

Greater Vancouver Regional Steering Committee on Homelessness

Constituency Table Meeting

December 5, 2013 8:30 am – 12:30 pm

2nd Floor Boardroom, Metro Vancouver

DRAFT AGENDA

AGENDA ITEM	WHO	TIME
1. Adoption of Agenda	Chair	8:30
2. Receipt of the Minutes from September 19, 2013 ◀	Chair	8:32
2.1. Update on Leadership at Metro Vancouver Homelessness Secretariat	D. Littleford	8:35
3. Consent Agenda: <i>(Items for approval not likely to require discussion time at the CT Meeting)</i>	Chair	8:40
3.1. Report from the Regional Homelessness Plan Advisory Group ◀		
3.2. Update on Regional Homeless Count 2014 ◀		
3.3. Report on Community Engagement:		
3.3.1. Funders Table ◀		
3.3.2. Business Table ◀		
4. Election of Vice-Chair (important and urgent)	Chair	8:50
5. Update on Vacant Constituency Seats	Chair	9:10
6. Report from the Finance Advisory Group ◀ (important and urgent)	Jill Atkey	9:15
6.1. Response to Lol and allocation of unspent HPS \$ (Important and Urgent)		
6.2. HPS Transition Plan proposal (Important and Urgent)		
6.3. Metro Housing Committee recommendation to apply to become the CE		
7. Work Program Items ◀		
7.1. Community Plan (Timeline and strategy) ◀ (Important and urgent)	A. Sundberg	9:45
7.2. Approval of Draft Governance Manual ◀ (Important and urgent)	K. Hughes	9:50
7.3. Report on Outcomes of Homelessness Action Week 2013 ◀ (Important and not urgent)	Sandy Burpee	10:15
7.4. Work program 2014	MVHS	10:30
8. Report from the Community Entity (Metro Vancouver)		
8.1. Outline of Staff Role – CE/CAB (Important/not urgent)	MVHS	10:40
8.2. Presentation on HPS Activity Monitoring Data (Important not urgent)	Vera Le Franc, VCF	10:45
9. Report from Service Canada	Nora Gibson, Service Canada	11:15
10. Other Business:		
10.1. Delegation of decision making to AG's (Important/not urgent)	Chair	11:25
11. Report from Partners (AHSC, GVSS, Funders Table, Business Table, CHTs)	All	11:35
12. Information items/Announcements	MVHS	11:55
12.1. Letter from MV Board to Minister Finley regarding Affordable Housing Initiative and HPS, and response from Minister Bergen ◀		

13. Next Meeting March 13, 2013: 8:30 am - 12:30 pm Metro Vancouver	
14. Adjournment	12:30 pm

Red = motion required

◀ Refers to attachment

*Housing Services**Tel. 604 432-6300 Fax 604 436-6960*

File No.: CR-11-01-HOU

June 14, 2013

Honourable Diane Finley
Minister of Human Resources and Skills Development and
Minister Responsible for Canada Mortgage and Housing Corporation
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister Finley:

**Re: Implications of 2013 Federal Budget for Housing and Homelessness Programs
in Metro Vancouver**

The Metro Vancouver Housing Committee, at its meeting on May 17, 2013, considered the implications of the 2013 federal budget for housing and homelessness programs in our region, specifically the *Investment in Affordable Housing (IAH)* and *Homelessness Partnering Strategy (HPS)* programs. We support the Canadian Housing and Renewal Association's expression of appreciation for the renewal of these important programs for five years beginning in 2014. This allows communities more certainty in planning and implementing housing initiatives and projects and is welcome news.

