

DRAFT Terms of Reference of the Community Advisory Board
(The Greater Vancouver Regional Steering Committee on Homelessness)

Introductory Comment

The Greater Vancouver Regional Steering Committee on Homelessness (RSCH) is the Community Advisory Board of the Homelessness Partnering Strategy (HPS) program. Under the Community Entity model Metro Vancouver currently acts as the Community Entity for the Metro Vancouver region.

Mandate in the Delivery of the Homelessness Partnering Strategy Program

For the purpose of the delivery of the HPS program, the responsibilities of the RSCH under a Community Entity model are to:

1. Develop a Terms of Reference for soliciting, reviewing and recommending projects to the Community Entity;
2. Recommend projects to the Community Entity for consideration and funding;
3. When required, develop and recommend to Service Canada an HPS Community Plan which identifies local needs and funding priorities to ensure a coordinated response to homelessness for the HPS program.
4. Conduct a community plan assessment in accordance with the Community Plan assessment guidelines and the Community Plan Template.

Specific Purpose

The specific purpose of the Greater Vancouver Regional Steering Committee on Homelessness (the RSCH) is:

1. To work with partners to implement, evaluate and update the Regional Homelessness Plan (currently called *Three Ways to Home: Regional Plan on Homelessness*).
2. To monitor, analyze and report on the status of homelessness in Metro Vancouver.
3. To build government, business, and public support for addressing homelessness in the region.
4. To develop and recommend a Community Plan that is reflective of perspectives of stakeholders and service providers from across the region.
5. To plan and develop a process and framework for decision making for HPS funding and make recommendations on HPS funding allocations to ensure Community Plan priorities are met.
6. To strengthen the capacity of stakeholders and service providers to effectively address homelessness across the region.
7. To provide a forum for networking among and between government and community representatives engaged in issues of homelessness.

Composition and Membership

Members of the Regional Steering Committee on Homelessness represent a vast range of stakeholders from Metro Vancouver who have an interest in homelessness and support the RSCH vision and mission. Members are often involved in, and responsible for, providing

services or program funding targeted to those who are homeless and at risk of homelessness in Metro Vancouver. The Constituency Table is the decision-making table for the Committee. There are three types of membership in the Committee: Individual, Agency and Constituency Table Membership.

Individual Membership (non-voting):

Open to individuals who have an interest in homelessness and who support the RSCH vision and mission. Individuals interested in joining the RSCH may complete an application for membership online at www.stophomelessness.ca. People with lived experience of homelessness, advocates, community members and others with direct involvement in homelessness and its solutions are encouraged to join.

Agency Membership (voting):

Open to any not-for-profit or government agency (organization) that has an interest in homelessness and supports the RSCH vision and mission. Any agency (organization) interested in becoming a member may complete an application for membership online at www.stophomelessness.ca. The following types of agencies are encouraged to be members of the RSCH:

- Service-providers
- Shelter, Safe House and Transition House operators
- Transitional and supportive housing providers
- Boards of Trade, Chambers of Commerce and Business Improvement Associations
- Health agencies and programs serving people with mental health addictions
- Agencies who represent persons who have experienced homelessness
- Metro Vancouver member municipalities
- Provincial Ministries/Crown Corporations (such as MCFD, MSD, and BC Housing)
- Federal Government Departments
- Advocacy groups that work with people who are homeless or at risk of homelessness
- Local housing and homelessness network groups
- Aboriginal – serving organizations
- Youth-serving organizations
- Community Foundations/Funders
- Faith groups

Constituency Table:

The Constituency Table is the decision-making body of the RSCH, with 24 voting members and two non-voting members. Membership on the Constituency Table is by application. Members are appointed or selected based on the knowledge and experience they bring from a range of constituencies, and on their ability to reflect a regional perspective. The composition of the Constituency Table is:

<p>Appointed by Agency/ Constituency (9 seats):</p> <p><i>Government:</i> Municipal (1) Provincial (1) Health Authorities (2)</p> <p><i>Business Community (1)</i> <i>Funders (1)</i> <i>Aboriginal Housing and Service Providers (3)</i></p>	<p>Selected by the RSCH members (14 seats):</p> <p><i>Housing and Outreach (4)</i> Emergency Shelters Transitional/Supportive housing Non-market Housing Outreach</p> <p><i>Service Providers Serving the Following Priority Populations: (9)</i> Youth People with mental illness People with addictions Women Seniors Newcomers Francophones Families People with disabilities</p> <p><i>Local Community Homelessness Tables (1)</i></p>
<p>Selected by the Constituency Table (1 seat): “Other” (1 seat)</p> <p>A member that cannot be accommodated under any other constituency</p>	<p>Non Voting Members (2 seats):</p> <p>Service Canada - HPS Past Chair</p>

Leadership

The Constituency Table is the decision making body for the RSCH. The Chair of the Constituency Table will be elected by the Constituency Table and will usually be the chief spokesperson on matters of public interest within the RSCH’s purview. In the absence of the Chair, the Chairs of the Advisory Groups or other designate will act in such capacity at the direction of the Constituency Table.

Organization

The Constituency Table will establish Advisory Groups as necessary and elect a Constituency Table member to chair each Advisory Group. The creation of Advisory Groups is driven by the work program and strategic plan. Advisory Group members shall be members of the Regional Steering Committee on Homelessness. The selection of Advisory Group members will be at the discretion of the Constituency Table, with the goal of reflecting the diversity of constituents, client groups and sub regions of the homeless serving community. Advisory Groups may include a maximum of 15 members.

Resources

The work of the RSCH in undertaking administration, strategic planning, community development and evaluation is supported by the Community Entity based on a work plan approved by the Community Entity and Service Canada.

External Relationships

The RSCH will continue to foster a working relationship with the Aboriginal Homelessness Steering Committee (AHSC) to ensure that the work of the RSCH and the AHSC are integrated. The RSCH will foster working relationships with key stakeholders such as the Greater Vancouver Shelter Strategy (GVSS), community based funders, the Community Homelessness Tables (CHTs) and the business community.

Procurement

The RSCH will use 'best practices,' as determined by the Community Entity in the procurement of goods and services related to its work.

Review

1. These Terms of Reference shall be reviewed on an annual basis.
2. The RSCH shall assess its own performance each year and strive to continuously improve its processes.

Meeting Protocols and Procedures

Dates and Locations

The Constituency Table will meet quarterly or at intervals it determines to be appropriate in consultation with the Chair(s) or the Community Entity. Meeting times for the Constituency Table will be set in advance to ensure adequate notice for members, and will typically be the third Thursday of the month. The full membership of the RSCH may meet annually or as otherwise prescribed by the Constituency Table. The current meeting place is at Metro Vancouver offices located at 4330 Kingsway in Burnaby.

Quorum

Quorum for meetings of the constituency table shall be the presence, in person, of at least one third of the voting members.

Agenda

The Chair, in consultation with the Homelessness Secretariat, sets the Constituency Table meeting agendas. Any Constituency Table member may request a matter be placed on the agenda by advising the Community Entity in advance, or the Chair at the beginning of the meeting.

Constituency Table Member Terms

Members of the Constituency Table will serve terms of two or three years as determined by the Constituency Table.

Alternates

Constituency Table members must identify an alternate to attend meetings in their absence who will represent the Members' constituency. Alternates may attend Constituency Table meetings and vote on matters before the Constituency Table in the absence of the Member. Alternates

may attend one meeting with the representative member for orientation purposes, but only the Member may vote. Alternates may join Advisory Groups independent of the member.

Responsibilities of Constituency Table Members

Constituency Table members (or their alternate) are expected to:

- Attend all meetings.
- Make decisions from a regional perspective
- Represent the interests of their constituency (and not that of their own agency)
- Participate on Advisory Groups.
- Respect confidentiality on sensitive matters
- Follow all RSCH policies including conflict of interest guidelines (attached)

Rules for Constituency Table Meetings

1. Meetings will be chaired by the Chair or, in the absence of the Chair, an alternate agreed to by the Constituency Table.
2. Meetings are semi-formal. Motions are used for major decisions such as a policy change and informal consensus is used for more minor decisions such as modifications to the agenda, with rules of motions in accordance with Roberts Rules of Order.
3. Meeting materials will generally be provided by email one week prior to the meeting. There may be additional documents handed out at the meeting. Hard copies will not be provided at the meeting.
4. Members shall not vote on any matter where they have a conflict of interest, as outlined in the Conflict of Interest Guidelines.
5. Members wishing to invite a guest to the meeting must do so prior to the meeting date through the Chair, or through the Community Entity.
6. The Constituency Table may meet “in camera” from time to time. Decisions of such “in camera” sessions may be reported but discussion is not.
7. All Committee members may receive copies of the minutes of the Constituency Table meetings.
8. Meeting minutes will follow standard anecdotal format (point form summaries of discussion without attributing comments to individuals). Decisions will be made by a mix of consensus and motions, and meetings will be conducted in accordance with Roberts Rules of Order.

Conflict of Interest Guideline

Definition of Conflict of Interest

A situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties

(Dr. Michael Mc Donald, University of British Columbia Centre for Applied Ethics)

Purpose of the Guidelines

The purpose of the conflict of interest guidelines is to provide guidance to the Regional Steering Committee in implementing policies and carrying out corresponding actions of the Regional Homelessness Plan for Greater Vancouver. In particular, the guidelines will assist the Regional Steering Committee in the decision-making process related to the delivery of programs which fund homelessness initiatives.

Guiding Principle

Each member of the Greater Vancouver Regional Steering Committee is expected to serve the best interests of all homeless people in the region. This accountability to homeless people supersedes any conflicting loyalty such as that to one particular organization or segment of homeless persons. It is acknowledged that all members of the Regional Steering Committee come to the table with bias, (i.e. Bias that might arise from knowing a proponent), however, bias is considered to be substantially different from conflict of interest.

Definition of Conflict of Interest

In the context of the Regional Steering Committee, a conflict of interest exists when an individual has the opportunity to advance or protect one's interest, or the interests of others with whom the individual has a relationship, in a way detrimental to the interests of the greater ownership, or potentially harmful to the integrity or mission of the Regional Steering Committee. In general terms, a conflict of interest may include:

1. Exerting influence on the discussion of, or voting on, decisions relating to funding proposals to the advantage of an individual organization with which a member has a direct relationship.
2. Making agreements or arrangements to support another member's proposal in return for supporting their proposal.

Measures to Prevent Conflict of Interest

In order to establish safeguards from conflict of interest, the Regional Steering Committee has adopted processes that include:

1. A clearly defined role and process for the Chair (co-chairs) of the Regional Steering Committee in dealing with any perceived, real, or potential future conflict of interest.
2. Self-declaration of conflicts by RSCH members, and declaration by anyone who perceives a potential conflict in another member. Any member who is unsure about a

potential conflict is asked to self-declare it and the group will decide whether the member will need to refrain from scoring/voting and/or discussing the project in question.

