

Purpose

The Community Action Team (CAT) is responsible for supporting the coordination and communication of Overdose Response within the municipality/regional district of Nanaimo.

Membership

Committee membership consists of an 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.

Nanaimo's Community Action Team is comprised of the following representatives:

Nanaimo CAT Membership:

- City of Nanaimo
- Nanaimo - Fire Department
- BC Ambulance Services (BCAS)
- BC Emergency Health Services (BCEHS)
- BC Centre for Disease Control (BCCDC)
- RCMP
- AIDS Vancouver Island (AVI)
- NARSF
- Canadian Mental Health Association (CMHA)
- First Nations Health Authority (FNHA)
- Tillicum Lelum Health Centre
- Snuneymuxw First Nation
- Division of Family Practice
- SOLID Nanaimo
- Island Health

Responsibilities

The Community Action Team is responsible for supporting the Overdose Response by coordinating with the Island Health's Regional Response Committee to:

- Ensure optimal naloxone supplies and the necessary community-level infrastructure to ensure access
- 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
- Ensure low-barrier access to opiate agonist therapies and comprehensive treatment approaches
- Promoting strategies for an enabling environment
 - Social stabilization and recovery
 - Peer empowerment and employment
 - Cultural safety and humility

- Addressing stigma, discrimination and human rights
- Participate in the hiring, oversight and evaluation of the Community Action Team coordinator
 - Set and update the job description for the CAT coordinator and be the primary group to which the coordinator reports
 - Facilitate information sharing through the coordinator
 - Identify opportunities to leverage funds

Members of the Community Action Team are expected to:

- Promote a culture of collaboration
- Regularly attend meetings or appoint a knowledgeable designate when unable
- Attend as representatives of their respective area/discipline

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.

Chairperson and Co-Chair

- Ensure effective facilitation of meetings
- Monitor meeting attendance
- Provide action plan status reports to the Regional Response Committee
- Communicate barriers encountered to the Regional Response Committee

Sub-Committees (**pulled directly from Campbell River draft ToR – adjust/remove as necessary**)

Sub-committees or task groups will be established as required to assess and report on specific issues.

Sub-Committee Guidelines:

- Sub-committee activities shall be authorized and endorsed by the Community Action Team, and their recommendations/findings will be implemented only if confirmed by the Community Action Team,
- Regular meeting dates will be established when the sub-committee is formed
- Members may choose to provide written input prior to a meeting

Meeting Agenda and Minutes

- Meeting agenda and previous minutes will be developed and distributed before each meeting
- Island Health records minutes and action items
- Community Action members are encouraged to advise chair and co-chair of agenda items before the meeting

Decision Making (**pulled directly from Campbell River draft ToR – adjust/remove as necessary**)

Decisions made by the Community Action Team and sub-committees of the CAT are directly related to the purpose of the committee and are made by consensus. Consensus decision making does not mean total agreement, it however requires individual members to examine two factors:

1. Is the decision part of a solution?
2. Can I live with the decision?

If the answer is no, then the member should withhold consent and actively participate in bringing forward to the group a suggestion on how to proceed in a manner both suitable to themselves and to the CAT.

When consensus can't be reached after 2 rounds in 1 meeting, membership will take a vote to make a decision. A quorum must be in attendance and is defined as 50% + 1. 75% of a quorum must support the decision for it to move forward. Decisions will typically be made at CAT meetings but for time sensitive issues where quorum is not met, decisions can be made using email with a response expected no later than 4:30pm of the next business day. No reply implies consent.

Conflict of Interest (**pulled directly from Campbell River draft ToR – adjust/remove as necessary**)

When a member of the committee has a material interest in a matter before the team, the member must declare that there is a potential conflict of interest. A material interest shall include but not be limited to any possibility of financial gain for the member or their organization or business. It shall be up to the member to use good judgment and openness about personal dealings to ensure that a conflict or perception of a conflict between his or her personal interests and his or her role as a member of the group does not arise or is declared if it does arise. When a conflict is determined the team shall make every effort to mitigate the conflict which may include asking the member to excuse themselves from the meeting while the matter is discussed, and not participate in discussions or decisions taken on that matter.

Meeting Frequency

The Community Action Team shall meet [*indicate frequency*].

Review of Terms of Reference

Community Action Team - Terms of Reference

Nanaimo

The Terms of Reference shall be reviewed every six months.

Community Action Team Chair

Date: _____