



**United Way**  
**Peterborough & District**  
**Change starts here.**

## **Community Advisory Board (CAB) – Reaching Home (RH) Project**

### **TERMS OF REFERENCE**

#### **Purpose**

The Community Advisory Board (CAB) acts as an advisory body to the Community Entity (CE) for Peterborough (United Way) providing guidance on issues of homelessness in the community. The CAB will work to achieve and include broad and inclusive representation.

#### **Responsibilities**

The Community Advisory Board is responsible for the following key areas:

- Helping to guide the development of the **Reaching Home Peterborough Homelessness plan** and provide official approval.
  - To this effect, the CAB is responsible for engaging with key community organizations and individuals in the community beyond the homeless serving sector and gather all available information related to the community's local homelessness priorities and develop a coordinated approach to addressing homelessness in their community.
- Assess and recommend projects for Reaching Home (RH) funding to the CE.
  - The CAB is expected to undergo this process with a comprehensive understanding of the local homelessness priorities in their community.
  - Members **must** recuse themselves in situations where they have ties to proposed projects.
- Being representative of the community and having in-depth knowledge of key sectors and systems that affect homelessness priorities.
  - The CAB in consultation with the CE is responsible for recruiting members and is expected to ensure that its composition has broad and inclusive representation.
- Supporting the CE in the planning and implementation of coordinated access.
- Approving the annual Community Progress Report.
- Reviews, updates and approves the Reaching Home Peterborough Homelessness plan annually, through the Community Plan Report to ensure the priorities and activities remain appropriate and to set targets for the following year.
- Supports the governance, planning and implementation of new features of Reaching Home such as community planning, community contribution, coordinated access and using an outcomes-based approach
- Gathers all available information related to homelessness issues in the community and makes decisions on priorities based on evidence.

#### **Decision Making**

The CAB will use parliamentary process when making motions to form a decision. For a decision to pass, it must receive the majority of votes. When required the committee may vote

on motions via email, if so called for by members of the CAB. A quorum of five (5) voting members will be required for funding allocation recommendations and policy decisions. If in a request for proposal process proponents will have one opportunity to re-submit their sub-project proposals within two weeks of notification of denial.

### **Additional requirements for CAB members while making Reaching Home Funding Decisions**

- Members shall not influence, directly or indirectly, committee decisions on an applicant's proposal where the member has a conflict of interest.
- Members shall apply the same proposal review, assessment criteria and guidelines to all proposals in a consistent manner.
- Members shall not make arrangements to support and/or not support proposals in exchange for support and/or non-support on other proposals.

### **Members in Good Standing**

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.**

### **Communication and Information Sharing**

The Co-Chairs will work with the CE to ensure clear responsibilities for public relations. **For example, with respect to Reaching Home, United Way Peterborough and District the CE is solely responsible for communicating with the public, the media and the community in consultation with Service Canada and the co-chairs.**

In public venues and events, members may identify themselves as members of the CAB but should refer requests for information or questions to the Chair and/or the CE Staff Support.

### **Composition:**

The composition of the CAB is expected to be reflective of the homeless population groups within Peterborough and County including those with lived experience of homelessness. CAB will consist of 7 to 10 members from the following sectors:

- Individuals with lived experience of homelessness
  - Indigenous Peoples and organizations, Friendship Centres; Indigenous housing organizations
  - Youth and youth serving organizations, including Child Welfare agencies
  - Organizations serving women/families fleeing violence
  - Organizations serving seniors
  - Newcomer serving organizations
  - The private sector
  - Police and correctional services
  - Landlord associations and/or the housing sector
  - Health organizations, including hospitals and other public institutions, and organizations focused on mental health and addictions; and
  - Veterans Affairs Canada or Veterans-serving organizations
- CABs ex-officio representation will include Service Canada and the Community Entity (United Way Peterborough and District) who will advise on program eligibility requirements and guide the CAB where significant changes to the program are introduced.
  - Provincial and or municipal governments who will 1) act as a resource for information on existing policies and programs, 2) provide guidance to ensure complementarity between federal and existing investments and 3) keep the respective organization apprised of

developments at the community-level (in other word, re call for proposals, list of projects to be funded, etc.). These members will be nonvoting.

- Organizations can not have more than one (1) voting representative at the CAB table.

When a gap in the CAB makeup has been identified the following process occurs.

- The co-chairs, with support from staff of the CE, send out an email to all CAB members identifying the gap and asking for recommendations.
- The potential sector reps are asked to attend the next CAB meeting. The potential representative will be asked to provide a short introduction at the meeting.
- The co-chairs will meet with the new member to go over the member's roles and the role of the CE.

### **Terms**

- The CE will act as chair and will appoint a co-chair for a period of three (3) years, subsequent terms will be for a period of two (2) years
- The other members will serve for a period of three (3) years, with one subsequent term of two (2) years for a maximum of five (5) consecutive years.
- After a period of one (1) year not on the CAB, members can re-apply for a new term.

### **FREQUENCY OF MEETINGS:**

The CAB will hold at least 4-6 meetings a year, at the call of the Co-Chairs.

### **CAB Chair**

CEO of United Way Peterborough and District

### **Community Entity Staff Support to CAB**

Director, Administration & Finance of United Way Peterborough and District

### **Code of Conduct**

- Abide by the CAB Terms of Reference.
- Serve the best interests of the CAB objective and activities.
- Declare any real or perceived conflict of interest.
- Confidential information received shall be kept in confidence, and not be used or shared for any purposes external to the CAB.
- Prepare fully for CAB activities.
- Conduct CAB activities in a professional, honest, lawful and ethical manner.
- Read and agree to the detailed Code of Conduct attached.

