



Home Modification Council

Terms of Reference

CHBA's Home Modification Council (HMC) supports many aspects of aging in place for Canada's seniors and disabled, and their caregivers, including: appropriate home modification; appropriate training for renovators; access to occupational therapists, access to trained architects/designers, and community care professionals, access/information about disability funding organizations, government loans, grants & tax credits, and assistive device and industry representatives. The goal of the HMC is to provide a much needed co-ordination point of expertise and resources and services for those that wish to age in place and their caregivers, and in so doing provide a market advantage for CHBA member companies doing business in this industry sector. This is to be done by clearly identifying the needs of consumers and the needs of those working in this sector striving to meet these needs.

MANDATE

The Mission Statement of CHBA includes providing Choice for Canadians. Specifically it states, "Choice: so that Canadians of all ages and life stages can choose the type of home and location best suited to their needs." Research in this important market sector clearly shows that Canadian seniors want to live in their homes as long as they can. In many cases this means home modifications to make the home more suited to their needs. This market sector has needs very different from those of younger, able-bodied Canadians. This is reflected in the renovations being completed and the professionals involved in supporting the decision regarding the modifications to be undertaken.

The **mandate** of this self-funding, ad-hoc Council is to deliver services that will support CHBA members' activities in renovating houses to facilitate Canadian seniors and others with disabilities, to live longer and more comfortably in the home of their choice.

Activities will include:

- Connecting those wishing to age in place and/or their caregivers with: 1) key information; 2) qualified contractors; 3) health care or other professionals that help to enable home modifications
- Contributing to, and enhance, CHBA's capacity to inform policy that affects home modifications at all levels of government and provide service to members in this important sector of the industry
- Advocacy and lobbying for quality outcomes and home modification support mechanisms
- Providing best practice advice, information and resources to members and to the public
- Consulting broadly with all home modification stakeholders to develop and implement products and services that support members
- Building member capacity in this area and sustainability

- Promoting partnerships and collaboration that enhance member outcomes
- Providing direction as to the needs related to the ongoing professional development of members
- Gathering data on member and consumer needs along with technology and other healthcare innovations, to inform priorities and influence strategic advancements
- Building awareness and knowledge through the consolidation and sharing of information using a variety of channels and forums, and
- Implementing activities to identify barriers, find solutions, transfer knowledge, inform policy, accelerate action and increase efficiencies.

MEMBERSHIP

The HMC is limited to a maximum of 60 CHBA members including the Management Committee and Sponsors. Members are selected for their demonstrated competence and experience in this industry sector. It is recognized that this industry sector has many participants with a diverse range of skills and knowledge, all working together to deliver a quality solution for Canadians needing modifications to their homes to facilitate aging in place. The objective is to ensure broad geographical and sectoral representation and expertise. Due to the wide range of participants in this sector, renovator/builder expertise will be targeted at a minimum of 10%. A balance between renovator/builder and other members, as well a regional representation, will always be sought.

The term for all new Council members is 2 years with the opportunity to re-apply for another 1 or 2 years. **Members must be active** – meaning that they must attend the meetings and participate in the efforts as described in this document. If members are not active, they will be asked to step down to make room for others to participate.

The HMC will meet face-to-face 2 times per year in conjunction with the CHBA national meetings. The Management Committee of the HMC will meet at least an additional 2 times per year via conference call and online (CHBA's current system is GoToMeeting) to facilitate productive discussions.

CHBA will cover travel and accommodation for builder/renovator members on the Management Committee as per the CHBA Travel Policy. All other members will be responsible for their own travel and accommodation costs.

Those interested in **Membership** on the Council must submit an application for consideration by staff and the Management Committee. There is an annual fee for HMC membership.

Those interested in a position on the **Management Committee** must submit an application for consideration by staff and appointment by the CHBA President. There is a limit of 10 positions on the Management Committee and these positions can only be filled renovator/builder members or other CHBA members as recommended by the Chair and vetted through the Executive Committee of CHBA and appointed by the CHBA President.

The Chair position holds a 2 year term. A Vice-Chair will be in place to support the Chair and to move into the Chair role at the end of each 2 year term. The Chair will remain on the Management Committee as Past-Chair for a minimum 1 year term. The Chair will be a renovator/builder member of CHBA.

Applications can be submitted at any time. When the council is full and no seats are available, applications will be kept on file. When seats become available, an open “Invitation to Apply” will be extended; applications already on-hand will be considered, and those applicants will be contacted to ensure they are still interested and that their applications are still up-to-date. Openings will also be posted on the HMC Webpage. Applications will then undergo a review and selection process that involves review by staff and the Management Committee, as well as approval by the CHBA President.

Due to the linkages between the work of HMC and other CHBA Councils, one ex-officio non-voting representative from each of the following CHBA Councils/Committees will serve on the HMC:

- Technical Research Committee (TRC)
- Canadian Renovators’ Council (CRC)
- Professional Development Committee (PDC)
- Modular Construction Council (MCC)

Also in attendance at meetings will be reciprocal representatives from the CHBA Board of Directors and its Executive Committee.