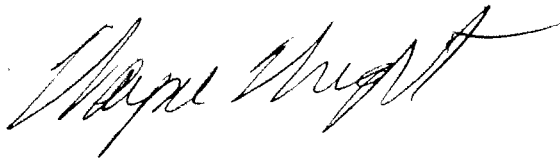
The Committee is concerned though that Federal funding for housing and homelessness programs is too low and is not indexed to inflation. Federal funding to address homelessness in the Metro Vancouver region has remained unchanged since the homelessness initiatives were introduced in 1999, while the number of people who are homeless and the cost of housing and services have increased significantly. We are a fast growing region with the population increasing by 10% since 2006 to over 2.3 million people and are concerned that:

- In the most recent homeless count (2011), about 2,650 people were identified as homeless in our region, more than double the 1,121 people counted in 2002.
- Aboriginal people remain over-represented in the homeless population with about 30% of the homeless population self-identifying as Aboriginal even though they represent only 2% of the region's general population.
- According to CMHC's Rental Market report (Fall 2012), Metro Vancouver has one of the lowest vacancy rates in Canada for rental accommodation (1.8%) and the highest average rents at \$864 for a bachelor and \$962 for a one bedroom unit.

- Static funding levels do not allow communities to maintain services that address housing needs and homelessness in our region over time, as costs continually go up due to inflation, and demand for services continues to increase.

We appreciate the continuation of funding for the *Investing in Affordable Housing* and *Homelessness Partnering Strategy* programs but, at a minimum, it should be indexed to inflation.

Yours truly,

A handwritten signature in black ink, appearing to read 'Wayne Wright', with a stylized, flowing script.

Wayne Wright
Chair, Metro Vancouver Housing Committee

WW/JK/jh



Ottawa, Canada K1A 0J9

SEP 19 2013

ORIGINAL

His Worship Wayne Wright
Chair
Metro Vancouver Housing Committee
4330 Kingsway
Burnaby BC V5H 4G8

METRO VANCOUVER HOUSING CORP
ORIG. REC'D <u>9124113</u>
FILE NO'S <u>C B-11-01 - HOU</u>
<u>orbit 7882404</u>
ACTION <u>Janet Kreda</u>
MVHC COPIES <u>Don Littleford</u>
MVRD DEPTS <u> </u>
OTHER <u> </u>

Dear Mr. Mayor:

I am responding to your letter of June 14, 2013, addressed to my predecessor, the Honourable Diane Finley. You wrote concerning the announcement of the extension to the Investment in Affordable Housing and the Homelessness Partnering Strategy (HPS). I regret the delay in replying.

As the Minister of Employment and Social Development, Minister for Multiculturalism and the Minister with responsibility for Canada Mortgage and Housing Corporation (CMHC), I would like to take this opportunity to thank you for your support of these important programs and initiatives that will continue to improve access to affordable housing and provide more effective and sustainable solutions to homelessness.

I appreciate your concern about funding; however, as we emerge from recent economic challenges, the federal government is focused on returning to balanced budgets. While there is a focus on fiscal restraint, the Government of Canada is determined to help individuals and families in need, and that is why the Investment in Affordable Housing and the HPS have been extended through 2019. Since 2006, the Government of Canada has invested more than \$15 billion in housing and homelessness programs.

You may also be interested to know that representatives from the CMHC regional office in British Columbia met with officials from the City of Vancouver on May 24, 2013, to discuss how the City and CMHC can work together to advance affordable housing. The discussion revolved around a number of sites that the city has identified for development and the need to learn about their respective roles with respect to affordable housing. CMHC officials are more than happy to meet with other municipalities throughout Metro Vancouver to find opportunities to work together for the creation of more affordable housing.

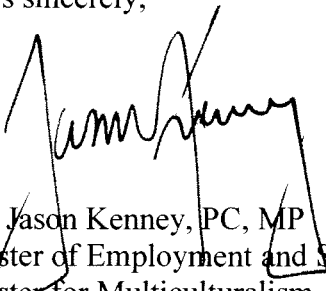
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As you are aware, the Government of Canada's Economic Action Plan 2013 announced nearly \$600 million over five years to renew the HPS, refocused on a Housing First approach. The Housing First approach aims to move people rapidly from shelters and streets into stable housing, while providing them with support for underlying mental health or addiction issues. This focus builds on the outcomes of the Mental Health Commission of Canada's At Home/Chez Soi research demonstration project, which was funded by the federal government at \$110 million over five years and established in five cities (Vancouver, Winnipeg, Toronto, Montréal and Moncton). The project—the largest of its kind—ended in March 2013 and provides strong evidence that Housing First is an effective way to reduce homelessness.