3. Ensuring that Regional Steering Committee decision-making processes are clearly understood by every member.

Prevention of Conflict of Interest during a Funding Review Process

Five potential sets of circumstances under which conflict of interest could occur during evaluation of submissions:

1. Direct conflict of interest resulting in financial benefit. NOTE: For persons representing a coalition or network, members of the coalition could vote on the submission only if the coalition as a whole was not benefiting. For example, if a particular organization on the coalition put in their own proposal, there is not a conflict for the other members. However, if the coalition puts in the proposal on behalf of the entire coalition, all members will be considered to be in conflict and must abstain as above.
2. Funding relationship: The potential for conflict would occur if a member was a funding partner on one of the proposals. It was determined that there is no financial gain for the funder [unlike in point (a) where the group may realize a direct financial benefit], therefore anyone in this position may participate in full, however they should declare their involvement in the project at the outset.
3. Geography: This might predispose a member to submissions that serve a population in a certain sub-region; however this was determined not to be a conflict.
4. Personal relationship: Only family relationships would constitute a conflict in which case the individual would need to abstain as in point (a). Family relationships are to be self-declared; if the nature of the “family relationship” is unclear, the person would self-declare what s/he perceives to be a possible conflict, and the group would determine whether that person needs to abstain from voting/discussion of the project.
5. Advocacy: This might predispose a member to a certain service or facility type; however this is not a conflict because advocacy is precisely the reason for representation on the Regional Steering Committee.

To prevent instances of Conflict of Interest during a funding review process, the following guidelines will be followed:

1. The facilitators are to be briefed about the potential for real, perceived, and potential future conflicts within the membership of the Regional Steering Committee and be directed to attend to any concerns raised regarding conflict of interest during the review process. RSCH members may alert the facilitators to any situation where real, perceived, or potential future conflict of interest may occur.
2. RSCH members who have submitted a proposal for funding are not permitted to participate in any aspect of the funding review process.
3. The Implementation Partner will take care in forming evaluation teams to prevent situations that may lead to conflict of interest. It is recognized that there will be a need to balance the desire to retain expertise within an evaluation team while preventing instances of Conflict of Interest.
4. When required, the Implementation Partner will seek external expertise to ensure that review teams reflect the diversity of the Steering RSCH.

Greater Vancouver Regional Steering Committee on Homelessness
Regional Steering Committee on Homelessness
May 15, 2013

Draft MINUTES

Attending:

Alice Sundberg, co-Chair RSCH (Meeting Chair)
Susan Papadionissiou, co-Chair RSCH
Bonnie Moriarty, Greater Vancouver Shelter Strategy
Caroline Bonesky, Family Services of Greater Vancouver
Celine Mauboules, City of Vancouver
Darrell Pilgrim, Maple Ridge, Pitt Meadows & Katzie Community Network
David Woodland, Salvation Army
Jane Dyson, BC Coalition of People with Disabilities
Katie Hughes, BC Housing
Leslie Stern, Lower Mainland Network for Affordable Housing/Women in Search of Housing
Michelle Shaw, Pacific Community Resources Society
Stephanie Ediger, Alouette Home Start Society
Marlis McCargar, City of Surrey
Patrick Stewart, Aboriginal Homelessness Steering Committee
Yves Trudel, United Way of the Lower Mainland
Tanniar Leba, La Boussole
Jonathan Bird, CityGate Leadership Forum
Shawn Mathewson, District of Maple Ridge
Nora Gibson, Service Canada – Homelessness Partnering Strategy (Non-voting)

18 voting members in attendance.

Staff: Janet Kreda, Josu Aranguren, Camille Narayan - Recorder

1. Selection of Constituency Table Members

A. Selection of Open Seat Candidates: Housing Continuum, Support Services, Community Homelessness Tables & “Other” seat

The Chair presented the results of the constituency meetings held earlier in the morning (below). The purpose of the constituency meetings was to recommend a final candidate for consideration by the RSCH for the Constituency Table. Two seats had more than one Agency candidates recommended: Outreach and Support Services for People with Addictions. Agency profiles submitted with their applications were used to help identify agency expertise and service areas.

Constituency	Agency / Organization name	Primary Community of Operation	Secondary Community of Operation	Tertiary Community of Operation
Emergency	Lookout Emergency Aid Society	Vancouver	New Westminster	North Shore
Supportive / Transitional	MPA Society	Vancouver	Ridge - Meadows	Burnaby
Non-Market Housing	YWCA Metro Vancouver	Vancouver	Surrey	Tri Cities
Youth	Pacific Community Resources Society	Vancouver	Surrey	-
Support Services for Women	Elizabeth Fry Society of Greater Vancouver	Surrey	New Westminster	-
Support Services for Seniors	Hollyburn Family Services Society	North Shore	-	-
Support Services for People with Mental Illness	Coast Foundation Society (1974) dba Coast Mental Health	Vancouver	Surrey	Tri-Cities
Support Services for People with Addictions	Jewish Family Services Agency	Vancouver	Richmond	Tri-Cities
	Portland Hotel Society	Vancouver	-	-
	The Salvation Army	Vancouver	Langley	New Westminister Maple Ridge Richmond
Newcomers	New Hope Community Services Society	Vancouver	Surrey	-
Support Services for Francophone	La Boussole	Vancouver	Surrey	-
Support Services for Families	Family Services of Greater Vancouver	Vancouver	Surrey	Richmond
Support Services for Outreach	Alouette Home Start Society	Ridge - Meadows	-	-
	Women in Search of Housing Society	Vancouver	Tri-Cities	-
Support Services for People with Disabilities	BC Coalition of People with Disabilities	Vancouver	-	-
Community Homelessness Tables	Tri Cities Homelessness & Housing Task Group	Tri-Cities	-	-
Other	BCNPHA			

Discussion:

- Focus was on identifying a single candidate for each of these two seats who would
 - a) bring the knowledge and expertise from the respective constituency and
 - b) provide representation from unrepresented municipalities/sub-regions
- Support was expressed for ensuring that the agencies selected for these two seats help increase the regional balance of the CT.
- Committee members considered the expertise and sub-regional location of the applicants:
 - Alouette Home Start has expertise in outreach (employed outreach workers) and operates in an under-represented sub region. Women in Search of Housing Society, based on their application to the CT did not employ staff for the purposes of street outreach.

- Salvation Army is a direct provider of addiction services with a presence throughout the region. Jewish Family Services operates in under-represented sub-regions, but based on the information provided in their application, addictions treatment was not a primary area of expertise or direct service; Portland Hotel society has excellent expertise, but geographically serves the DTES.
- It was noted that “addictions,” “mental health” and “outreach” did not have constituency meetings and therefore did not have a way to ensure a range of voices are heard in the same way as other service constituencies. This was noted particularly about addictions treatment, where different agencies have a range of different approaches.

Motion: Housing Continuum, Support Services, Community Homelessness Tables & “Other” seat candidates approved as presented, with Stephanie Ediger of Alouette Home Start Society to fill “Outreach” seat and David Woodland of The Salvation Army to fill “Support Services for People with Addictions” seat.

Carried: 18 in favour, 0 against

B. Appointed Seats: Provincial Government, Municipal Government, Health Authorities, Community Funders, Business Community, Aboriginal Housing & Services

The Chair presented the appointed candidates for voting seats received to date. It was noted that Margaret Eberle (Metro Vancouver staff) was proposed as an interim appointment for the Municipal Seat because originally, two candidates had been proposed by Metro Vancouver and the nominating committee would only accept one. Four seats are yet to be confirmed: Business Community, Aboriginal Homelessness Steering Committee, Aboriginal Housing Management Association and Metro Vancouver Aboriginal Executive Council.

BC Housing	Darin Froese , Executive Director, Lower Mainland Non-Profits, BC Housing
Vancouver Coastal Health	Dr Patty Daly , Chief Medical Health Officer and Vice President, Public Health
Fraser Health	Becky Doherty , Regional Mental Health and Substance Use Housing Manager
Municipal Government	(Interim) Margret Eberle , Senior Housing Planner, Staff to RPAC – SIS, Metro Vancouver
Community Funders	Deb Bryant , Director, Strategic Priorities, United Way
Business Community	TBC
Aboriginal Housing Management Association	TBC
Aboriginal Homelessness Steering Committee	TBC

Metro Vancouver Executive Council	TBC
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Discussion:

- Both concern and support was expressed about the appointment of a Metro Vancouver staff for the Municipal seat:
 - It was suggested that the two municipal candidates (Aileen Murphy (Surrey) and Abi Bond (Vancouver) share the seat for the first meeting of the CT and request that the number of municipal seats be increased to 2 at the June 13th meeting.
 - Support for Margret Eberle as an interim municipal representative was expressed.
- The chair noted that the agenda of the meeting was to accept or reject appointments for the CT and suggested that questions or decisions relating to the composition of the CT should be the purview of the new CT.
- The chair recommended that the CT not be asked to increase the municipal seat or make other composition changes at its first meeting.

Motion: Provincial Government, Municipal Government, Health Authorities, Community Funders, Business Community, Aboriginal Housing & Services representatives approved as presented.

Carried: 16 in favour, 1 against, 1 abstention

Adjourned at 11:45 pm

SUMMARY OF ACTIONS/DECISIONS

DECISIONS:

- **Housing Continuum, Support Services, Community Homelessness Tables & “Other” seat candidates approved as presented.**
- **Provincial Government, Municipal Government, Health Authorities, Community Funders, Business Community, Aboriginal Housing & Services representatives approved as presented.**



To: Constituency Table
From: Metro Vancouver Homelessness Secretariat
Date: June 4, 2013
Subject: Local Government representation at the Constituency Table

REQUEST:

On behalf of Metro Vancouver, that the Constituency Table permit two seats for local government at the Constituency Table. Representatives from Surrey and Vancouver will be present and request to speak to this issue.

BACKGROUND

The Regional Steering Committee on Homelessness (RSCH) established the new structure of the Constituency Table, Advisory Groups and general membership for the Regional Steering Committee to make the organization more inclusive, strategic and effective. The structure of the Constituency Table was decided by the RSCH (attached). The structure of the Constituency Table was decided by the RSCH (attached). The structure allocates four voting seats to government: Provincial Government (BC Housing (1), Health Authorities (2)) and Municipal Government (1). The RSCH members hoped to move away from sub-regional representation to regional representation in decision-making in the RSCH. In contrast, the “constituency” that a municipal staff member serves, and the perspective they bring, is inherently local.