**See Appendix A for Roles and Responsibilities of the Community Entity**

**See Appendix B for Roles and Responsibilities of Service Canada**

**See Appendix C for detailed Code of Conduct**

**See Appendix D for Reaching Home Conflict of Interest Policy**

Membership Declaration

I (print) \_\_\_\_\_

agree to serve as a member of the CAB and adhere to the CAB Terms of Reference.

I will declare to the CAB when I believe myself to be in a conflict of interest as defined in the CAB Conflict of Interest Policy, and I agree to abide by any action the CAB deems appropriate.

I agree that confidential information I receive shall be kept in confidence, and not be used or shared for activities external to the CAB.

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**Signature**

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**Date**

## **APPENDIX A**

### **Roles and Responsibilities of the Community Entity (United Way Peterborough & District)**

- Work with community stakeholders to oversee the development and implementation of a systems-based approach to addressing homelessness
- Support a transition to an outcomes-based approach
- Solicit proposals for community projects
- Approve projects recommended by CAB in accordance with program Terms and Conditions
- Contract and monitor all projects funded by Reaching Home
- Report on its activities and disbursement of Reaching Home funds
- Collect and share data and information
- Report on the results and outcomes of all funded projects
- Submit an annual work plan
- Monitor and report on the development, implementation and successes of the Community Plan including identified gaps in services that have been filled and those remaining, new partnerships forged and extent to which priorities have been met through sub projects
- Attend all CAB meetings.
- Provide leadership and assistance to the CAB regarding Reaching Home program delivery.
- Engage and mobilize stakeholders and funding partners to work together to prevent and reduce homelessness.
- Implement a process that ensures sub-projects are solicited, assessed and recommended in an open, impartial and fair manner.
- Inform the CAB on sub-project disbursements and investment plan and consult with the CAB on opportunities to redistribute unallocated Reaching Home funds.
- Draft CAB meeting agendas in collaboration with the co-chairs and distribute to members prior to meetings.
- Draft and maintain meeting minutes and distributed to all CAB members.
- Maintain the CAB membership list and update at CAB meetings.
- Discuss CAB individual member absenteeism with the co-chairs and implement appropriate action.

## **APPENDIX B**

### **Roles and Responsibilities of Service Canada**

- Facilitate communications between the CAB and the CE
- Mobilize and assist community stakeholders in the development of community-based approaches to homelessness, while representing Canada
- Provide support, guidance and direction to the CAB and CE on Reaching Home Terms and Conditions and related policies
- Help ensure inclusive representation on the CAB
- Monitor and assess activities consistent with RH Terms and Conditions, applicable departmental guidelines and policies and compliance with the terms of the funding agreement
- Actively participate with other governments and community partners in discussion and analysis to identify strategies for partnerships, leveraging of other resources and evaluation
- Provide support and assistance in building or strengthening existing partnerships among community stakeholders and other levels of government
- Attend all CAB meetings.

## APPENDIX C

### Detailed Code of Conduct for CAB Members

- 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.
- 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.
- Regardless of personal viewpoints, members shall not speak against, or in other ways undermine, CAB solidarity outside of CAB meetings.
- Members shall avoid – in fact and in perception – conflicts of interest. Members shall disclose to the co-chairs any possible conflicts in a timely manner. Members shall familiarize themselves with the CAB's conflict of interest policy for guidance in this area.
- Members shall familiarize themselves with the CAB Terms of Reference for guidance on member responsibilities, meeting processes, decision making protocols, and so on.
- Members shall be prepared for meetings, having read pre-circulated material(s) in advance.
- Members' contributions to discussion and decision-making shall be informed and constructive.
- Members' interactions in meetings shall be courteous and respectful.
- Members shall participate in, and support, the CAB in additional ways beyond attending CAB meetings. This could include assisting in project evaluations and communicating about homelessness and CAB activities as approved by CAB.
- Members shall preserve the credibility, integrity and impartiality of CAB.

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

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CAB Member Signature

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Date

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Print Name

## **APPENDIX D**

### **REACHING HOME 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 Reaching Home Funds. The policy applies to CAB members.

#### **1. Conflicts of interest may result from situations where a member of CAB currently or within the past two years:**

- Sits on a proponent's Board of Directors or related governance committee
- Is an employee of the proponent
- Is a contractor of the proponent
- Is receiving service, money, other support or 'benefit' from the proponent
- Is involved in joint programming or a partnership with the proponent where the CAB member or CAB member's organization may benefit financially
- 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 RH funded services
- 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 RH funded program, or sits on the Board of Directors of the proponent
- Has personally provided a letter of support for the applicant's proposal submission
- Other potential conflict situations that may arise and be declared by the CAB member or noted by CAB.

#### **2. Disclosure**

Prior to proposal review, the CE will send all CAB members a list of proponents' 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 proponents' proposal. No member of 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 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.

#### **3. Breaches and Accountability**

All 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 CAB 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 CE and CAB Co-Chair prior to the beginning of the proposal review process. The CAB Co-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 Co-Chairs and CE. The CAB Co-chairs and CE will determine next steps on a case-by-case basis, sharing their response with the affected CAB member(s).

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CAB Member Signature

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Date

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Print Name