

REACHING HOME - Rural and Remote (Ontario Region)

Regional Advisory Board (RAB)

TERMS OF REFERENCE (2021)

Reaching Home is a unique community-based program aimed at preventing and reducing homelessness. Since its inception, Reaching Home has been encouraging communities to adopt a more fulsome approach to homelessness and has supported them in shifting away from emergency responses and focusing instead on longer-term solutions. [About Reaching Home: Canada's Homelessness Strategy - Canada.ca](#)

Mission: The **Regional Advisory Board** serves as an advisory committee to understand, plan and co-ordinate activities that raise awareness of the complex issues surrounding homelessness in rural and remote areas of Ontario. Members are expected to have in-depth knowledge of key sectors and systems that affect homelessness priorities.

Roles and Responsibilities:

- **Regional Advisory Board (RAB):**
 - Assess and recommend projects for funding to **United Way Simcoe Muskoka (UWSM)** who serves as the **Community Entity (CE)**.
 - Identify and engage with key players in the community and build strong connections to other homelessness related programs and strategies.
 - Raise awareness and/or educate the public about rural and remote homelessness.
 - Support CE in the governance, planning and implementation of Reaching Home.
 - Actively participate in quarterly meetings (in person, conference call or virtual).
 - Develop RAB Terms of Reference and other RAB related policies and procedures for example: membership application, roles and responsibilities of the chair, chair selection procedures, mandate or mission statements, and conflict of interest guidelines.
 - Recommend review criteria over and above the RH assessment criteria.
- **RAB Chair/Co-Chair(s):**
 - Selected by the voting members of RAB and may serve a 2-year term (minimum).
 - Facilitate RAB meetings, determine need for additional meetings and lead the committee.
 - Act as the official spokesperson(s) and liaison for the RAB, unless otherwise designated.
- **Community Entity (CE) – United Way Simcoe Muskoka (UWSM):**
 - Directly accountable to Employment and Social Development Canada (ESDC) for the delivery of Reaching Home 'Rural and Remote'.
 - Solicit funding proposals for community projects on behalf of RAB.
 - Approve projects recommended by the RAB in accordance with Terms and Conditions.
 - Contract and monitor all projects.
 - Report on results, outcomes, project activities and disbursement of funding.
 - Collect and share data and information with RAB.

- Support RAB by managing the call for proposals, review of applications, selection of funding recipients, establishment of baseline data, review of project evaluations and communications.
- Ensure performance, financial and risk management.

Decision Making and Voting:

- To meet quorum, it is required that at least 50% of RAB members are present.
- Ideally, when an issue arises, the RAB will attempt to reach a consensus on how the issue should be resolved. If a consensus cannot be attained, a question before the RAB will be put to a vote and each RAB member will be entitled to one vote.
- If the RAB is deadlocked, the RAB Chair/Co-Chair's will cast the deciding vote(s).
- If the recommendation from the RAB conflicts with the recommendations by UWSM staff, ESDC and the UWSM's Board of Directors will be consulted. UWSM staff will prepare a list of each recommendation in question and the rationale for each position (for both the RAB and UWSM staff). This report will be circulated to the RAB members in draft form to ensure a fair representation of their recommendation and rationale. RAB members may also choose to present their position in person. While ESDC will provide advice, final decisions rest with UWSM's Board of Directors.

Composition of the RAB:

A maximum of 12 members at any time. Each RAB member may serve a two (2) to five (5) year term.

While not an exclusive list, the RAB shall work to include representation from the following groups:

- Academic & Research – Homelessness Hub, Canadian Homelessness Research Network, Professors
- Accessibility - Physical, Developmental
- Cultural – Indigenous Partners, Francophone, Newcomers, Minority Language Communities
- Health – Public Health, Hospital, Community Health Services, Paramedics, LIHNS
- Homelessness Sector – Emergency, Shelters, Outreach, Drop-In, Transitional Housing
- Housing Sector – Non- profit Housing, Private Developers & Landlords, Housing resources, Canada Mortgage and Housing Corporation
- Legal/Corrections – Ontario Provincial Police, Community Legal, Justice, Corrections
- Mental Health & Addiction – Tertiary Specialized Mental Health, Community Mental Health
- Northern and Rural Communities across Ontario
- Populations who are Homeless or at Risk of Homelessness
- Public, Private and Not-for-Profit Organizations
- Veterans
- Youth

- Ex-officio: ESDC representative(s) act in an advisory capacity to the RAB.