Metro Vancouver was designated to appoint the municipal seat, using an advisory group with local government representation. There is no municipal forum on homelessness within Metro Vancouver outside of the RSCH. The Social Issues Subcommittee (SIS) of the Regional Planning Advisory Committee (RPAC) consists of social planners from the region. Issues related to homelessness are discussed at SIS but there is no specific focus on homelessness. Not all municipal staff who work on homelessness are represented at this table. The Regional Planning Advisory Committee (RPAC) consists of Planning Directors from the region, who are not necessarily connected to municipal homelessness activities. The Metro Vancouver (MV) Housing Committee, consisting of municipal politicians, provides advice and recommendations to the MV Board on regional housing and related programs. The Housing Committee typically does not get involved in staff appointments.

The Social Issues Subcommittee (SIS) of the Regional Planning Advisory Committee was identified as the “best fit” to recommend a municipal representative for the Constituency Table. The SIS requested the CT accommodate two seats for municipalities, a Vancouver seat and non-Vancouver seat and put forward two candidates: Abi Bond from Vancouver and Aileen Murphy from Surrey. The RSCH nominating committee indicated that current CT structure is for one seat. Metro Vancouver put forward a senior staff person as an interim measure, with a commitment to bring forward a request for two municipal seats to the Constituency Table at its June meeting.

ALTERNATIVES:

1. The CT agrees (by consensus or vote) to allow two seats for municipal representatives
2. The CT does not agree (by consensus or vote) to expand the municipal seat to two seats and recommends:
 - a. One candidate to fill the municipal seat (M. Eberle, A. Bond, A. Murphy or another candidate); or

- b. Metro Vancouver Housing Committee appoint one candidate (M. Eberle, A. Bond, A. Murphy or another candidate); or
 - c. An alternative approach to identifying one candidate (e.g. rotating seat, random selection);
- 3. The CT agrees to review its composition as part of an annual performance review and determine whether changes to the composition, including the addition of a municipal seat are warranted, and recommends in the interim:
 - a. One candidate to fill the municipal seat(same as above); or
 - b. Metro Vancouver Housing Committee appoint one candidate (same as above); or
 - c. An alternative approach to identifying one candidate (e.g. random selection)

Attachment 1: Composition of the Constituency Table:

<p>Appointed by Agency/ Constituency (9 seats):</p> <p><i>Government:</i> Municipal (1) Provincial (1) Health Authorities (2)</p> <p><i>Business Community (1)</i> <i>Funders (1)</i> <i>Aboriginal Housing and Service Providers (3)</i></p>	<p>Selected by the RSCH members (14 seats):</p> <p><i>Housing and Outreach (4)</i> Emergency Shelters Transitional/Supportive housing Non-market Housing Outreach</p> <p><i>Service Providers Serving the Following Priority Populations: (9)</i> Youth People with mental illness People with addictions Women Seniors Newcomers Francophones Families People with disabilities</p> <p><i>Local Community Homelessness Tables (1)</i></p>
<p>Selected by the Constituency Table (1 seat): “Other” (1 seat)</p> <p>A member that cannot be accommodated under any other constituency</p>	<p>Non Voting Members (2 seats):</p> <p>Service Canada - HPS Past Chair</p>

RSCH Work Program FY 2013/14

First Quarter (April –June 2013)

1. Review year-end (FY 2012/13) HPS Financial Report
2. Complete Terms of Reference for the Regional Homelessness Plan
3. Complete Terms of Reference for the 2014 Homelessness Count
4. Plan for HAW 2013 (including annual connect events, themes, key messages, opinion polls, communications/media strategy and related contracts)
5. Consult with local funding partners (such as BC Housing, Vancouver Foundation, United Way, Health Authorities, etc) through a Funders Table

Second Quarter (July – September 2013)

6. Begin work on the Regional Homelessness Plan including the creation of issues papers and developing a consultation plan to be implemented in Fall 2013
7. Implement HAW 2013
8. Review mid-year HPS financial report
9. Complete Governance Manual

Third Quarter (October – December 2013)

10. Complete HAW 2013 (October 13-18) and produce final report
11. Hold Community Engagement forums for the Regional Plan to obtain input on specific topics such as Housing First, Prevention, and Capacity Building; identify and regional priorities and strategies
12. Identification and assessment of Priorities for HPS Community Plan 2014 (to be done in conjunction with Regional Plan consultations and contingent on receipt of HPS terms and conditions)
13. Prepare for the 2014 Homeless Count

Fourth Quarter (January – March 2014)

14. Complete HPS Community Plan 2014 to allow flow of funds to priorities
15. Prepare for and carry out 2014 Homeless Count
16. Develop a work program and proposed budget for 2014
17. Complete the Draft Priorities and Strategies for the Regional Homelessness Plan



RSCH Constituency Table Meeting Date: June 13, 2013

To: RSCH Constituency Table

From: Metro Vancouver Homelessness Secretariat

Date: June 5, 2013

Subject: **A New Regional Homelessness Plan for Metro Vancouver**

Recommendations:

That the RSCH Constituency Table:

- 1) Approve the draft terms of reference for a new Regional Homelessness Plan in principle and with revised timelines as described in Table 1, with the understanding that the final terms of reference be brought to the September 2013 Constituency Table meeting for approval.
 - 2) Establish an Advisory Group to provide advice and recommendations to guide development of the Regional Homelessness Plan.
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1. PURPOSE

The Homelessness Secretariat is seeking approval for the preparation of a new Regional Homelessness Plan for the Metro Vancouver region, according to the proposed terms of reference (Attachment 1), with some modifications as described; and the establishment of an Advisory Group to guide work on the Regional Homelessness Plan.

2. CONTEXT

The Regional Homelessness Plan is a deliverable under the work program provided by Metro Vancouver to Service Canada under the HPS funding. The Regional Steering Committee on Homelessness is responsible for overseeing the implementation of the Regional Homelessness Plan.

3. DISCUSSION

a) Approval of the Draft Terms of Reference

Staff is requesting approval in principle of the Terms of Reference for the Regional Homelessness Plan, with a revised time table, and the understanding that a final Terms of Reference that reflects stakeholder feedback will be brought forward to the September meeting of the Constituency Table.

The Homelessness Secretariat has prepared draft Terms of Reference to develop a new Regional Homelessness Plan for the Metro Vancouver region. The draft has been circulated to key stakeholders and partners for feedback. Initial responses show support for developing a plan to end homelessness that includes targets and timelines, as well as interest in shortening the timelines to complete the Plan. (See Attachment 2) Secretariat staff is continuing to meeting with Community Homelessness Tables and other key stakeholders during the month of June, and some of our key partners have requested additional time to comment. Responses are expected by the end of July.

In response to initial feedback on the overall timeline, Table 1 proposes a revised schedule, where the Priorities and Strategies for the Regional Plan will be completed by March 31, 2014, and the “Implementation Strategy” or development of measurable targets and costing to achieve the goals of the Plan, will be developed when the 2014 Homeless Count data is available, with the final Plan completed by the end of 2014.

Table 1. Proposed Revised Schedule to Complete the Regional Homelessness Plan

Phases of Work	Proposed Dates (Draft Terms of Reference)	Proposed Revisions
A. Planning and Consultation	April 2013 – June 2013	April 2013 – September 2013
B. Background, Needs Assessment and Discussion Papers	July 2013 – September 2014	September 2013 – December 2013
C. Priorities and Strategies	September 2014 – December 2014	January 2014 – March 2014
D. Draft Plan [Implementation Strategy]	January 2015 – April 2015	April 2014 – September 2014
E. Final Plan	May 2015 – June 2015	October 2014 – December 2014
F. Community Endorsement	July 2015 – November 2015	January 2015 - June 2015

There are a couple of reasons for shortening the timeframe for developing the Plan: many stakeholders including funders are asking for this, regional priorities and strategies can help inform HPS funding priorities for the new five year funding cycle, 2014 Homeless Count data is not pivotal to identifying the regional priorities and strategies (but is critical to developing the targets and timelines), and work on the Regional Plan, funded through HPS must be completed by March 31, 2014.

In order to complete the Priorities and Strategies by March 2014, we are proposing to undertake community consultations during the fall of 2013 to explore key issues and identify regional priorities and strategies. The consultation strategy will engage a wide range of stakeholders including the public and private sectors, non-profit housing and service providers, members of Community Homelessness Tables, local governments, youth, Aboriginal people and persons with a lived experience of homelessness. Consultations will focus on some specific topic areas:

- Housing First - implications for Metro Vancouver
- Capacity building and effective collaboration among key stakeholders to end homelessness
- Prevention of homelessness

While a consultant will be responsible for developing and implementing the consultation strategy, Secretariat staff will be responsible for preparing discussion papers on each of the above issues.

b) Request to Establish an Advisory Group

The Secretariat is asking the Constituency Table to establish an Advisory Group to provide advice and recommendations for the development of the Regional Homelessness Plan. Considerable work will need to be initiated during the summer to proceed with the new Plan. This includes completing consultations with key partners on the draft Terms of Reference, finalizing the regional Inventory of Housing, Income and Support Services to address homelessness, analyzing changes in the inventory since 2003, preparing discussion papers, and preparing a consultation strategy. The RSCH is

responsible for this Plan and an Advisory Group is critical to ensuring that the work is reflective of the RSCH's perspective and goals.

4. FUNDING IMPLICATIONS

The estimated cost for community consultation is not expected to exceed \$40,000. This amount is within the HPS budgeted funds for this project.

5. CONCLUSIONS

The Constituency Table is asked to approve the recommendations proposed in this report or propose amendments that will enable work to proceed to develop a new Regional Homelessness Plan in timely manner.

Attachment 1: A New Regional Homelessness Plan for Metro Vancouver, Draft Terms of Reference (April 30, 2013)

Attachment 2: Summary of Consultation and Feedback on the Draft Terms of Reference for the Regional Homelessness Plan Update.

The background features a teal-tinted architectural wireframe of a building structure, overlaid on a photograph of a modern building facade with a grid of windows. The wireframe is semi-transparent and appears to be floating or layered over the building image. The overall design is clean and professional, with a focus on architectural and urban planning themes.

**A NEW REGIONAL HOMELESSNESS PLAN FOR
METRO VANCOUVER**
TERMS OF REFERENCE

Draft April 30, 2013

I. Purpose

This document provides terms of reference to develop a new Regional Homelessness Plan for Metro Vancouver. The purpose is to promote stakeholder discussion and buy-in on key aspects of the process to create the Plan — purpose, goals, principles, approach, timeline, resources required, and commitments required from stakeholders.

II. Context

The Greater Vancouver Regional Steering Committee on Homelessness (RSCH) is responsible for working towards the implementation of the regional homelessness plan in Metro Vancouver, and for monitoring and updating the plan as required. It is the role of Metro Vancouver to assist the RSCH in monitoring and updating this plan.

The first regional homelessness plan was developed in 2001 and updated in 2003. The plan set out broad policy directions for addressing homelessness in the Metro Vancouver region. It identified gaps in the continuum of housing and services, and strategies for action. The plan has served as a template for other sub-regional plans — including efforts by municipalities, neighbourhoods, and private foundations that are committed to a structured approach to addressing homelessness.

