at the request of the Chair.
- 6.2. A quorum will be a majority of the appointed members.
- 6.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 6.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 6.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

7. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee, as the committee functions as an advisory body to Council, not a decision-making group based on Council's Procedure Bylaw 2024. The authority to approve and adopt the terms of references is through Council pursuant to:

- *Community Charter*, Part 5, Division 4, S.142 (Select Committees of Council)

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
 - [Burnaby Social Sustainability Strategy \(2011\)](#)
 - [Burnaby Equity Policy 1994 \(Updated 2020\)](#)
 - [Advisory Bodies Code of Conduct](#)
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**Last date approved
by Council:** April 15, 2024

**Last date revised by the
Corporate Officer:** April 30, 2024