Past or potential recipients of HPS or RH funding are welcome to serve on the RAB providing they withdraw from all discussions of their organization's funding application, to avoid any real or perceived conflict of interest.

Recruiting new RAB members:

The RAB may recruit other members until the perceived and right number and balance of sectors is achieved, as defined by the RAB members themselves. RAB members will be chosen through a selection process and recommendations.

If a RAB member resigns and needs to be replaced, the RAB members select the appropriate sector to target for recruitment of a new member(s) and develop a recruitment strategy (who contacts whom).

Public communications:

All public communications (correspondence, media, etc) shall be the responsibility of UWSM. All inquiries obtained by RAB members should be referred to UWSM, to be approved by ESDC.

Code of Conduct:

Board members must represent un-conflicted loyalty to the interests of Rural and Remote Communities. This accountability supersedes any conflicting loyalty such as that to advocacy, or interest groups, and membership on other boards or staff. This accountability supersedes the personal interest of any board member acting as an individual.

In such cases that Members feel their loyalty may be in conflict, they will declare the issue. Conflict of Interest guidelines (Appendix A) will be applied when these declarations are made.

While individual Board members may hold views contrary to the RH Rural and Remote Terms and Conditions or policies, Board members shall not speak or actively work against such policies or positions.

Legal Status of RAB:

RABs are ad-hoc committees (not legally incorporated organizations) composed of individuals acting on a volunteer basis.



Appendix A
Reaching Home (RH) – Rural and Remote (Ontario Region)
REGIONAL ADVISORY BOARD
Confidentiality and Conflict of Interest Guidelines and Agreement

Confidentiality Guidelines:

Members of the Reaching Home (RH) Rural and Remote Regional Advisory Board (RAB) shall not discuss any proposal or decision made by the group outside the committee structure and identified meetings.

Members of the RAB:

- Will not disclose any information that may cause unfair advantage to one group over another in the competition for funds.
- Understand that names and any other identifying information in the proposals are completely confidential.
- Will not divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained while reviewing and assessing funding proposals.
- Understand that information in the proposals can only be used for the purpose of performing the assigned duties of RAB.
- Understand that a breach of confidentiality may result in termination of membership on the RAB.
- Agree to notify the Chair/Co-Chair(s) immediately should the member become aware of an actual breach of confidentiality or a situation that could potentially result in a breach, whether on the part of the member or on the part of another person.

Names of all RAB members are considered public information.

Conflict of Interest Guidelines:

The following provisions shall be applicable to any issues regarding a possible conflict of interest by a member of RAB:

1. Members shall deliberate impartially and without indirect or direct personal gain regarding all matters placed before RAB.
2. In the event that:
 - Any member
 - Any person who is part of that member's immediate family,
 - Any close friend or relative of a member; or
 - A corporation, partnership, joint venture, syndicate or other group in which the member of a person within the member's immediate family has any financial interest, direct or indirect, either personally or on behalf of a third party; Stands to receive a personal gain or their affiliation stands to gain, in relation to a matter placed before RAB, and the

member is present at a meeting where the item of business in which the conflict of interest exists is being considered, then the member shall:

- Prior to any consideration of the item, declare his/her conflict of interest and the general nature thereof at the meeting.
- Decline to take part in any decision, consideration or vote regarding that item of business.
- Not attempt in any manner, before or during the meeting, to influence the consideration or vote on any such item of business.
- If directed by the majority of remaining members at the meeting, withdraw from the meeting during any consideration, discussion or vote on such item of business.
- Participate in discussions only regarding points of information or clarification at the discretion of the RAB Chair/Co-Chair(s).

3. Members shall declare if:

- They had long-standing personal differences with an applicant
- They are directly affiliated with an organization submitting one (or more) proposal(s), as a staff member, volunteer, board member, client or family member or if
- They cannot give an objective assessment of one (or more) applicant(s) for any reason whatsoever

In such situations, similar guidelines noted above (#2) shall be used.

The RAB Chair/Co-Chair(s) is responsible for resolving areas of uncertainty.

All conflicts of interest, whether real or perceived, will be noted in the minutes of the meetings.

A conflict of interest should not prevent an individual from serving on the RAB, unless that interest is so significant as to influence the majority of decisions regarding projects and/or funds to be allocated.

As a member of the RAB, I understand that by signing this agreement, I am indicating my understanding of my responsibilities to abide by the Conflict of Interest and Confidentiality Guidelines noted above.

Signature: _____

Date: _____

Print Name: _____

Email: _____

Phone: _____