The regional landscape of homelessness has changed since 2003. Not only has the homeless population changed, but there has been an increase in governmental involvement in addressing homelessness, and even greater involvement by community agencies, private foundations and the private sector. Knowledge and information about best practices in homelessness has also increased, based on research and experience with new programs and approaches. These shifts, coupled with the ten year time lapse since the last plan revision, necessitate a new plan that will:

- Continue to provide a basis for regional discussions about homelessness and the search for solutions to homelessness;
- Continue to provide a framework for the planning, coordination and development of housing, services and supports for people who are homeless;
- Reflect current research and best practices;
- Reflect the views of all key stakeholders; and
- Increase public support and promote new partnerships to end homelessness.

III. Goal

The community planning process to create the new Regional Homelessness Plan will have the following goals:

- Stimulate comprehensive region-wide stakeholder discussion of homelessness and its solutions through constructive engagement processes; and
- Develop regional consensus on:
 - Goals, priorities, strategies, and actions to end homelessness throughout the region; and
 - A time frame, resources and responsibilities to implement the priorities.

IV. Planning Framework Principles

The following principles will inform the development of the new regional homelessness plan:

- Community-driven — Development of the new plan will adopt an inclusive consultation process that welcomes participation from a broad-based citizenry, including public and private sector leaders, non-profit housing and service providers, community groups and persons who have experienced homelessness, including homeless and formerly homeless individuals.
- Data-driven — Development of the new plan will rely on current data about the homeless population and population at risk of homelessness, as well as current reports on best practices and lessons learned in ending homelessness.
- Alignment with the planning efforts of different levels of government and communities — Over the years several municipalities and community groups have developed their own homeless plans. These plans will be considered in developing the new regional plan to ensure optimal impact from the combined efforts of government and communities.
- Focus on strategies to end homelessness — Unlike the current regional plan, which addresses a range of solutions to provide a continuum of housing and supports, the new plan will focus on strategies to end homelessness. This includes strategies for rapid re-housing, consistent with the 'Housing First' approach to provide people who are homeless with permanent housing and appropriate services to help them maintain their housing. It also includes effective prevention strategies such as early detection, emergency assistance, affordable housing, adequate income, and support.
- Fixed timelines for implementation — The new plan will have fixed timelines for implementation and will be reviewed at least every five years to report on progress made towards its implementation and ensure its continued relevance.

V. Project Development Process and Approach

The key phases of work and a schedule to develop the new regional homelessness plan are outlined below, with details shown in Appendix 1. The schedule is based on the need to obtain data that is critical for estimating needs and priorities. This includes 2011 Census data for housing, shelter costs, income, and earnings, which is scheduled for release in August 2013. It also includes data from the Metro Vancouver Homeless Count scheduled for March 2014. Preliminary results of the count are expected by the end of April, and the final report is expected in July 2014.

Throughout the process of developing the new plan, stakeholders will have numerous opportunities to provide input on a variety of issues, according to a consultation strategy to be developed during Phase 1. The RSCH will establish an Advisory Group to provide advice and recommendations to guide the development of the regional homelessness plan. The RSCH will be responsible for approving the new plan, and stakeholders will be asked to endorse it.

A. Phase 1 — Planning and Consultation (April 2013 – June 2013)

This phase will involve consulting with RSCH members and constituencies including all levels of government, community funders, organizations that represent the private sector, Aboriginal

organizations, non-profit housing and service providers, and Community Homelessness Tables. The purpose will be to obtain feedback on the draft terms of reference and gather input to develop a consultation strategy that will guide all phases of the plan development process. The Homelessness Secretariat will seek input on the full range of stakeholders to be involved in developing the new regional homelessness plan, how stakeholders would like to be involved, how to ensure the views of stakeholders are reflected in the plan, and issues of concern to be addressed in developing the new plan. The deliverables of this phase include terms of reference and a consultation strategy approved by the RSCH, and sufficient funding and resources in place to develop the new regional homelessness plan.

B. Phase 2 — Background, Needs Assessment and Discussion Papers (May 2013 – September 2014)¹

This phase involves a review and analysis of relevant background information to provide context for the new plan. It will include identifying current and emerging issues affecting homelessness and the homeless service sector, and reviewing data on the homeless population and population at risk of homelessness in Metro Vancouver, funding provided through the Homelessness Partnering Strategy and BC Housing to address homelessness, and existing facilities and services targeted to the homeless population. Studies on the costs of homelessness, existing plans by local, community and private groups for addressing homelessness, and the definition of homelessness used in Metro Vancouver will also be examined as part of this work. Deliverables of this phase will include:

- An inventory of services and facilities for people who are homeless in Metro Vancouver;
- Analysis of changes in the inventory of services and facilities in the region since 2003;
- An estimate of the number of housing units needed to accommodate the homeless population in Metro Vancouver²; and
- A series of brief discussion papers that provide background information and identify issues and options to be addressed in the new plan (e.g. what does Housing First mean for Metro Vancouver, strategies for increased capacity building, and issues facing particular target populations).

C. Phase 3 — Priorities and Strategies Consultations (September 2014 – December 2014)

This phase will involve engaging with stakeholders identified in the consultation strategy, including homeless and formerly homeless individuals, to initiate discussion on priorities and strategies for the new regional homelessness plan. The deliverable of this phase will include a summary of the input received through the consultation process.

¹ Timing for this phase is based on obtaining 2011 Census data for housing, shelter costs, income, and earnings, and on the Metro Vancouver Homeless Count scheduled for March 2014.

² This estimate of the number of housing units will be based on annualizing data from the 2014 Metro Vancouver Homeless Count. The Streethome Foundation used this approach in its 10-Year Community Homelessness Plan to estimate the number of housing units needed for the homeless population in Vancouver.

D. Phase 4 — Draft Plan Review and Consultations (January 2015 – April 2015)

In this phase, the Homelessness Secretariat will prepare a draft of the new regional homelessness plan. Work will also be undertaken to estimate the cost of implementing the new plan. A consultation process will be undertaken with stakeholders identified in the consultation strategy, including homeless and formerly homeless individuals to obtain their feedback on the draft regional homelessness plan. The deliverables will be the draft plan and a summary of input received through the consultation process.

E. Phase 5 — Final Plan (May 2015 – June 2015)

The purpose of this phase is to produce a final regional homelessness plan that considers input received during the consultation processes. It is anticipated that the final plan will reflect not just the feedback of community stakeholders, but will also address implementation issues such as timelines, resources, responsibilities, as well a framework for evaluation. The deliverable will be a final plan that is approved by the RSCH.

F. Phase 6 — Community Endorsement (July 2015 – November 2015)

The purpose of this phase is to present the new regional homelessness plan to Metro Vancouver, local governments, and stakeholders for endorsement. The deliverable will be widespread endorsement from these stakeholders.

VI. Project Management

Many groups and individuals will be involved in the development of the new regional homelessness plan. The following sets out the key players and their roles and responsibilities. An organizational chart is provided in Appendix 2.

1. The Homelessness Secretariat – The Homelessness Secretariat will be responsible for developing the new plan on behalf of the RSCH. Oversight will be provided by the Metro Vancouver Director of Housing. The Manager of the Homelessness Secretariat will be the Project Team Manager, with responsibility for ensuring that the project is carried out as planned. She will be supported by three team members, who will be responsible for executing various project tasks and producing expected deliverables on schedule. In this role, the Secretariat will also provide administrative support to the project and will coordinate all aspects of the development of the new plan. The Secretariat may secure additional resources from external consultants and other Metro Vancouver staff as needed.
2. The RSCH — The new plan is being prepared on behalf of the RSCH. Decision-making authority will be exercised by the RSCH Constituency Table. The Constituency Table will be supported by an Advisory Group of volunteer RSCH members who will provide advice and recommendations to guide the development of the plan. The Advisory Group will approve project deliverables, help resolve issues and policy decisions, and provide general direction and guidance to the project. It is expected that some Advisory Group

- members may be able to provide resources, assist in securing funding, act as liaisons to groups and agencies, and fill other roles as defined by the project.
3. Stakeholders — This includes all groups, individuals, or organizations that will be affected by, or can affect the outcomes of the project. This includes all levels of government, non-profit housing and service providers, community groups, foundations, and persons who have experienced homelessness, including homeless and formerly homeless individuals. These groups will be invited to participate in the development of the new plan in various ways — through consultation meetings, surveys and other processes.

VII. Budget Requirements

The development of the new plan will be funded with resources from the Homelessness Partnering Strategy program and the community. It is estimated that the total project cost will be \$170,000. A preliminary project budget is shown in Appendix 3.

For Discussion Only

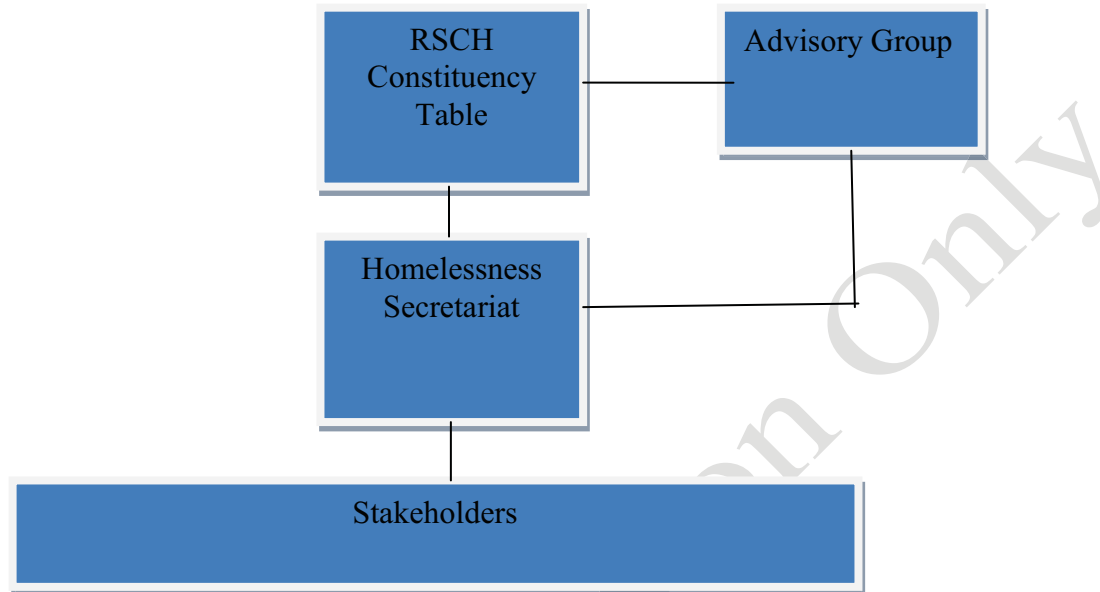
Appendix 1- Project Workplan, Deliverables and Schedule

