

# ABBOTSFORD

## Terms of Reference

HAAC

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**CHAPTER:** COUNCIL

**SECTION:** COMMITTEES, COMMISSIONS AND BOARDS

**SUBJECT:** HOMELESSNESS ACTION ADVISORY COMMITTEE

**APPROVED BY:** COUNCIL

**EFFECTIVE DATE:** 2014-12-15

**REVISION DATE:** 2017-01-23

### PURPOSE

The purpose of the Homelessness Action Advisory Committee is to provide advice to Council on homelessness issues and to provide oversight to the Council approved City of Abbotsford Homelessness Action Plan.

### AUTHORITY

*Community Charter, Council*

### MANDATE

The mandate of the Homelessness Action Advisory Committee is to address homelessness and related issues in the community; more specifically the role of the committee is to:

- a) provide advice to Council on policy and matters relating to homelessness in Abbotsford;
- b) oversee the implementation of the City of Abbotsford Homelessness Action Plan;
- c) assist in the identification and prioritization of homelessness and related social needs in Abbotsford;
- d) support, promote, and at times undertake initiatives to address homelessness in the City;
- e) provide a forum to engage stakeholders on homelessness issues in the City;
- f) explore opportunities for funding and other partnerships to address homelessness issues; and
- g) consider any other related matter as determined by Council.

### MEMBERSHIP

1. Appointments, and removal, of members to the Homelessness Action Advisory Committee will be made in accordance with the City's Committee Protocol Policy.
2. Terms of appointments will be in accordance with the City's Committee Protocol Policy.

3. The Homelessness Action Advisory Committee will be composed of up to nine (9) voting members appointed by Council:
  - a) one (1) member of Council, and an alternate;
  - b) one (1) appointee from BC Housing;
  - c) one (1) appointee from the Fraser Health Authority;
  - d) one (1) appointee from the Abbotsford Police Department;
  - e) one (1) appointee from the Abbotsford Chamber of Commerce;
  - f) one (1) appointee from a service provider from the following groups:
    - i. Mennonite Central Committee;
    - ii. Abbotsford Community Services; and
    - iii. Salvation Army;
  - g) one (1) appointee from an outreach service provider;
  - h) one (1) appointee between a housing service provider and an emergency shelter provider; and
  - i) two (2) Members at Large.
4. The Chair of the Homelessness Action Advisory Committee will be the appointed Council representative.
5. The staff liaisons to the Homelessness Action Advisory Committee will consist of:
  - a) the City Manager or Deputy City Manager;
  - b) the Homelessness Coordinator; and
  - c) the General Manager, Parks, Recreation, and Culture, or his/her designate.
6. The City Manager or Deputy City Manager, Homelessness Coordinator, and the General Manager, Parks, Recreation and Culture, or their designates, will normally be in attendance at all meetings to provide technical advice and staff assistance. Other City staff may be required to attend specific meetings, also as non-voting members.

### POLICY

1. The Homelessness Action Advisory Committee will operate in accordance with the *Community Charter*, Council Procedure Bylaw, the City's Committee Protocol Policy, and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
2. Meetings will normally be held monthly, or at the call of the Chair.
3. Quorum will be determined in accordance with the City's Committee Protocol Policy. Vacancies (but not absences) are excluded when counting the voting members in order to establish the quorum.
4. Committee members must avoid conflicts of interest, in accordance with the City's Committee Protocol Policy.
5. The Committee will report to Council, in accordance with the City's Committee Protocol Policy.