Over the coming months, the HPS will work with partners at the community level to confirm the implementation details of this new approach. As you may know, a representative from the Greater Vancouver Regional Steering Committee on Homelessness is a member of the recently formed working group on "Housing First." This is an important forum for us to ensure the success of the program's new "Housing First" approach in communities across Canada.

I hope that this information helps assure you that the Government of Canada is making significant investments and is working with partners on a broad range of supports to improve housing conditions and address homelessness across Canada, including in Metro Vancouver.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jason Kenney', is written over a rectangular box. The signature is stylized and fluid.

Hon. Jason Kenney, PC, MP
Minister of Employment and Social Development and
Minister for Multiculturalism

Agenda Item 3.1

RSCH Constituency Table Meeting Date: December 5, 2013

To: RSCH Constituency Table

From: Alice Sundberg, Chair, Regional Homelessness Plan Advisory Group

Date: November 28, 2013

Subject: **Report from the Regional Homelessness Plan Advisory Group**

Recommendations:

That the RSCH Constituency Table receives this report for information.

1. PURPOSE

To update the RSCH Constituency Table on the meeting of the Regional Homelessness Plan (RHP) Advisory Group held November 25, 2013.

2. CONTEXT

The RHP Advisory Group met on November 25, 2013. The main issues addressed included the consultation process for the Regional Homelessness Plan and the HPS Community Plan.

3. DISCUSSION

3.1 Regional Homelessness Plan

City Spaces Consulting provided an overview of the consultation process – Let's Talk Ending Homelessness, presented a draft consultation summary report, and provided a copy of the draft on-line survey.

They reported that during October and November, the following consultation sessions were held:

- 3 sub-regional workshops
- 4 Ideas sessions/focus groups with youth, women, seniors and Aboriginal people
- 2 meetings organized by Secretariat staff with the Greater Vancouver Shelter Society and RSCH Funders Table
- 10 one-on-one interviews with people with lived experience

Nearly 600 individuals were invited to attend a consultation session. More than 170 individuals representing 75 different organizations participated.

Advisory Group members provided comments on the draft consultation summary report and the on-line survey. The revised draft report and survey will be sent to all RSCH members during the first week in December. The purpose of the survey is to help rank the priorities and strategies identified during the consultations.

A draft report proposing priorities and strategies for the Regional Homelessness Plan will be considered at the next RHP Advisory Group meeting in February and will be submitted to the RSCH Constituency Table for approval in March 2014.

3.2 HPS Community Plan

Nora Gibson from Service Canada provided an update on the HPS funding cycle and timelines to create the HPS Community Plan.

The RHP Advisory Group agreed to recommend the following process to the Constituency Table (to be discussed under item 7.3 of this agenda:

- Homelessness Secretariat staff will circulate the draft template for the Community Plan to the RHP Advisory Group as soon as it is available.
- A sub-group of the RHP Advisory Group will meet to consider the draft template together with input from the Let's Talk Ending Homelessness consultation process including the summary report and priorities identified through the on-line survey.
- The sub-group will prepare a draft report to recommend priorities and strategies for the HPS Community Plan and send this to the Funders Table, Finance & Audit Advisory Group, and Constituency Table for comments.
- The RHP Advisory Group will meet February 6th to consider the feedback provided on the draft report and prepare the final HPS Community Plan for submission to Service Canada by February 15, 2013.

4. CONCLUSIONS

The next meeting will be held on Thursday, February 6, 2013 from 9:30 – 11:30 a.m. to identify priorities and strategies for the Regional Homelessness Plan and to prepare the HPS Community Plan for submission to Service Canada.

3.3 Appendix A

Appendix A – Homeless Count Project Overview/Timeline

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3.3 Appendix A

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3.2 Appendix A

Appendix A – Homeless Count Project Overview/Timeline

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3.2 Appendix A

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Agenda Item 3.2

RSCH Constituency Table Meeting Date: December 5, 2013

To: RSCH Constituency Table

From: Metro Vancouver Homelessness Secretariat

Date: November 21, 2013

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

Recommendations:

That the RSCH Constituency Table receives this report on the 2014 Regional Homeless Count for information.