Task	Resources	Deliverables	Schedule
Phase 1 – Planning and Consultation			April 2013 – June 2013
1. Prepare Terms of Reference, including a workplan, defined roles and responsibilities and a budget and obtain feedback from RSCH stakeholders	Secretariat	<ul style="list-style-type: none"> Terms of Reference and a consultation strategy approved by the RSCH Sufficient resources for the project 	
2. Raise funds to meet budget needs			
3. Prepare a consultation strategy			
Phase 2 – Background, Needs Assessment, and Discussion Papers			May 2013 – September 2014
4. Review and report on regional data re general population, population at risk of homelessness, and housing supply including: <ul style="list-style-type: none"> Total population in Metro Vancouver Rental housing supply Average monthly rent Households in Core need – numbers/profile (BCNPHA data) INALH (Core Need and 50% of income to housing) – numbers/profile 	Metro – Regional Planning	<ul style="list-style-type: none"> Reports on the data, literature and documents reviewed (items 4 – 9) Inventory of services and facilities for people who are homeless in Metro Vancouver Analysis of changes in the inventory since 2003 Gap analysis - housing for people who are homeless in Metro Vancouver Series of discussion papers for the new plan 	
5. Review and report on regional data re homeless population, including: <ul style="list-style-type: none"> Hidden Homeless - estimate Homeless Count data – 2014 numbers and profile and trends Special populations: Youth (e.g. transitioning out of foster care in Metro; Aboriginal; Women; Families; Seniors etc. 	Secretariat		
6. Report on HPS funding allocations and BC Housing expenditures to address homelessness according to: priorities; sub-regions; and target populations			
7. Review reports on the costs of homelessness			
8. Review reports on successful approaches, projects and lessons learned since 2003, e.g. Housing First, Outreach, At Home/Chez Soi project, and business partnerships			
9. Review relevant documents including the Metro Vancouver Affordable Housing Strategy, local community homelessness plans, and 10-year plans to end homelessness			
10. Update inventory of services and facilities serving homeless people in the region	Consultant		
11. Analysis of changes in the inventory of services and facilities since 2003 (Appendix)	Secretariat		
12. Identify gap in housing units for people who are	Secretariat		

homeless: 2014 annualized count compared to number of units under development. Analysis by target groups (Youth, Adults, and Families, Aboriginal and Non-Aboriginal)	or Consultant		
13. Prepare discussion papers e.g. Housing First, capacity building, and target populations	Secretariat		
Phase 3 – Priorities, Strategies and Consultations			September 2014 – December 2014
14. Engage with interested stakeholders throughout Metro Vancouver to initiate discuss on the new homelessness plan. Objectives will include: <ul style="list-style-type: none"> Identify gaps in the inventory Obtain consensus on major gaps and top priorities in Metro Identify strategies and actions to prevent and end homelessness 	Consultant and Secretariat	Summary of input received through the consultation process	
15. Engage with homeless and formerly homeless individuals to provide input into the new plan	Consultant		
Phase 4 – Draft Plan Review and Consultations			January 2015 – April 2015
16. Prepare a Draft Plan to be circulated to stakeholders	Secretariat	<ul style="list-style-type: none"> Draft Regional Homelessness Plan 	
17. Engage with interested stakeholders throughout Metro Vancouver to review the draft plan and obtain feedback	Secretariat and Consultant	<ul style="list-style-type: none"> Summary of input received through the consultation process 	
18. Engage with homeless and formerly homeless individuals to review the draft plan and obtain final feedback	Consultant		
Phase 5 – Final Plan			May 2015 – June 2015
19. Prepare a final plan that considers input received during the consultations. The plan will include a section on timelines, resources and responsibilities required to implement the plan, as well as an evaluation to assist in reporting on progress made towards implementing the plan and ending homelessness	Secretariat	<ul style="list-style-type: none"> Final Plan approved by the RSCH 	
Phase 6 – Plan Endorsement			July 2015 – November 2015
20. Distribute and present the plan to Metro Vancouver, local governments, and the broader community to secure endorsement	Secretariat	<ul style="list-style-type: none"> Plan is presented to Metro Vancouver, local governments and stakeholders throughout the region for endorsement 	

Appendix 2 – Project Roles and Responsibilities

The following organizational chart illustrates the project management structure for developing the new plan.



1. The Homelessness Secretariat is responsible for developing the new plan on behalf of the RSCH. Oversight will be provided by the Metro Vancouver Director of Housing. The Manager of the Homelessness Secretariat will be the Project Team Manager, with responsibility for ensuring that the team executes the projects as planned.
2. The RSCH Constituency Table is responsible for approving the new plan. An Advisory Group will guide the detailed project planning and development process.
3. Stakeholders include all groups, individuals, or organizations that will be affected by, or can affect the outcomes of the project, including all levels of government, non-profit housing and service providers, community groups, foundations, and persons who have experienced homelessness, including homeless and formerly homeless individuals.

Appendix 3 – Preliminary Project Budget

Regional Homelessness Plan - Budget			
Revenue		Expenses	
Homelessness Partnering Strategy	\$90,000	Consultants (inventory, consultations, and financial analysis to estimate the cost to implement the plan)	\$120,000
Other	\$80,000	Meeting expenses	\$30,000
Total	\$170,000	Data runs	No charge
		Printing	\$10,000
		Contingency	\$10,000
		Total	\$170,000

For Discussion Only

6.2 A New Regional Homelessness Plan for Metro Vancouver – Attachment 2

ATTACHMENT 2: SUMMARY OF CONSULATION AND FEEDBACK ON THE DRAFT TERMS OF REFERENCE FOR THE REGIONAL HOMELESSNESS PLAN UPDATE

Staff circulated the Draft Terms of Reference for the new Regional Homelessness Plan to key stakeholders: Community Homelessness Tables, the Aboriginal Homelessness Steering Committee, Greater Vancouver Shelter Society, Metro Vancouver Housing and Social Issues Subcommittees of the Regional Planning and Advisory Committee (RPAC), and the RSCH Funders Table. It was also presented to new RSCH members at the May 15th meeting. The following is a summary of feedback provided to date:

Initial Feedback on Draft Terms of Reference for a new Regional Homelessness Plan

Support for the following	Issues to be addressed
<ul style="list-style-type: none">• An overall goal to end homelessness• Establishing implementation targets and timelines• Monitoring and evaluation (e.g. review after 3 or 5 years)• Community engagement	<ul style="list-style-type: none">• Community groups need more time to consider the draft Terms of Reference• The proposed timeline to complete the plan is too long - priorities and strategies should be identified by March 31, 2014 (instead of December 2014)• Further discussion is necessary on the Housing First approach and what it means for Aboriginal people• Further discussion is needed on prevention and how to promote changes in public policy and strategic planning to be more effective in ending homelessness



RSCH Constituency Table Meeting Date: June 13, 2013

To: RSCH Constituency Table

From: Metro Vancouver Homelessness Secretariat

Date: June 5, 2013

Subject: Status report: **2014 Metro Vancouver Homeless Count**

Recommendations:

That the RSCH Constituency Table:

- 1) Approve the draft Terms of Reference for the 2014 Regional Homeless Count.

1. PURPOSE

To provide the RSCH with an update on the planning for the 2014 Homeless Count and request approval of the draft terms of reference (attached).

2. CONTEXT

The 2014 Homeless Count is a deliverable under the work program provided by Metro Vancouver to Service Canada under the HPS funding. The Regional Steering Committee on Homelessness is responsible for overseeing the implementation of regional homeless counts.

3. DISCUSSION

The draft terms of reference (TOR) provides an overview of the methodology, a project work plan and budget and sets out the roles and responsibilities of key players involved in the count. Planning is underway, based on the draft TOR, to prepare for the 2014 homeless count that will take place in March 2014.

A notable change from previous years is that the count will be managed directly by Homelessness Secretariat staff, instead of engaging a consultant for this task. At the same, the Secretariat will secure external resources for area coordinators to work with and support communities throughout the region to implement the count. This approach is consistent with direction from Community Homelessness Tables (CHTs) and members of the previous RSCH Governance Working Group who provided feedback on the 2011 homeless count and considered options for improving the process for 2014.

The TOR document has been sent to partners involved in implementing the count, including the CHTs and City of Vancouver and staff have begun meeting with these groups to review their roles in supporting and participating in the count. The draft budget for the 2014 homeless count is \$194,000, of which \$60,000 will be provided through the Homelessness Partnering Strategy. Applications for funding for the count have been submitted to several organizations. Decisions are pending with the Real Estate Foundation of BC, Vancouver Foundation, City of Vancouver, Surrey Homelessness and Housing Fund, Capital Coast Savings and Translink. The Homelessness Secretariat expects to hear back from most of these agencies by the end of June 2013.

Secretariat staff will continue meeting with CHTs and the City of Vancouver over the next few months to discuss their roles in supporting and participating in the count. Staff will also review the

surveys used in 2011 and recommend changes as needed. At the September meeting of the Constituency Table, staff will report on the results of the meetings with the CHTS and City of Vancouver, provide an update on the funding, and present a more detailed methodology for approval.

4. FINANCIAL IMPLICATIONS

The Terms of Reference will need to be revisited should community fundraising efforts fall short of the estimated budget.

5. CONCLUSION

The Constituency Table is asked to approve the draft Terms of Reference for the 2014 Regional Homeless Count so that the work can proceed in a timely manner.

Attachment: 2014 Homeless Count Draft Terms of Reference (May 22, 2013)

2014 Homeless Count Draft Terms of Reference

Homelessness Secretariat

May 22, 2013

1. Purpose

This report provides terms of reference for conducting the 2014 Metro Vancouver Homeless Count. It provides background information on the count, describes the methodology, includes a project workplan and budget, and sets out the roles and responsibilities of project team members.

2. Context

Since 2002, the Greater Vancouver Regional Steering Committee on Homelessness (RSCH) has conducted a region-wide count of homeless individuals every three years. The most recent count was in 2011 and planning is underway for 2014. The main purpose of the homeless count is to enumerate and learn more about the homeless population in the Metro Vancouver region. Specific objectives include:

- Estimating the number of people who are homeless;
- Obtaining a demographic profile of people who are surveyed or enumerated during the count; and
- Identifying long-term trends in the number and profile of people who are homeless.

Service providers, planners, community groups, health authorities, municipalities and funders, use count data to assist in policy development, planning, and prioritizing programs and services to address the needs of people who are homeless. The count is also used for public education and to increase awareness about homelessness and its solutions.

This report sets out the strategy for conducting the count. It reflects feedback on the proposed 2014 count process from the RSCH Governance Working Group, the Community Homelessness Tables (CHTs), and other stakeholders.

3. Methodology

The 2014 homeless count will follow the same basic methodology and protocols used in previous counts to ensure that the data is comparable. It will take place over a 24-hour period and will include both a nighttime and daytime component.

