

# Reaching Home Program Designated Communities

**City of Abbotsford  
Community Entity**

## **Community Advisory Board Terms of Reference**

[Appendix A](#): Membership Declaration

[Appendix B](#): Code of Conduct for CAB Members

[Appendix C](#): Reaching Home Conflict of Interest Policy



## **Context**

In June 2020, the City of Abbotsford (COA) entered into a multi-year agreement with the Government of Canada to act as the Community Entity (CE) responsible for administering the Designated Communities Funding Stream of the Reaching Home Program, the Government of Canada's homelessness strategy. Reaching Home requires that all CEs establish a Community Advisory Board (CAB) that is inclusive and representative of the community and supports community planning and priority identification. The geographic scope of the CAB is the City of Abbotsford, as defined by Statistics Canada.

## **Purpose of CAB**

The CAB is a governance board that supports the delivery of the Federal Government's Reaching Home Program in Abbotsford, and acts as an advisory body to Council, as the final authority of the CE on the implementation of the program.

## **Composition**

The committee will consist of up to 12 voting members, be reflective of the homeless population groups within the COA local community, and include broad and inclusive potential sector representation from the following:

- BC Housing
- Fraser Health Authority, Health organizations, including hospitals and other public institutions, and organizations focused on mental health and addictions
- Indigenous Peoples and organizations serving Indigenous Peoples
- Local non-profit organizations providing housing to people experiencing homelessness
- Newcomer serving organizations
- Organizations serving women/families fleeing violence
- Organizations serving seniors
- Provincial government
- Police and correctional services
- Organizations representing individuals with lived experience of homelessness
- The private sector
- Youth and youth serving organizations, including Child Welfare agencies

Ex-officio representation from INFC and the CE (COA Staff) who will advise on program eligibility requirements, and guide the CAB if and when significant changes to the program are introduced. All ex-officio members, INFC and CE representatives do not hold voting rights.

## **Member Recruitment and Selection:**

Recruitment of CAB members will be facilitated by the CE through a public recruitment and selection process in consideration of its set purpose and representation.

- If a gap in membership is identified by the CAB, the following process occurs:
  - The Chair, with support of the CE staff, send out an email to all CAB members identifying the gap and asking for recommendations before the next CAB meeting.
  - At the end of the meeting the new member will be approved by confidential vote.
  - The Chair and CE staff will meet with the new member to go over the CAB member's roles and the role of the CE.

## Governance

The CAB is governed by this Terms of Reference (TOR). All members are responsible for adhering to these guidelines.

- Meetings will be facilitated by the Chair, COA's Homelessness & Community Development Specialist.
- CAB meetings will be held quarterly, unless otherwise directed by the Chair.
- Terms of Reference will be reviewed annually at the first meeting of any new fiscal year of the CE or as required.
- The status of the CAB voting membership will be assessed annually during the first meeting of any new fiscal year of the CE.
- Quorum is 1/3 of voting members.
- The term for CAB members aligns with the duration of the agreement between INFC and the COA.

## Decision-making

- The CAB will use parliamentary process when making motions to form a decision.
- A quorum of four (4), or 1/3 of voting members, will be required for funding allocation recommendations and policy decisions.
- For a decision to pass, it must receive the majority of votes.
- When required the CAB may vote on motions via email.
- Whenever a conflict of interest is declared, quorum will still be in effect and not be reassessed dependent on the number of voting members leaving.
- CAB members that are also applicants for Reaching Home funds, are not eligible to make a motion or to vote on any motion that relates to Reaching Home funding disbursements to themselves or other applicants. (See Conflict of Interest – [Appendix C](#))
- The CAB must seek approval from Council for all decisions made in relation to the grant program and funding allocations. Following CAB approval, the City Council will receive the Descriptions of suggested sub-projects and allocated funding amounts for final approval along with the Community Plan and associated funding allocations.