1. PURPOSE

To provide the RSCH with an update on the 2014 Metro Vancouver Homeless Count.

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.

The RSCH Constituency Table approved draft Terms of Reference for the 2014 Regional Homeless Count at its meeting on June 13, 2013.

The purpose of the Count is to obtain information on the number and characteristics of our region's homeless population and how this population has changed over time.

3. DISCUSSION

As in previous years, the Homeless Count will take place over a 24-hour period and will include both a shelter and street component.

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

The street component will include a count and brief surveys with people sleeping or living on the street and other homeless people (e.g. people who are couch-surfing) and who access homelessness services on Count Day.

a) Schedule

The shelter component of the count will take place Tuesday, March 11th from about 4:00 pm until midnight. The street component will take place Wednesday, March 12th from about 6:00 am until midnight.

The timeline to implement the homeless count is attached (Appendix A) and work is proceeding according to the schedule. Table 1 below highlights key phases of work:

Table 1. Key phases of work to implement the 2014 Metro Vancouver Homeless Count

November – December	Finalize method, prepare survey, forms and letters Engage Area Coordinators, the Aboriginal Coordinator, Shelter Coordinator, and Youth Coordinator Hold a project initiation meeting with the Coordinators
January – February	Recruit volunteers Prepare a list of all count locations Assign volunteers to locations
March	Complete training and Count Day
April – June	Analyze data and prepare draft report
July	Prepare final report

Highlights of work completed to date include:

Volunteer recruitment form. A hard copy has been prepared with input from Community Homelessness Tables and the online form will be ready to distribute and implement in January.

Surveys. The Shelter and Street surveys have been prepared with input from Community Homelessness Tables, the Aboriginal Homelessness Steering Committee (AHSC) and Greater Vancouver Shelter Society (GVSS). Service Canada may require some additional questions.

Coordinators.

- Area and Shelter Coordinators. Metro Vancouver, together with Community Homelessness Tables and other community organizations have recruited Area Coordinators in Burnaby, Langley, Maple Ridge/Pitt Meadows, New Westminster, North Shore, Richmond, Surrey/White Rock, and the Tri-Cities. We are still working to recruit a coordinator in Delta. Metro Vancouver has also engaged M. Ninow Consulting to serve as the Shelter Coordinator for communities outside Vancouver. The City of Vancouver is assuming responsibility for its own Area Coordinators and Shelter Coordinator.
- Aboriginal Coordinator. Metro Vancouver has engaged Infocus consulting, as recommended by the Aboriginal Homelessness Steering Committee.
- Youth Coordinator. This position will be filled pending funding from the Vancouver Foundation (to be determined in December).

Project Initiation meeting. A project initiation meeting has been held with the Shelter Coordinator. A meeting with the Area Coordinators is scheduled for November 29, 2013.

b) Budget

The draft budget for the 2014 homeless count was \$194,000, as presented in the Draft Terms of Reference approved by the Constituency Table in June, 2013. It was proposed that \$60,000 would be provided through the Homelessness Partnering Strategy and applications for funding were submitted to several organizations for a total of \$134,000 (see Appendix B).

The current budget has been reduced by a small amount to \$190,750. Savings have been achieved as a result of the new approach of managing the Count “in house” while contracting with local Area Coordinators to support communities throughout the region to implement the count. At the same time, some costs were increased by planning for a more enhanced youth engagement strategy than was originally envisioned, based on input from the Vancouver Foundation Youth Advisory Circle.

The Secretariat has received commitments for \$82,750 from the City of Vancouver (cash and in-kind), the Real estate Foundation of BC (cash), and the Surrey Homelessness and Housing Fund (cash). Applications are still pending with the Vancouver Foundation (for the youth engagement strategy) and Translink (day passes). Additional funding of up to \$30,000 was approved from the Homelessness Partnering Strategy in case it is needed (e.g. due to a shortfall in fundraising efforts). The current budget has identified a need for \$4,000 of this additional funding for a total of \$64,000 through the Homelessness Partnering Strategy.

