



## Abbotsford Reaching Home Community Advisory Board Meeting

Wednesday, October 25, 2023 at 10:30am

In person: Training Room, Matsqui Centennial Auditorium  
32315 South Fraser Way, Abbotsford

### MINUTES

---

Voting Members Present: M. Brown, C. Gauthier, D. Halber, L. Levy, M. Loewen, J. Pandher, E. Van Egmond, J. Wegenast, P. Wells

Non-voting Members Present: K. Munne (INFC), M. Sikora, G. McMahon, A. Koslowsky

1. Call to Order

- a. The meeting was called to order at 10:35
- b. Introductions
- c. Overview of the COA Reaching Home program

2. Adoption of Minutes of the Abbotsford Community Advisory Board Committee May 30, 2023 meeting

Moved by Leonard Levy, seconded by Matthew Brown that the minutes of the Community Advisory Board meeting held May 30, 2023, be adopted.

CARRIED

3. CE update

Mike S. provided update

- a. City of Abbotsford Housing and Homelessness Program Officer – Angie started in this position on September 18, 2023.
- b. Terms of Reference
  - 2021 draft version has removed from the webpage.
  - Updating in process. Will be brought to CAB for approval when complete, to coincide with contract extension from INFC for the Program.
- c. Planning and programming for next Reaching Home (RH) contract is moving forward as if a 4-year contract with similar funding will be received, so that an April 1, 2024 start date for the recommended projects will not be delayed.
  - Community Plan – as directed by INFC, the 2024-28 version is in process using the 2022-24 template as a template for 2024-28 has not been provided. The plan includes percentages of total funds awarded allocated to five areas as per [Directives](#).

4. Infrastructure Canada (INFC)

Kiran M. provided update

- a. Engagement and Program Officer change – Karen D’Souza went on leave in September. Kiran is the new Engagement and Program Officer (EPO) for Abbotsford.

b. Agreement Extensions

- City of Abbotsford (COA) CE can expect to receive an extension for the current agreement ending March 2024. INFC is in the process of drafting an extension for at least two additional years: 2024-2025 and 2025-2026 fiscal.
- The minimum length of time for the extension will be 2 years, but discussions are ongoing to determine whether a 4-year extension would be feasible.
- In the next months, EPO will confirm specifics including length and the amount of funding for the next RH funding cycle.

c. Budget Allocations

- CEs have not been advised of approved annual allocations. Hope is for announcements to be made within the coming weeks.
- Advising CEs to base their future investment planning on the assumption that they would be receiving similar allocations to their current funding. Then, if needed, shift priorities once official notification has been received.
- Overall, there will be a reduction of \$5M nationally for CE's, from \$567M to \$562M. It's likely some CEs will see a decline in their allocation but as a whole, nationally, not all CEs will be impacted.

Discussion regarding 2 or 4-year contracts:

- It was confirmed that all provinces except BC being guaranteed 4-year contracts. BC is the only province receiving guarantees for 2-year contracts.
- The 2-year contracts are a result of the problems BC CE's are having with moving HIFIS forward for Coordinated Access; Problems result from HIFIS license given by Canada to BC Housing, which BC CE's are needing to use but have no control over any pieces of how it is implemented or operates, creating many barriers to fluid implementation. A positive for the COA is our CA coordinator (Graham) is doing excellent advocacy work which reflecting on how we are being perceived as a front runner to get the process going.

5. Coordinated Access

Graham M. provided update

Progress made:

- a. CAS (Coordinated Access System) working Group and SUMMA (Sumas, Urban Métis, Matsqui, Abbotsford) Table – have been meeting regularly since February 2023.
- b. Integrated Outreach Meeting (Evaluation & Adjustment, CHIA) – meeting bi-weekly

CHIA (Community Homeless Information App):

- City is developing the app and enabling organizations to use it at no cost.
- Will provide geo location of individuals in encampments or sleeping rough and identify the numbers of individuals in these situations.
- Will provide information on types of structures in encampments and what services have recently been delivered to sites.
- Enable outreach to share where youth are staying.
- Prevent duplication of services,
- Provide information on trends being noticed
- Shelters – provide real time inventory of vacancies.