One ex-officio, non-voting representative from government bodies related to aging in place may be invited to sit on the HMC, such as:

- Canada Mortgage and Housing Corporation (CMHC)
- National Research Council (NRC)
- Canadian Institute for Health Research (CIHR)
- National Sciences and Engineering Research Council (NSERC)
- Health Canada
- Employment and Social Development Canada
- Veterans Affairs Canada
- Infrastructure Canada

ROLES AND RESPONSIBILITIES

The role of the Management Committee is to provide strategic advice and direction on the key priorities of the HMC. The expectations and responsibilities of the Management Committee members are:

- prepare for and attend all Council and Management Committee meetings,
- participate in a meaningful, non-biased and constructive way,
- utilize the input of the Council membership for consensus building and to guide the decision making process,
- lead working groups to evaluate opportunities for the Council and report back to the Management Committee, and
- represent the Council and participate in the delivery of presentations of the Councils efforts.

The role of the general Membership is to provide input on the key priorities of the HMC. Expectations and responsibilities of members are:

- prepare for and attend all Council meetings (must read meeting documents that will be sent in advance of each meeting),

- participate in a meaningful, and constructive way (especially avoiding company-specific bias),
- participate in working groups from time to time as needed to further the efforts the Council, and
- act in the best interests of the Association and the entire membership as a whole.

FUNDING

CHBA’s Home Modification Council is self-funding and will generate operating revenue through Membership and Sponsorship fees. In addition, project-specific funding will be pursued as appropriate and based on the annual Action Plan. As needed and appropriate, additional revenue generating opportunities may be explored. In some cases it may be necessary to offer multiple-year sponsorship opportunities (for example, \$150,000 over 3 years) in order to secure sponsors and to fit within their corporate marketing plans. Since the participants in this sector are diverse and many would be considered “non-traditional” sponsors of CHBA, the needs of sponsors will be considered on an individual basis when requested.

MEMBER FEES AND SPONSOR LEVELS (effective July 1, 2017)

Position	Annual Fee	# of Positions
Management Committee Members	\$250	10
Sponsor Members - Gold	\$50,000	3
Sponsor Members - Silver	\$25,000	6
Sponsor Members - Bronze	\$15,000	10
Builders/Renovator Members Others as deemed eligible by MC.	\$250	10
General Members (Includes Representatives from Other Associations/Organizations)	\$2,500	16
Academia Members	\$2,500	5

Total 60

ANNEX

- 1) *Direct Value to Members: What kind of information or business intelligence of direct value to some or all CHBA members does the Committee/Council generate? How is that information disseminated?*

The Council will identify the needs of renovators and builders who are active in this industry sector to successfully provide their services to Canadians. These needs may be technical, financial, marketing, skilled labour, product, or other needs as may arise. The Council will build awareness and knowledge within the building industry through the consolidation and sharing of information, resources, advancements and best practices in aging-in-place design, construction, technology & products, standards, programs, policy and RD&D. A variety of communications channels and forums will be utilized to do this. For example, the CHBA website and e-publications, as well as social media, webinars, and possibly also face-to-face training and possibly incorporating a new CHBA Housing Award of Excellence for Home Modification.

- 2) *Policy Advice to the Board of Directors: Does the Committee/Council formulate policy advice to the Board of Directors relative to its mandate? If so, what type and why is this important to the Association?*

The Council will formulate policy advice to the Board of Directors relative to its mandate of providing Canadian Seniors and others with disabilities to live longer and more comfortably in the home of their choice. This includes, but is not limited to: cost reduction, codes and regulation (with the intent of keeping accessibility and visitability of aspects of new house construction voluntary), skilled trade development, alliances with other groups actively involved in this industry sector, advocacy and consumer awareness. This will position the CHBA as the leading organization for consumer information and state-of-the-art developments in this area.

- 3) *Activity Implementation: Does the Committee/Council undertake activity implementation? If so, what type (with examples) and why is this important? And how is it undertaken?*

Utilizing existing resources the Council will verify and prioritize the issues and opportunities associated with the home modification market for seniors and the disabled. Immediate needs, as well as medium and long term needs will be identified and prioritized. For each priority, strategies will be identified, with the most feasible solutions to be agreed upon. Depending upon what the solution is, the Council and staff would determine the most appropriate approach. If a new service or program needs to be developed, a collaborative approach would be used to engage the appropriate parties. Annual budgets will be developed.

- 4) *Forum: Does the Committee/Council act as a Forum? If so, how does this benefit the membership (e.g. intelligence gathering that informs 1 to 3 above; influences other organizations; increases efficiencies)? Please provide specific examples.*

The Council will act as a forum for the leaders in home modification to collaborate, transfer knowledge, inform policy, accelerate action and increase efficiencies. Transfer of resultant information and outcomes to other interested members will be key and executed through the efforts described above. This will shorten the learning curve of the early adopters and assist in 'fine tuning' solutions and services for the early majority, ultimately allowing for the broadest diffusion of home modification. The Council will act as advisors to the CHBA staff. It will provide status reports on its progress in the achievement of objectives. These status reports will be used for communications to CHBA Board of Directors, CHBA members and other interested parties via a variety of the CHBA communication channels, especially the website. Presentations will also be made at the annual conference.

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FOR MORE INFORMATION CONTACT

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