The nighttime component will include a count and surveys of people staying in emergency shelters, transition houses for women fleeing abuse, and youth safe houses. It will also include a count and process to obtain basic information on the age and gender of people with No Fixed Address (NFA) who stayed in jails, detention centres, hospitals and addictions facilities during the count.

The daytime component will include brief surveys to count and learn more about people sleeping or living on the street and other homeless people (e.g. people who are couch-surfing) who access homelessness services at locations where homeless people are known to assemble on the day of the count.

The RSCH will continue to work with the Aboriginal Homelessness Steering Committee (AHSC) to ensure the count is conducted in a culturally appropriate manner. As recommended by the AHSC, InFocus

Consulting will be engaged to work with Aboriginal service providers throughout the region to identify locations where Aboriginal people who are homeless are likely to be found and recruit Aboriginal volunteers to administer the survey with Aboriginal people. InFocus has been involved in previous homeless counts since 2005.

The 2014 homeless count will build on experience from 2011 to implement a youth strategy to address undercount issues for youth who are homeless and to make a special effort to reach out to this population. The strategy will include partnering with youth-serving agencies and outreach workers and setting up youth hubs on the day of the count.

For 2014, a few changes will be made to the homeless count project to:

- Reduce the number of questions that were asked in the 2011 survey to be more consistent with previous surveys and increase the response rate.
- Introduce an additional survey component to obtain information from individuals who are not homeless but who use services for people who are homeless on the day of the count. Service providers in the region have requested that an attempt be made to include this population to provide a more accurate assessment of the demand for their services and community needs.¹
- Release the Homeless Count results together with an additional report on the population at risk of homelessness using 2011 Census INALH data (In Core Housing Need and Spending At Least 50% of Income on Shelter) or other appropriate data sources.

The count will rely on the support of at least 650 community volunteers. The demand for volunteer support has increased significantly in recent years in keeping with the community's attempts to conduct a more comprehensive count.

4. Workplan

The following sections set out a summary of the tasks to be undertaken by the Homelessness Secretariat in conjunction with consultants and community volunteers to conduct the 2014 regional homeless count. A complete list of the tasks and a schedule is provided in Appendix 1.

Phase 1 – Planning (April 2013 – September 2013)

The purpose of this phase is to address all aspects of planning for the count, including fundraising, assembling the project team, consulting with Community Homelessness Tables (CHTs), updating the methodology and survey, developing a media strategy, and preparing the necessary letters and forms to recruit and track volunteers. Deliverables will include terms of reference and survey instruments approved by the RSCH Constituency Table. The project team and all necessary resources will also be in place to prepare for the count.

¹ This component of the count will be an optional add-on for communities.

Phase 2 – Count Implementation (October 2013 – March 2014)

This phase will include the recruitment and training of at least 650 volunteers who will be the backbone of the count. It will also include the identification of known locations where people who are homeless congregate, preparation of homeless location maps where volunteers will be sent to conduct surveys, assignment of volunteers to survey locations and shifts, instructions for all volunteers, acquisition of supplies for Count Day, identification and setting up of local command centres for Count Day, and management of the count on Count Day. The main deliverable will be completed surveys for people who are homeless and others who are accessing homeless services in the region.

Phase 3 – Data Analysis and Reporting (April 2014 – July 2014)

This phase will involve analysis of the data provided through the count surveys to create a series of reports to inform the public and community stakeholders about the results of the 2014 count. A press conference will be organized to release the preliminary results of the count. Key deliverables of this phase will include a preliminary report on the results of the count followed by a final report a few months later.

Phase 4 – Evaluation (August 2014 – December 2014)

In an effort to continually improve the count process through learning, a post-count evaluation will be conducted among key participants, including community volunteers, partners and staff. The instruments of the evaluation will include an electronic survey and personal interviews. The main deliverable will be an evaluation report on the results of the surveys and interviews.

5. Project Management

The Homeless Count is a complex undertaking that requires several key players. At the request of the RSCH, the Homelessness Secretariat will provide overall project management to implement the 2014 homeless count.

In keeping with the request of the RSCH, implementation of the count will combine the efforts of Secretariat staff with the support of consultants. The project team is described below. Job descriptions and an organizational chart are detailed in Appendix 2, and roles and responsibilities are in Appendix 3.

- a. Homelessness Secretariat. The Homelessness Secretariat will be responsible for project management, ensuring the count is carried out as planned and according to budget, analyzing the survey results and preparing the preliminary and final reports. It will contribute 1.5 FTEs to the homeless count, including the services of the Manager, Regional Planner, and Senior Program Officer. The Manager will exercise overall responsibility for the project. The Regional Planner will serve as the Project Manager and will be responsible for day-to-day management of the project, including the planning, coordination of all project participants and stakeholders, and preparation of the preliminary and final reports. In addition to current staff, the Homelessness Secretariat will retain part-time administrative support for the period September 1, 2013 –

March 31, 2014 to assist with administrative aspects of the homeless count including tracking all volunteers and registering volunteers for training sessions.

- b. Count Advisor. The Count Advisor will provide advice on the count methodology, survey, implementation issues, communications, data entry, data cleaning, analysis, and the preliminary and final reports.
- c. Count Coordinators. The Homelessness Secretariat will secure resources for 9 area coordinators to support communities throughout Metro Vancouver to implement the count. As recommended by the Aboriginal Homelessness Steering Committee (AHSC), in Focus Consulting will be engaged to work with Aboriginal service providers throughout the region to identify locations where Aboriginal people who are homeless are likely to be found and to recruit Aboriginal volunteers to administer the survey with Aboriginal people. The 2014 homeless count will also build on experience from 2011 to implement a youth strategy to address undercount issues for youth who are homeless and to make a special effort to reach out to this population. A Youth Coordinator will be engaged to lead this work. Additional coordinators will be required to coordinate data collection in the shelters, obtain data from health and corrections facilities that serve people who are homeless (No Fixed Address), and to assist with communications.
- d. CHTs/communities. The CHTs will play an important role in assisting the Homelessness Secretariat and project team to recruit volunteers, identify locations, assign volunteers to locations, and provide volunteers with the instructions, maps, and the support they need to carry out the count and complete surveys as required. It is expected that the City of Vancouver, through the Housing Policy Division, will assume these functions for the homeless count in Vancouver. The Homelessness Secretariat will meet with members of CHTs/communities to ensure the count is implemented consistently across the region, brainstorm issues that arise, identify workable solutions, review the draft preliminary and final reports, and receive feedback about lessons learned from the 2014 count.
- d. RSCH. The RSCH Constituency Table will be responsible for approving the draft Terms of Reference, the methodology and preliminary and final reports on the results of the homeless count.

6. Budget Requirements

The Homeless Count will be funded with resources from the Homelessness Partnering Strategy and the community. It is estimated that the total project cost will be about \$194,000. This does not include Homelessness Secretariat staff time that will be devoted to this project (1.5 FTE), or volunteer time for RSCH members to meet with Homelessness Secretariat staff. A detailed budget is in Appendix 4.