- c. Situation Table – meeting every other week
  - d. Governance Table – Membership, Roles and Responsibilities
  - e. Governance Document – Principles, Protocols, and Processes
  - f. System map – is complete. This is required by BC Housing and RH.
  - g. Identified CAS partners
  - h. Prevention and Diversion – seems to be biggest gap in terms of coordination. Including coordination of rent supplements.
  - i. Intake process – Access points, Common Assessment Tool, HIFIS intake protocol
    - VAT may not be the correct tool to use for intake, so looking at other options. SPDAT is being used in other provinces.
  - j. CA Resource Inventory – Detailed Program Information, Participant Criteria, Referral Process (75-80% complete)
    - Will lay out criteria for organizations so they can be identified correctly and clients can be referred to the proper resources.
  - k. Community Prioritization Goals and Prioritization Matrix - Draft in process
  - l. Vacancy Matching Table and Vacancy Matching Process - Draft in process
  - m. HIFIS negotiations (BCH, INFC, CEs)
    - what can be done with CAS depends on the backbone which is HIFIS.
    - By-name list needed.
    - Weekly negotiations happening to get this done.
    - Major sticking points around data sharing. Limited modules (11) that BC Housing uses, but org's that are not part of BC Housing can't see things in HIFIS. Clients are forced to tell their stories over and over to multiple organizations. RH intent is to have data available so clients don't have to tell their story over and over. BC Housing seems to be slowing our progress.
  - n. HIFIS Working Group – HIFIS sandbox, Intake Protocols, Module Selection, Data Dictionary, Data Management, Adjusting Access Templates, Client Data Sharing Protocols, Reporting, By-name List, Intake Week.
  - o. Project charter, Data Sharing Agreement, Integrated Program Agreement, Client Consent Form, HIFIS Shared Administration & Support Plan
    - These are the documents we are working on with BC Housing. CE's need to agree on these.
  - p. HIFIS Community Administrator Role - Preparing & Onboarding New & Existing HIFIS Organizations, HIFIS Manual, Training All Users in CAS on the Use of HIFIS, Creating Reports, User Audits, Privacy Breach Investigation, Adjusting Access Templates, Trouble Shooting, CE HIFIS Use & Responsibilities, CAS Community Tables, Managing By Name List
    - This role needed to be the person working as a liaison between HIFIS and the organizations.
6. Subprojects update



Angie K. provided update

- a. 2023-24 Subprojects:
  - 8 Services – all have an end date of March 31, 2024
  - 3 Coordination of Resources and Data Collection – Archway project was completed as of June 30, 2023. 2 remaining projects end on March 31, 2024
  - 0 Capital
- b. Summary of 2023-24 Fiscal Year funds:
  - Community Plan total subproject budget: \$1,304,457
  - Sub-projects total contracted amounts: \$1,239,518 (includes \$102,000 for Coordinated Access set up funds)
  - Total unallocated funds: \$64,939
  - CE continually monitors sub-projects to ensure that any unspent funds will be reallocated to the other RH projects as needed before the fiscal year-end.
- c. Two options to use unallocated funds
  1. Application for Coordination of Resources and Data Collection project
    - Organization: Centre for Advancing Health Outcomes
    - Project title: Abbotsford Systems Access Journey Mapping
    - Funding request: \$30,000
    - Project will conduct research to identify barriers in substance use service system with a focus on Homeless-serving systems. A communications product (video and graphic) will be produced for information and knowledge translation.
  2. Request from current project for upward amendment
    - Organization: Urban Matters
    - Project title: Understanding Substance Use and Homelessness in Abbotsford
    - Original contracted amount: \$24,500
    - Amendment: +\$10,000 – added activities are developing the case for each ‘intervention’ with data and evidence, workshop with collaborative table and ensure the advocacy directions are captured, and finalize and advocacy paper

Discussion:

- Concern of overlap/redundancy between these projects.
- Questions on how the results will be shared and used, and advocacy take place with completed documents.
- It was reported that the 2 projects are communicating to ensure that they are not duplicating and align with each other.
- Urgency to spend the funds when March 31, 2024 is only 5 months away, and these projects are asking for funds where the unspent funds are allocated.
- As long as projects can be distinct and not duplicate each other, these projects have good potential to help make informed decisions with concrete data.

**MOTION:** That the Community Advisory Board approve the following proposed projects and that they be presented to Abbotsford City Council for final approval for amounts requested:

1. Centre for Advancing Health Outcomes project
2. Urban Matters project amendment

The motion was moved by E. Van Egmond, not seconded.

NOT CARRIED



MOTION: That the Community Advisory Board support the Centre for Advancing Health Outcomes application for \$30,000 of funding with and an additional \$10,000, and recommend it be presented to Abbotsford City Council for final approval.

The motion was made by J. Wegenast, seconded by P. Wells.

CARRIED

L. Levy abstained due to possible conflict of interest.

#### 7. Next Steps

Mike S. provided update

##### a. 2024 onward, funding allocations

- Proposing 4-year projects
- Instead of generalized CFP's, more strategic and direct projects. Outline deliverables and format and seek applications telling how they best would deliver project
- **\$1,550,000/year (Estimated amount, based on current funding)**
- \$450,000 for 1 Housing Services subproject - includes \$70K for Client Support Services
- \$450,000 for 1 Prevention and Shelter Diversion subproject - includes \$70K for Client Support Services
- \$245,000 for Coordination and Data Collection sub-project funding includes: annual EWR contract, PiT count, additional CA resources (as required by INFC), and annual projects
- \$100,000 for Capital subprojects
- \$305,000 for Program administrative \$232K and Coordinated Access expenses \$73K

##### b. Call for Proposals planning

Proposed Timeline:

- November 15 – open
- January 7 – closed
- January 8 – internal review
- January 30 – external review
- February 6 – recommendations presented to CAB
- February 12 – recommendations presented to Council

(Jassy Pandher and Eric Van Egmond left meeting, so were not part of the following motion approval)

MOTION: That the Community Advisory Board approve the proposed funding allocations and CFP schedule, and recommend be presented to Abbotsford City Council for final approval.

Motion was moved by Leonard Levy, seconded by Matt Loewen.

CARRIED

#### 8. Member Round Table

none

#### 9. Adjournment

The meeting was adjourned at 12:34 pm