

Community Action Team (CAT) Terms of Reference July 2022

Purpose

The Cowichan Community Response Team/ Community Action Team is responsible for supporting the coordination and communication of Overdose Response within the municipality/regional district of Cowichan Valley.

Membership

Committee membership consists of a multi-disciplinary team that represents community stakeholders supporting the overdose response. Membership is regularly reviewed and reassessed by the Community Action Team. All members are expected to attend every meeting or send a designate when unavailable.

The Cowichan Community Action Team is comprised of the following representatives:

CAT Membership

- BC Emergency Health Services
- BC Housing Association
- BC Patient Safety and Quality Council
- Business Representatives
- Black Press Media
- Canadian Mental Health Association Cowichan Branch
- City of Duncan
- Community Representatives
- Cowichan Brain Injury Society
- Cowichan Family Life Association
- Cowichan Hospice Society
- Cowichan Housing Association
- Cowichan Tribes
- Cowichan Valley Basket Society
- Cowichan Valley Regional District
- Cowichan Valley Outreach Society
- Cowichan Valley Youth Services Society
- Cowichan Women Against Violence
- Discovery Youth and Family Services
- Downtown Duncan Business Improvement Association
- Duncan Cowichan Chamber of Commerce
- First Nations Health Authority
- Hiiye'yu Lelum- Duncan House of Friendship
- Ladysmith Community Resources Association
- Lake Cowichan Mayor
- Lookout Housing and Health Society

- Ministry of Social Development and Poverty Reduction
- MLA or representative
- Municipality of North Cowichan
- Nanaimo and Area Resource Services for Families
- Our Cowichan Communities Health Network
- Peers and Families with Lived Experience
- Phoenix Transformations Clinic
- Physicians
- Providence Farm
- RCMP
- School District 79
- Social Planning Cowichan
- South Cowichan Community Policing and Engagement Society
- Vancouver Island Construction Association
- Vancouver Island Health Authority
- Vancouver Island University Practicum Students
- Victoria Youth Employment Centre
- WorkBC- Cowichan Valley Branch

Responsibilities

The Community Action Team is responsible for supporting the Overdose Response

- Promote an environment of:
 - Social stabilization and recovery
 - Peer empowerment and employment
 - Cultural safety and humility
 - Addressing stigma, discrimination, and human rights
- Promote a diversity of community-level overdose prevention programs and services tailored to population/community needs
- Strengthen and support surveillance, analytics and referral systems that identify individuals at risk within communities and increase the capacity for follow-up connection to treatment and recovery programs
- Promote low-barrier access to oral and injectable agonist therapies and comprehensive treatment approaches
- To address the impact on community partners and unintended consequences of CAT proposals and actions
- Promote optimal Naloxone supplies and the necessary community-level infrastructure to ensure access

Members of the Community Action Team are expected to:

- Promote a culture of collaboration which supports inclusion and discussion

- Regularly attend meetings or appoint a knowledgeable designate when unable
- Keep abreast of all matters presented at the CAT
- Respond with input, questions, or concerns within one working week of a meeting

Decision Making

- The committee encourages the use of consensus building as a means of decision making. Through consensus, the idea and the voice of all committee members are gathered to achieve and work toward a common decision.
- In the absence of the ability to reach consensus, the facilitator will put the decision to a formal vote. Committee members who are in attendance will be asked to vote with a majority rule.

Facilitator

- Ensure effective facilitation of meetings
- Monitor meeting attendance

Meeting Agenda and Minutes

- Meeting agenda and previous minutes will be developed and distributed before each meeting
- Process for recording minutes and action items
- Community Action members are encouraged to advise coordinators of agenda items before the meeting

Meeting Frequency

- The Community Action Team shall meet monthly on the fourth Thursday. There are 11 scheduled CAT meetings per year with NO meeting in August unless deemed important to do so.
- There may be special meetings called as necessary
- There may be special events, training sessions or educational opportunities that are open to all members throughout the year.

Host Agency

- CAT funding, financial oversight, and financial reporting are hosted by an agency within the region which is determined by the CAT membership
- The Host Agency will provide:

- Coordinator contracts, oversight and payments based on the budget, approved workplan and direction of the CAT
- Communications and correspondence with the funder
- Financial oversight and administration
- Communications and correspondence with the Leadership Committee
- Midterm and final financial reporting

Financial Policy

- CAT OERC project funds and budgets are determined by the CAT and submitted with the CAT proposal.
- CAT and Peer Coordinators are authorized to spend up to \$1,000.00 on approved budget expenditures as outlined in the project proposal prior to going to the Leadership table for approval.
- In the event of a required change or an unanticipated expenditure the CAT Leadership table will provide interim approval based on the policies determined by the OERC.
- From time-to-time projects may require a change. All changes larger than 20% of the project proposal budget will be brought to the CAT and OERC for approval prior to proceeding.

Review of Terms of Reference

The Terms of Reference shall be reviewed annually

Community Action Team Facilitator Cindy Lise Date: July 25, 2022

Note: This is a working document, and terms/responsibilities may change throughout the life of this project. This document will be updated on a regular basis to reflect this.