4. FINANCIAL IMPLICATIONS

The budget will be revised should community fundraising efforts fall short of the estimated budget.

5. CONCLUSION

The Constituency Table is asked to receive this report for information.

Attachments:

- Appendix A Timeline
- Appendix B Budget

3.2 Appendix B

Appendix B – 2014 Metro Vancouver Homeless Count Revised Budget

Contribution Income	Draft Budget June 2013	Revised Budget November 2013
Homelessness Partnering Strategy	60,000	64,000
City of Vancouver		
Cash		20,000
In kind contribution		30,000
Real Estate Foundation of BC		22,750
Surrey Homelessness and Housing Fund		10,000
Vancouver Foundation (pending)		40,000
Translink - 480 bus passes (pending) - In kind	4,000	4,000
TBD	130,000	
Homelessness Partnering Strategy 1.5FTE		
Total	194,000	190,750
Expenses		
Additional Contracted Staff/Consultants		
Count Advisor, Coordinators* and Communications	99,500	95,000
<small>*Includes 13 Area, 2 Shelter, 1 Youth and 1 Aboriginal Coordinator</small>		
Temporary Administrative Support	25,460	25,460
Subtotal Contracted Consultants/Support	124,960	120,460
Implementation Expenses		
Community expenses (e.g. shelters and youth hubs)	20,000	11,900
Youth volunteer engagement, recruitment, training and honorariums (Target 120 region-wide youth volunteers)	5,250	8,200
Aboriginal volunteer recruitment, training and honorariums (Target 60 Aboriginal volunteers - Vancouver and Surrey)	5,250	5,550
Data Entry	7,000	7,000
Printing (external)	4,500	5,000
Supplies	4,500	5,300
Training – refreshments, area stations and special events	3,500	7,500
Translink travel (day passes) - in kind	4,000	4,000
Insurance for volunteers	1,000	---
Travel (training and Count Day)	1,000	1,500
Post count follow-up	2,500	2,500
Other/contingency	3,040	6,840
Subtotal Implementation Expenses	61,540	65,290
Total budget		
Contracted Consultants/Support	124,960	120,460
Implementation Expenses	61,540	65,290
Subtotal	186,500	185,750
GST @5% (consultants & expenses)	7,500	5,000
TOTAL	194,000	190,750

Agenda Item 3.3.1

RSCH Constituency Table Meeting Date: 05 December 2013

To: RSCH Constituency Table

From: Deb Bryant, Chair, RSCH Funders Table

Date: 25 November 2013

Subject: Report on Funders Table meeting

Recommendations:

That the RSCH Constituency Table accept this report for information.

1. PURPOSE

To update the RSCH Constituency Table about the activities and discussions of the Funders Table.

2. CONTEXT

The Funders Table met on November 15 for the first time since the June, 2013 meeting of the Constituency Table of the RSCH. The meeting was well-attended.

3. DISCUSSION

The first order of business was to elect the lead positions. Deb Bryant (United Way of the Lower Mainland) was elected as the Chair and Brenda Prosken (City of Vancouver) is Vice Chair.

The meeting was focused on three purposes.

Homelessness Secretariat staff member, Debbie Kraus, conducted a consultation session to inform the regional homelessness plan. The key questions posed were:

What do you recommend as priorities for the regional homelessness plan?

What priorities / strategies would your organization support financially?

Results from this consultation will be included in the consultation summary report.

Nora Gibson from Service Canada provided an update on the next steps and stages regarding the HPS funding. She reiterated that the Housing First approach will be implemented in the next funding cycle, and that after a transition period, the HPS funds will need to meet the required proportions of 65% of funding directed to projects that fit directly the Housing First model and 35% that fall outside of these parameters (no funding for capital this time round). The funders discussed what that might mean for existing services, what the expectation is of other funders to compliment that approach, and what the transition period might look like.

