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## Reaching Home – Community Advisory Board (CAB)

February 25, 2025, 1:00pm – 4:00pm

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**PRESENT:** Sharlene Law, Katherin Cooper, Jessica McDonald, Ian Bermeo, Calvin Leitner, Jerry Micheal, Kelly Reid, Ron Rice, Janine Theobald, Stephen D'Souza, Deanna Underwood, Mary Chudley, Don Elliott (ex-officio), Tina Stenson (ex-officio)

**STAFF:** Jamie Proctor, Lauren Vaillancourt, Gina Dolinsky, Sherry Lester, Christine O'Brien (recorder)

**REGRETS:** Jared Melvin, Sylvia Ceacero, Filip Ani, Angela McNulty-Buell, Lee King, Donna Wingfield (ex-officio)

The meeting was called to order at 1:02 pm

### 1. Territorial Acknowledgment, Introductions

CRD staff provided a Territorial Acknowledgment, and the CAB members went around the table introducing themselves.

CRD staff recorded members in attendance.

### 2. Approval of Agenda

Motion to approve the agenda as presented.

**MOVED** by Sharlene Law                      **SECONDED** by Janine Theobald                      **CARRIED**

### 3. Approval of December 02, 2024, meeting minutes

Sharlene Law's name was missed as present in the December 02, 2024 minutes.

Motion to approve December 02, 2024, meeting minutes as amended.

**MOVED** by Jerry Micheal                      **SECONDED** by Calvin Leitner                      **CARRIED**

### 4. Business Arising from the minutes

Amend Dec 02, 2025 attendance to reflect Sharlene Law's presence.

### 5. Selection of Chair and Vice-Chair

Sharlene Law put her name forward to act as the CAB Chair and Janine Theobald put her name forward to act as the CAB Vice-Chair.

Don Elliott called three times for additional nominees for both positions. Having heard none, Sharlene Law was acclaimed as Chair and Janine Theobald was acclaimed as Vice-Chair of the Reaching Home Community Advisory Board. The Chair then led the meeting.

## 6. CAB Orientation

- Tina Stenson (Engagement Program Officer with Housing, Infrastructure and Communities Canada (HICC)) provided the orientation to Reaching Home, Canada's Homelessness Strategy.
- Lauren Vaillancourt provided information on the CAB Terms of Reference, proposed CAB meetings and engagement events and currently funded projects and investments.
- CAB members were given a hard copy of the presentation.

## 7. Update on Call for Proposals Update on Open Request for Funding

The CRD Reaching Home Program Coordinator provided CAB members with an update on the scoring of applications to the CFP that closed on January 24, 2025.

- CE staff have identified a surplus of \$450,000 from unexpended Reaching Home sub-projects funds from previous years. This surplus will be allocated to the available funding for this CFP.
- The scoring sub-committee had a scoring threshold of 75% or higher.
- Recommended budget decreases to four of the largest funding requests.
- CAB members reviewed the scoring matrix.

The following people recused themselves at **3:11pm**

Janine Theobald, Calvin Leitner, Ian Bermeo, Ron Rice, Mary Chudley and Sharlene Law

MOTION:

That the CAB recommends the CRD, as the CE for the Reaching Home Program, negotiate and enter subproject agreements as follows:

1. The CE allocate the \$450,000 surplus from unexpended Reaching Home sub-project funds from previous years to this year's CFP.

AND

2. The CE enter into sub-project agreements with recommended applicants commencing March 15, 2025, to allocate up to \$1,623,530 in incremental funding for the 2025-2026 and 2026-2027 fiscal years.
  - a. The total amount of funding recommended be considered as approximate values to allow the CE to conduct the necessary due diligence and approve budget changes not to exceed plus or minus 15% of the recommended amount, and
  - b. The proponents demonstrate the ability to fulfill all Reaching Home Program administrative requirements identified through due diligence to be completed by CE staff.

AND

3. That the CE engage with applicant organizations not recommended for funding to allocate any remaining Designated Communities incremental funds at the discretion of the CE, subject to Reaching Home Program terms and conditions compliance, to be determined by the CE.

**MOTION:** by Jerry Micheal

**SECONDED** by Kelly Reid

**CARRIED**

### **Next Steps**

CRD staff will inform all organizations which applied for funding of the CAB's recommendation and begin due diligence with the recommended projects.

Janine Theobald, Calvin Leitner, Ian Bermeo, Ron Rice, Mary Chudley and Sharlene Law re-joined the CAB meeting. **3:16pm**

## **8. Reaching Home 2024-2028 Community Plan**

The CE is required to submit a Community Plan at each funding cycle.

- CE staff have confirmed with HICC representatives that the title of the Greater Victoria Community Plan can be modified. The proposed new title, *2024-2028 Capital Region Community Plan – A Guide*.
- BC communities are exempted from several sections of the Community Plan due to the ongoing alignment project between HICC, BC Housing, and CEs in B.C. where each partner's roles and responsibilities are being clarified.
- The proposed Investment Plan for Fiscal Years 2026-27 and 2027-2028 was reviewed.
- The Community Plan, with the updated Investment Plan, needs to be signed by the CAB chair and submitted to HICC by March 14, 2025.

**MOTION:**

That the CAB approves the *2024-2028 Capital Region Community Plan – A Guide to Achieving the Reaching Home Program Requirements*.

**MOTION:** by Ron Rice

**SECONDED:** by Kelly Reid

**CARRIED**

## **9. CE Administrative updates:**

CE staff gave an update to the committee:

- Planning an engagement session in July
- Q3 Claims completed and sub-projects have been reimbursed
- Finalizing the CE Q3 Claim
- The PiT Count will be held on March 26, 2025

## **10. Adjournment**

Motion to Adjourn. **3:30pm**

**MOVED** by Janine Theobald

**SECONDED** by Kelly Reid

**CARRIED**