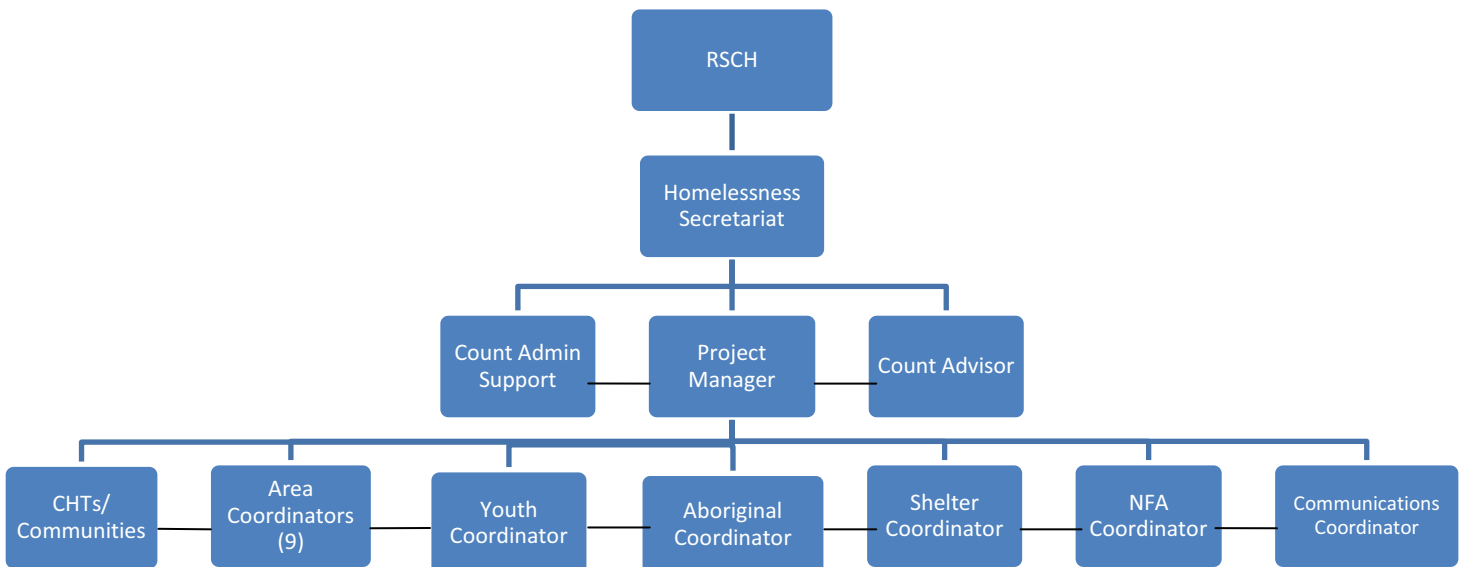
Appendix 1 - Workplan and Schedule

Task	Date Completed
Planning	
1. Secure availability of count advisor	May 1/13
2. Draft Terms of Reference: roles and responsibilities, resources required, budget and schedule	May 15/13
3. Consult with CHTs, City of Vancouver, AHSC and others: Draft terms of reference, resources, survey and mapping	June 30/13
4. Raise Funds	June 30/13
5. Arrange to purchase liability insurance for volunteers on behalf of RSCH	June 30/13
6. Investigate software options for communication with area coordinators	June 30/13
7. Prepare list of shelters to assist in planning for volunteers	June 30/13
8. Complete review of methodology, survey and protocol and recommend changes as needed	Aug 15/13
9. Prepare volunteer recruitment letters, forms, and other info about the count	Aug 31/13
10. Develop process to receive volunteer forms, track volunteers, and provide to Coordinators	Aug 31/13
11. Terms of Reference, methodology and surveys approved by RSCH Constituency Table	Sept 30/13
12. Hire temporary part time administration support and engage Area Coordinators, Shelter Coordinator, NFA Coordinator, Aboriginal and Youth Engagement Teams	Sept 30/13
Implementation	
13. Recruit volunteers	Oct 1/13 – Feb 28/14
14. Ongoing coordination with Area, Shelter, NFA Coordinators, Aboriginal and Youth teams	Oct 1/13 – Feb 28/14
15. Ongoing coordination with CHTs/communities to ensure consistency and brainstorm issues	Oct 1/13 – Feb 28/14
16. Identify and prepare list of all nighttime (sheltered) locations (shelters, transition houses, safe houses, and NFA locations- develop data collection strategy for each	Oct 1/13 – Feb 28/14
17. Identify and prepare list of all daytime locations and prepare maps (street locations, lanes, parks, line-ups, service agencies that will conduct client interviews, and youth hubs)	Oct 1/13– Feb 28/14
18. Assign volunteers to locations. Inform volunteers of proposed route and partner - inform them of training session dates and locations	March 7/14
19. Prepare assignment sheets, instructions, and maps/routes for volunteers - for inclusion in packages	March 7/14
20. Register volunteers for training sessions	March 7/14
21. Get supplies: buttons, cigarettes, candy, counters, surveys, and instructions	March 7/14
22. Create packages for each volunteer team (i.e. map, instructions, pens, candy & cigarettes)	Prior to Training– March
23. Set up one or more area stations in each community for Count Day: arrange for coffee/refreshments, prepare sign-in sheets to confirm pick-up and drop-off of packages	Feb – March 7 (Prior to Training)
24. Train volunteers	TBD – March/14
25. COUNT DAY – Attend at area stations 5:00 am – 11:00 p.m.: provide sign-in sheets, packages, coffee/refreshments, debriefing, and ensure surveys returned to organizers	TBD – March/14
Communications	
26. Communications plan/media strategy	Dec 31/13
27. Arrange for spokespersons for each region, youth, and Aboriginal groups	March 7/14
28. Press conference - with release of preliminary results	April 30/14
Data analysis and reporting	
29. Collect all surveys	TBD – March/14
30. Data entry and cleaning	TBD – March/14
31. Tabulate results	April 30/14
32. Release preliminary results	April 30/14
33. Prepare draft report	June 30/14
34. Prepare final report and present results to CHTs/communities	July 31/14
35. Municipal report – if required	Oct 15/14
Evaluation	
36. Volunteer surveys and community interviews	Dec 15/14

Appendix 2 – Job Descriptions and Organizational Chart

The following organizational chart illustrates the project management structure for the Count. Job descriptions are provided for the following positions:

1. Homelessness Secretariat
2. Count Advisor
3. Area, Shelter and Aboriginal Coordinators
4. NFA Coordinator
5. Youth Coordinator
6. Count Administrative Assistant
7. CHTs/Communities



1. Homelessness Secretariat

The Manager of the Homelessness Secretariat has overall responsibility for ensuring that the count is carried out as planned and according to budget. The Regional Planner will serve as the Project Manager and will be responsible for day-to-day management of the project, including the planning, coordination of all project participants and stakeholders, and preparation of the preliminary and final reports. Other members of the Secretariat will provide support as needed.

Planning

1. Secure availability of count advisor
2. Prepare terms of reference: roles and responsibilities, resources required, budget and schedule
3. Consult with CHTs, City of Vancouver, AHSC and others²
4. Raise Funds
5. Arrange to purchase liability insurance for volunteers on behalf of RSCH
6. Investigate software options for communication with area coordinators
7. Prepare list of shelters to assist in planning for volunteers
8. Complete review of methodology, survey and protocol and recommend changes as needed
9. Prepare volunteer recruitment letters, forms, and other info about the count
10. Develop process to receive volunteer forms, track volunteers, and distribute forms to Area Coordinators
11. Work with count advisor to recommend final version of methodology and surveys to be approved by RSCH Constituency Table - prepare report for approval by RSCH Constituency Table
12. Hire temporary part time administration support and engage Area Coordinators, Shelter Coordinator, NFA Coordinator, Aboriginal and Youth Engagement Teams

Implementation

13. Monitor recruitment of volunteers and work of project team
14. Coordinate with CHTs/communities to ensure consistency and brainstorm issues
15. Ensure the following is completed: List of all nighttime (sheltered) locations (shelters, transition houses, safe houses and NFA locations - data collection strategy for each
16. Ensure the following is completed: List of all daytime locations and prepare maps as needed (street locations, lanes, parks, line-ups, service agencies that will conduct client interview, and youth hubs)
17. Ensure volunteers are assigned to locations, informed of proposed route and partner, training session dates and locations
18. Ensure assignment sheets are prepared along with instructions, maps/routes for volunteers – for packages
19. Register volunteers for training sessions
20. Get supplies: buttons, cigarettes, candy, counters, surveys, and instructions
21. Assist with creating packages for volunteers
22. Ensure area stations are set up in each community for Count Day
23. Work with CHTs/communities to plan and deliver training sessions for volunteers: locations, agendas, sign-in sheets and waiver of liability. Attend sessions.
24. COUNT DAY – Provide support as needed - ensure collection of all surveys

Communications

25. Prepare communications plan/media strategy
26. Arrange for spokespersons for each region, youth, and Aboriginal groups. Create speaking notes.
27. Arrange press conference - coordinate with all levels of government and CHTs for release of preliminary results

Data analysis and report

28. Collect all surveys
29. Data entry and cleaning
30. Tabulate results
31. Release preliminary results
32. Prepare draft and final report, and present results to communities/CHTs
33. Review municipal reports – if required

Evaluation

34. Conduct volunteer surveys and CHT/community interviews

²Review terms of reference, resources available, survey and mapping.

2. Count Advisor

Responsible for providing advice on methodology, protocols and implementation procedures, data analysis and reporting, and participating in meetings as needed. This position will report to the Manager, Homelessness Secretariat.

3. Area, Shelter, and Aboriginal Coordinators

Responsible for ensuring that volunteers conduct the count at pre-assigned locations.

1. Become familiar with area/shelters (tour with local agency)
2. Work with local Community Homelessness Tables (CHTs) to identify daytime locations
3. Recruit target number of volunteer interviewers with assistance from Metro Vancouver Homelessness Secretariat and CHTs
4. Verify accuracy of maps
5. Coordinate with Secretariat and CHTs to review and update progress in volunteer recruitment
6. Area and Aboriginal Coordinators work together to ensure locations are covered and have no overlap in interview locations
7. Liaise with Youth Coordinator as necessary
8. Work with CHTs to assign volunteers to a specific shift in a certain location
9. Sign up volunteers to a training session
10. Inform volunteers of proposed shift, assignment/route and partner for the count
11. Attend area or designated training sessions and answer questions
12. Prepare assignment sheets - insert assignments and maps into volunteer packages
13. Ensure area station is set up for Count Day
14. Support volunteers on Count Day, maintain phone access, provide extra materials, coffee, answer questions, debrief
15. Provide survey packages and unused supplies to the Homelessness Secretariat the day after the count.
16. Attend meetings as required

4. NFA Coordinator

1. Develop NFA outreach strategy
2. Work with local Community Homelessness Tables (CHTs) and other partners and stakeholders to identify NFA locations
3. Contact NFA locations to ask officials to gather data on gender and age of persons with no fixed address who stayed overnight in their facilities on the night of the count
4. Contact NFA locations on the day of the count to obtain the data
5. Provide data to the Homelessness Secretariat the day after the count
6. Attend meetings as required

5. Youth Coordinator

Responsible for enhancing and implementing the youth count strategy developed for the 2011 count. This includes:

1. Coordinate with youth hubs throughout Metro Vancouver
2. Recruit youth leaders to assist with the count – to provide for a youth-driven youth homeless count
3. Develop a targeted youth-driven communications strategy
4. Recruit youth volunteers to conduct surveys with homeless youth
5. Attend training session and train youth count volunteers
6. Manage youth honorariums
7. Arrange Count Day activities
8. Provide for de-briefing after the count
9. Provide survey packages and unused supplies to the Homelessness Secretariat the day after the count.
10. Attend meetings as required

6. Count Administrative Assistant

Provides administration support related to the Homeless Count.

1. Send out volunteer recruitment letters, forms and other info about the count as directed by the Homelessness Secretariat on behalf of RSCH
2. Receive and input information from volunteer recruitment forms and provide info to Coordinators to assist them in monitoring progress
3. Inform volunteers of training session dates and locations
4. Obtain supplies needed for the Homeless Count: buttons, cigarettes, candy, counters, surveys, and instructions
5. Register volunteers for training sessions
6. Assist in booking rooms for training sessions, arranging for coffee/refreshments
7. Assist in creating packages for volunteers (i.e. map, instructions, pens, candy and cigarettes)
8. Assist with setting up of area stations – as needed

7. CHTs/Communities

Responsible for working with the Homelessness Secretariat and Coordinators to identify locations, verify maps, assign appropriate volunteers to the identified locations. Will also work with the Secretariat to ensure the count is implemented consistently across the region, brainstorm issues that arise, identify workable solutions, review the draft preliminary and final reports, and provide feedback about lessons learned from the count.

1. Recommend CHT members to work with the Homelessness Secretariat and Coordinators to identify daytime locations so that maps can be prepared
2. Assist in recruiting volunteers
3. Assist in verifying the accuracy of maps
4. Assist in assigning volunteers to locations
5. Assist with providing volunteers to help create packages for each team of volunteers
6. Identify appropriate locations for training and area stations and in obtaining coffee/refreshments
7. Provide support at area stations on the day of the count
8. Arrange for spokespersons on the day of the count
9. Participate in a press conference upon release of the preliminary results

Appendix 3 – Roles and Responsibilities

Task	Secretariat	Coordinators	CHTs/ Community
Planning			
1. Secure availability of count advisor	X		
2. Draft Terms of Reference	X		
3. Consult with CHTs, City of Vancouver, AHSC and others	X		X
4. Raise Funds	X		
5. Purchase liability insurance for volunteers	X		
6. Investigate software options	X		
7. Prepare list of shelters	X		
8. Complete review of methodology	X		X
9. Prepare volunteer recruitment letters, forms, and other info	X		
10. Develop process to receive volunteer forms and track volunteers	X		
11. Terms of Reference, methodology and surveys approved by RSCH CT	X		
12. Hire temporary part time administration support and Coordinators	X	X	X
Implementation			
13. Recruit volunteers	X	X	X
14. Ongoing coordination with Area, Shelter, NFA Coordinators, Aboriginal and Youth teams	X	X	X
15. Ongoing coordination with Homelessness Secretariat	X	X	X
16. Prepare list of nighttime locations & develop data collection strategy	X	X	X
17. Prepare list of all daytime locations and maps	X	X	X
18. Assign volunteers to locations, inform volunteers of proposed route and partner, training session dates and locations		X	X
19. Prepare assignment sheets, instructions, and maps/routes for volunteers		X	X
20. Register volunteers for training sessions	X	X	
21. Get supplies: buttons, cigarettes, candy, counters, surveys, instructions etc	X		
22. Create packages for each volunteer team	X	X	X
23. Set up one or more area stations in each community for Count Day	X	X	X
24. Train volunteers	X	X	X
25. COUNT DAY	X	X	X
Communications			
26. Communications plan/media strategy	X		X
27. Arrange for spokespersons for each region, youth, and Aboriginal groups	X		X
28. Press conference - with release of preliminary results	X		X
Data analysis and reporting			
29. Collect all surveys	X	X	X
30. Data entry and cleaning	X		
31. Tabulate results	X		
32. Release preliminary results	X		
33. Prepare draft report	X		
34. Prepare final report and present results to CHTs/communities	X		X
35. Municipal report – if required	X		X
Evaluation			
36. Volunteer surveys and community interviews	X	X	X