A roundtable discussion was held on challenges and opportunities for funders to fund and collaboratively leverage support for the goal of ending homelessness in the region. The group agreed that information needs to be shared about funders priorities to develop a more comprehensive strategy which could begin with mapping current projects (strengths/what's working), and future needs (what are the gaps/what can be leveraged). This sort of information will help the group work effectively within the HPS policy framework of funding.

A discussion took place about the role that the funders table might play on the public policy advocacy front. It was made very clear that staff would only be able to take a limited support role - for example, consulting research but not composing correspondence - and the group agreed to pick this topic up at a later date.

It was also agreed that a more detailed document that spells out the current priorities and how funders allocate their funds will be developed.

4. FUNDING IMPLICATIONS

There are no funding implications arising from this report.

5. CONCLUSIONS

The funders table convened on the 15th of November and decided to create a Vice-Chair position, and nominated and elected Brenda Prosken to that role. The group was consulted on priorities and strategies for the Regional Homelessness Plan, informed about transitions in HPS, and discussed their role as funders in public policy and advocacy.

Agenda Item 3.3.2

RSCH Constituency Table Meeting Date: December 5, 2013

To: RSCH Constituency Table

From: Abi Bond, Chair, Business Engagement Advisory Group

Date: 2 December 2013

Subject: Update on the RSCH Business Engagement Strategy

Recommendations:

That the RSCH Constituency Table

- 1) Suspend recruitment for a business representative at the CT until a business reference group may be consulted on representation at the CT;
- 2) Establish a business reference group of business and general RSCH members to give input in the work of the RSCH such as the Regional Homelessness Plan and RSCH Business Engagement Strategy;
- 3) Delegate implementation of the engagement strategy to the business reference group.
- 4) That a tool-kit be created and made available to the participants of the November 14th meeting and the broader business community.

1. PURPOSE

The purpose of this report is to update the Constituency Table on the business engagement strategy and recommend next steps for action.

2. CONTEXT

On September 19, 2013, the Constituency Table requested a volunteer to lead the development of the RSCH Business Engagement Strategy in an effort to re-engage the business community in the work of the RSCH. This strategy is available upon request and requires review and formal adoption by the RSCH. The Regional Steering Committee on Homelessness has developed a draft business engagement strategy to guide its efforts to involve business support to implementing the solutions to homelessness. Myself, David MacIntyre and Rob Turnbull have reviewed the strategy and organized a meeting of regional business champions to discuss priorities for business engagement and how best to get input from the business community into the Regional Homelessness Plan.

3. DISCUSSION

On November 14th, the executives of the Burnaby and Surrey Boards of Trade, the Tri-Cities Chamber of Commerce and of the Downtown Vancouver BIA met with existing RSCH business members and CHT counterparts. The participants shared strategies and progress since the RSCH

2010 business leadership roundtable, discussed gaps, opportunities in business leadership on homelessness and ways to give input into the regional homelessness plan.

Issues that the Constituency Table may consider are how best to sustain the input of the business community in the Regional Homelessness Plan and other tasks such as the RSCH Business Engagement Strategy.

Outcomes of the meeting include enrollment of the Downtown Vancouver BIA for RSCH membership, interest to become more involved in business leadership activities, and recommended follow-up actions.

After consideration of the feedback received, the following direction is recommended to the Constituency Table:

- a) That the Constituency Table suspend recruitment for a business representative at the CT until a business reference group may be consulted on representation at the CT;
- b) That the Constituency Table establish a business reference group of business and general RSCH members to give input in the work of the RSCH such as the Regional Homelessness Plan and RSCH Business Engagement Strategy;
- c) That the Constituency Table delegate the implementation of the business engagement strategy to the business reference group;
- d) That a tool-kit be created and made available to the participants of the November 14th meeting and the broader business community.

Other potential activities for business engagement for the RSCH may be developed by the business reference group. The planned meeting frequency of the business reference group would be no more than two times per year, as advised by the business community participants at the November 14th meeting.

4. FUNDING IMPLICATIONS

No funding implications are raised in this report. Support for this group should be part of a broader discussion on the priorities of the RSCH and the extent to which financial and human resources will be required to implement further business engagement activities.