## Roles and Responsibilities

### Roles and Responsibilities of the CAB

- Members must sign the Membership Declaration ([Appendix A](#)) and the Code of Conduct ([Appendix B](#)).
- Assist with the development of the community plan and provide official approval.
- Assess and recommend projects for RH funding to the CE.
  - Members must recuse themselves in situations where they have ties to proposed projects. (See Conflict of Interest – [Appendix C](#))
- Be representative of the community.
- Support in the planning and implementation of coordinated access.
- Participate in the approval of the Community Homelessness Report. ([INFC Directives](#))
- Come to meetings prepared (i.e. read information provided prior to the meeting) and actively participate.
- Advise the CE staff or Chair if unable to attend a CAB meeting and make arrangements for a pre-approved alternate to attend the meeting(s).

- Advise the CE or the Chair in writing when resigning from the CAB.
- In order to remain a voting member of the CAB, members must not miss more than three consecutive meetings. In such a case, the member will be deemed to have forfeited their seat on the committee.

### **Roles and Responsibilities of the Community Entity**

- Enter into agreements with Government of Canada to administer the Reaching Home Program.
- Ex-officio representation on the CAB to include the CE who will advise on program eligibility requirements, and guide the CAB where significant changes to the program are introduced.
- Implement Reaching Home in accordance with INFC approved work plans.
- Manage all aspects of program administration including:
  - Facilitating calls for proposals
  - Implementing selection processes and soliciting and assessing sub-project proposals in an open and fair manner
  - Determining eligibility of proposals based on program [Directives](#)
  - Overseeing proposal evaluation and recommendation processes
  - Completing due diligence and approving project budgets
  - Executing final agreements with sub-projects and other planning projects
  - Managing sub-project funding agreements, including financial and activity monitoring of sub-projects to ensure compliance with sub-agreements and achievement of expected results
  - Implement required data collection processes with sub-project organizations
  - Reporting quarterly and annually to INFC as required
  - Overseeing Community Homelessness Report development, including submission to INFC and publication
- Ensure Designated Communities funding stream is fully invested to address priorities identified in the Community Plan.
- Consult with the CAB on opportunities to redistribute unallocated Reaching Home funds.
- Inform the CAB about the status and results of sub-projects and other activities related to the prevention and reduction of homelessness in the community.
- Manage all public communications related to the implementation of the Reaching Home Program.
- Draft CAB meeting agendas and distribute to members prior to meetings.
- Chair or CE staff shall attend all CAB meetings.
- Complete meeting minutes and distribute to all CAB members and City council.
- Maintain the CAB membership list and update at CAB meetings.
- Oversee the development of Coordinated Access, including policies and procedures outlining how the coordinated access system process operates in the areas of access, assessment, prioritization and matching & referral.
- Have a Coordinated Access system in place by March 31, 2026 that fully meets all Reaching Home minimum requirements.
- Develop a set of local agreements to manage privacy, data sharing, and client consent within a community-wide HMIS in compliance to municipal, provincial and federal laws.
- Work with BC Housing and INFC to sign necessary Data Provision Agreements and an End-user License Agreements to support the use of HIFIS to support the delivery of Reaching Home.
- Setup a governance structure to oversee decisions related to implementing and maintaining HIFIS and the data collected.

## APPENDIX A: Membership Declaration

I agree to serve as a member of the CAB or as a member of a CAB sub-committee and to:

- Abide by the CAB Terms of Reference.
- Serve the best interests of the CAB objective and activities.
- Declare to the CAB when I believe myself to be in a conflict of interest as defined in the CAB Terms of Reference, and I agree to abide by any action the CAB deems appropriate.
- Keep in confidence, and not use or share confidential information for any purposes external to the CAB.
- Prepare fully and actively participate in CAB activities.
- Conduct CAB activities in a professional, honest, lawful and ethical manner.