Appendix 4 – 2014 Metro Vancouver Homeless Count Proposed Budget

Contribution Income	
Homelessness Partnering Strategy	60,000
Real Estate Foundation of BC (pending)	
Vancouver Foundation (pending)	
City of Vancouver (pending)	
Surrey Homelessness and Housing Fund (pending)	
Translink - 480 bus passes (pending)	4,000
TBD	130,000
Homelessness Partnering Strategy 1.5 FTE	
Total	194,000
Expenses	
Additional Contracted Staff/Consultants	
Count Advisor, Coordinators and Communications	99,500
Temporary Administrative Support	25,460
Subtotal Contracted Consultants/Support	124,960
Implementation Expenses	
Community Homelessness Table support	20,000
Youth volunteer recruitment, training and honorariums	5,250
Aboriginal volunteer recruitment, training and honorariums	5,250
Data Entry	7,000
Printing (external)	4,500
Supplies	4,500
Training - refreshments and area stations and special events	3,500
Translink travel (day passes)	4,000
Insurance for volunteers	1,000
Travel (to attend training and travel on Count Day)	1,000
Post count follow-up	2,500
Other/contingency	3,040
Subtotal Implementation Expenses	61,540
Total Budget	
Contracted Consultants/Support	124,960
Implementation Expenses	61,540
Subtotal	186,500
GST @5% (consultants & expenses)	7,500
TOTAL	\$194,000

11.2 Proposed Advisory Groups Structure from DRAFT Governance Manual

Advisory Groups #

Advisory Groups will be created to build knowledge, provide advice, and make recommendations to the Constituency Table. The Governance Manual proposes three Advisory Groups to be created in 2013: Strategic Planning, Knowledge Development and Information Exchange, and Finance. These are described below. The Constituency Table may create and terminate Advisory Groups and create other forums for consultations and meetings with members as appropriate.

General Terms of Reference for Advisory Groups

- a. Advisory Groups are planned on a yearly basis according to the yearly work plan, and process cycle. The subjects and purposes of Advisory Groups are driven by the strategic agenda.
- b. Advisory Groups are chaired by designated members of the Constituency Table.
- c. Advisory groups may include a maximum of ?? members. The Secretariat may assist with procedures to recruit members. The goal is to reflect the diversity of constituents, client groups and sub-regions of the homeless-serving community.
- d. Advisory Groups may participate in review processes to hire consultants (within budgeted funds) to complete work program items.
- e. Agency members are encouraged to assign and recommend staff to participate on Advisory Groups who are most knowledgeable on the issues to be addressed.
- f. Advisory Groups may hold meetings in a variety of ways to share best practices and build knowledge e.g. workshops, on site visits, webinars, etc.
- g. The Secretariat will organize all Advisory Group meetings.
- h. The Secretariat will support Advisory Group chairs to ensure that findings and recommendations from the Advisory Groups are reported back to the Constituency Table.
- i. Participants are expected to attend regularly scheduled meetings.
- j. Participants are expected to follow all RSCH policies, including conflict of Interest guidelines (attached in Appendix V).



To: Housing Committee

From: Janet Kreda, Manager, Homelessness Secretariat

Date: April 25, 2013

Meeting Date: May 17, 2013

Subject: **Homelessness Partnering Strategy - Capital Allocations Update**

RECOMMENDATION

That the Housing Committee receive the report "Homelessness Partnering Strategy - Capital Allocations Update" dated April 25, 2013 for information.

PURPOSE

Metro Vancouver is accountable for the allocation and disbursement of federal Homelessness Partnering Strategy funds. This report is to inform the Housing Committee and Board of the allocation of \$6.2 Million in funding for capital projects.

BACKGROUND

In 2011, Metro Vancouver signed a funding agreement with the federal government to be the Community Entity responsible for administering federal Homelessness Partnering Strategy funding. The Homelessness Partnering Strategy (HPS) is a federally funded program created in 2007 to support the work of communities across Canada seeking to address homelessness. Metro Vancouver's key role under the funding agreement is to receive and administer HPS funds on behalf of Human Resources and Skills Development Canada (HRSDC). In this role, Metro Vancouver is expected to assist the community to develop funding priorities, post a call for proposals for projects to address homelessness based on the priorities identified by the community, assist the community to review projects for funding, approve the recommended projects, and disburse funds to implement them. The Regional Steering Committee on Homelessness is the community advisory body that reviews and makes HPS funding recommendations to Metro Vancouver through a rigorous review and selection process. Metro Vancouver has engaged Vancity Community Foundation to assist with due diligence and administration of contribution agreements for the selected projects. Final project approval is under the signing authority of Metro Vancouver's Chief Administrative Officer.

DISCUSSION

In February of last year, the Homeless Secretariat reported on the outcome of the Request for Proposals for approximately \$11 million of federal Homelessness Partnering Strategy (HPS) funds targeted for services to those who are homeless or at risk of homelessness. A separate call for proposals for \$6.5 Million federal HPS funding targeted to capital projects was released in June of 2012. Capital projects had to fall into one of two priorities from the "Community Plan", a document that is required by and approved by the federal government. The two priorities are:

Priority #6: New Facilities or enhanced facilities for underserved homeless or at-risk homeless populations; or

Priority #7: New or enhanced transitional and supportive housing, emergency shelter facilities, including drop-in spaces for homeless or at-risk of homelessness individuals and families.

In September 2012, the selection committee met to review and evaluate 28 proposals received for renovations, upgrades, expansions and creation of facilities for people who are homeless or at risk of homelessness. A total of 14 projects representing \$6.22 million were recommended for funding. These include 215 new emergency shelter, supportive and transitional housing beds and units as well as necessary renovations and upgrades that will enhance 6 existing emergency shelters and supportive/transitional facilities. (See Attachment 1)

The investment of funds into new emergency shelter and supportive/transitional housing facilities for people experiencing homelessness and those at risk of homelessness are critical to helping achieve the goal of ending homelessness. These facilities assist women and their children, people with mental health and addictions issues and those exiting from the criminal justice system and others in stabilizing their lives and breaking the cycle of homelessness. Funding necessary repairs and upgrades to existing facilities in our region helps to ensure the health and safety of those working and staying in these facilities and increases the sustainability of the agencies providing shelter and housing.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

All funds for the Homelessness Partnering Strategy program and the Metro Vancouver Homelessness Secretariat are provided through federal funding.

OTHER IMPLICATIONS

Metro Vancouver is accountable to Human Resources Skills Development Canada for the allocation of federal HPS funding. There is no direct financial impact, but a fiduciary responsibility to ensure the proper execution and monitoring of contribution agreements with funded agencies.

SUMMARY / CONCLUSION

Metro Vancouver is implementing the recommendations of the Regional Steering Committee on Homelessness for the allocation of \$6.2 Million in federal Homelessness Partnering Strategy funding for 14 capital projects. These projects will renovate and upgrade existing shelter and supportive/transitional housing facilities and help to add 215 supportive/transitional housing units and emergency shelter beds for people who are homeless or at risk of homelessness. These investments are critical to Metro Vancouver's efforts to prevent and end homelessness in the region.

Attachments and References:

1. Detailed list of Capital Projects

Attachment 1: Detailed List Capital Projects

Organization	Municipality	Project Description	New Units/ Beds
Aunt Leah's Independent Life Skills Society	New Westminster	Renovate an existing transitional housing facility to create one new unit with two beds for first-time mothers and their babies	2
Phoenix Drug & Alcohol Recovery and Education Society	Surrey	The Rising Sun Villas and Innovation Centre - Construct 15 new transitional housing beds targeted at people existing the criminal justice system as well as Aboriginal people who are homeless or at risk of homelessness	15
St. James Community Service Society	Vancouver	Add 26 new permanent women only shelter beds within an existing emergency shelter for women fleeing abuse. Enhance the remaining 26 beds and also improve the structural and mechanical systems of the facility	26
InnerVisions Recovery Society of BC	Maple Ridge	Hammond House Extension - Construct a 10-unit (10 beds) second stage transitional housing facility for men dealing with addictions.	10
The Elizabeth Fry Society of Greater Vancouver	New Westminster	Ellendale Expansion - Add 8 new transitional housing units to an existing 10-unit facility that provides addiction relapse prevention program for women	8
Tri-City Transitions Society	Coquitlam	Joy's Place - Add 4 new transitional housing beds and 6 second stage units to an existing 10-bed transitional housing facility for women fleeing abuse	10
Turning Point Housing Society	Richmond	Anderson Road Collaborative Housing Project - Construct 76 new supportive and transitional housing units for individuals living with mental health challenges, addictions, as well as newcomers and people who are homeless or at risk of homelessness	76
Young Women Christian's Association	Vancouver	YWCA Cause We Care House - Construct 68 new medium barrier supportive housing units for single mothers and their children	68
Total New Units/Beds			215
Renovations and Upgrades to Existing Facilities			
Organization	Municipality	Project Description	
Aboriginal Mother Centre Society	Vancouver	Address construction deficiencies in an existing 16-unit transitional housing facility for women and children fleeing abuse	
The Dodson Foundation	Vancouver	Upgrade the existing 71-unit supportive housing facility	
The Elizabeth Fry Society of Greater Vancouver	Surrey	Renovate an existing facility for women involved in the criminal justice system containing 13 emergency shelter beds, 12 transitional housing beds, and 9 supportive housing beds to improve livability and financial sustainability.	
The Last Door Recovery Society	New Westminster	Upgrade the windows and mechanical systems of two existing facilities containing 4 emergency shelter beds, 36 transitional housing beds, and 16 supportive housing beds for homeless and at risk individuals	
The Lookout Emergency Aid Society	Vancouver	Upgrade the structural and mechanical systems as well as building envelope of an existing 38-unit supportive housing facility for homeless adults	
Union Gospel Mission	Vancouver	Renovate 12 units and one common space to improve the general safety, health and privacy of the facility in order to accommodate a pre-recovery program that serves adult women living with addictions who are homeless or at risk of homelessness for women who have completed detoxification and waiting for recovery beds	