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Full Name (print)

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Signature

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Date

## APPENDIX B: Code of Conduct for CAB Members

- a. Although a member may be employed by, or affiliated with, a particular organization or interest group, it is the responsibility of all members to represent the best interests of the entire community.
- b. Members shall ensure that the details and dynamics of CAB discussions are kept confidential, including the proposal review and assessment discussions, and respect confidential information shared in the course of CAB activities.
- c. Regardless of personal viewpoints, members shall not speak against, or in other ways undermine, CAB solidarity outside of CAB meetings.
- d. Members shall avoid – in fact and in perception – conflicts of interest. Members shall disclose to the chair and/or CE any possible conflicts in a timely manner. Members shall familiarize themselves with the CAB’s conflict of interest policy for guidance in this area.
- e. Members shall familiarize themselves with the CAB Terms of Reference for guidance on member responsibilities, meeting processes, decision making protocols, and so on.
- f. Members shall be prepared for meetings, having read pre-circulated material(s) in advance.
- g. Members’ contributions to discussion and decision-making shall be informed and constructive.
- h. Members’ interactions in meetings shall be courteous and respectful.
- i. Members shall adhere to all CAB policies and practices.
- j. Members shall preserve the credibility, integrity, and impartiality of CAB.
- k. Additional requirements for CAB members who sit on the Reaching Home Funding Sub Committee are listed in [Appendix C](#).

I hereby acknowledge by my signature that I agree on my own behalf to abide by this Code of Conduct.

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Full Name (print)

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Signature

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Date

## **APPENDIX C: REACHING HOME CAB CONFLICT OF INTEREST POLICY**

The CAB will be fair, equitable and transparent. The CAB will use this policy for conflicts of interest, including actual, potential and perceived, in fulfilling their mandate of administering the Reaching Home Program. The policy applies to CAB members.

Conflicts of interest may result from situations where a member of the CAB:

- A. Sits on a proponent's Board of Directors or related governance committee.
- B. Is an employee of the proponent.
- C. Is a contractor of the proponent.
- D. Is receiving service, money, other support or 'benefit' from the proponent.
- E. Is involved in joint programming or a partnership with the proponent where the CAB member or CAB member's organization may benefit financially.
- F. Has an immediate family member (spouse, children, parents, siblings and/or someone who permanently resides with the member) who receives services from the proponent's Reaching Home funded services.
- G. Has an immediate family member (spouse, children, parents, siblings and/or someone who permanently resides with the member) who is: employed by or a senior manager of a Reaching Home funded program, or sits on the Board of Directors of the proponent.
- H. Has personally provided a letter of support for the applicant's proposal submission.
- I. Other potential conflict situations that may arise and be declared by the CAB member or noted by the CAB Chair.

### **1. Disclosure**

Prior to proposal review, the CE will send all CAB members a list of proponents and summaries of applications received. CAB members are expected to declare conflicts of interest and share with their fellow members to ensure transparency. If a conflict is noted, that CAB member will not vote on the applicable proposal.

No member of the CAB will be a part of any decision that leads to a recommendation on a proposed project for which they have a conflict of interest.

In CAB business where there will not be a decision leading to a recommendation on a project, if a CAB member believes they may have a conflict of interest, they will declare it immediately and the CAB chair, in consultation with the CAB, will make a decision regarding that members' presence based on the principles outlined above. The decision will be documented in the CAB meeting minutes.

## 2. Breaches and Accountability

All Reaching Home CAB members are responsible for adhering to this policy as outlined. As such, each member is expected to, and has the right to, raise a question or concern regarding application of the policy.

During the proposal review process, should a committee member fail to declare what another CAB member or CE staff believe may be, or perceived to be, a conflict of interest, they should raise it with the CAB Chair and CE prior to the beginning of the proposal review process. The CAB Chair and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

Other breaches of this conflict of interest policy will be dealt with on a case-by-case basis by the CAB as required. Perceived breaches or concerns should be raised with the CAB Chair and CE. The CAB Chair and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

CAB members shall abide by this conflict of interest policy, as well as other policies that may be adopted.

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Full Name (print)

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Signature

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Date