5. CONCLUSIONS

As per the September 19 2013 direction of the Constituency Table, volunteers were convened to review the RSCH Business Engagement Strategy and reengage the business community to give input into the Regional Homelessness Plan. A meeting of regional business champions was held to gather feedback on next steps to achieve this and recommendations are provided here for consideration by the CT.

RSCH Constituency Table Meeting Date: December 5, 2013

Agenda Item 6

To: RSCH Constituency Table

From: Jill Atkey, Chair, Finance and Audit Advisory Group

Date: November 26, 2013

Subject: **Report on Decisions and Recommendations from the October 30, November 4 and November 25, 2013 Meetings**

Recommendations:

That the RSCH Constituency Table:

- a) Adopt the Proposed HPS Transition Plan
- b) Delegate authority to the Finance and Audit Advisory Group to adjust the HPS Transition Plan as required upon provision of the HPS Community Plan framework and program Terms and Conditions

1. Purpose:

To keep members informed of the decisions of the Finance and Audit Advisory Group and to recommend actions to the Constituency Table regarding transitioning to the new HPS funding framework. (Attachment 1)

2. Decisions of the October 30 and November 4 and November 25 2013 Finance and Audit Advisory Group Meeting

Allocation of slippage

The Advisory Group reviewed Letters of Interest from currently funded capital projects for unspent funds. The request exceeded the funds available with a request of over \$1.5 M for \$205,000 in funds available. Eight out of a total 25 proposals were approved and fund distribution administered through upward amendments to existing contracts. This process was taken to expedite fund distribution due to the limited time in which remaining funds had to be disbursed and spent by agencies. The Advisory Group also identified a secondary set of proposals to be funded should additional slippage funds become available.

Recommendation of Metro Vancouver as Community Entity for the 2014 – 2019 HPS Program Cycle

Members convened and reviewed poll results on whether to recommend Metro Vancouver as the Community Entity for the 2014 – 2019 HPS program cycle, and voted in favour of recommending Metro Vancouver as the CE. Next steps will be for the RSCH Chair to communicate the same to the Metro Board in writing and Service Canada will follow up with Metro directly to submit a proposal.

Proposal for an HPS Transition Plan (To be updated upon provision of HPS Terms and Conditions)

The Advisory Group reviewed and approved an HPS Transition Plan to prepare the CAB to transition to the new funding framework. The Plan outlines steps for the Finance and Audit Advisory Group to build on the current knowledge of HPS changes nationally, all of which is subject to confirmation upon provision of the HPS Terms and Conditions, anticipated to be available in early January. It gives principles and strategies and a framework for acting upon the HPS Terms and Conditions once they are provided so that the sector can be as informed and prepared as possible. The transition plan identifies three primary phases of funding, allowing for a short transitional period for currently funded agencies that demonstrate the potential for adaptability to Housing First, and two open calls for proposals.

Recommendation: That the CT approve the proposed HPS Transition Plan, subject to revision by the Finance and Audit Advisory Group upon provision of HPS Terms and Conditions.

Delegation of authority to adjust and implement the HPS Transition Plan as required upon provision of the HPS Community Plan framework and program Terms and Conditions.

The details of the coming funding cycle are subject to confirmation by the provision of HPS Terms and Conditions, and this is likely to take place before the next Constituency Table meeting. Delegation of authority to the Finance and Audit Advisory Group will allow the group to achieve the goals of the HPS Transition Plan in preparing the community to transition to the new funding framework in a time-sensitive manner.

Recommendation: That the CT delegate authority to the Finance and Audit Advisory Group to adjust the HPS Transition Plan as required upon provision of the HPS Community Plan framework and program Terms and Conditions.

Agreed Communication to the Community on Changes to the HPS Program

It is unclear at this time how much of the information shared with the RSCH about the new HPS Program will hold true in the new funding cycle. HPS Terms and Conditions will confirm or clarify the final funding framework including eligible activities and parameters around transitioning currently funded projects. Therefore, the Advisory Group has developed a list of points with CE and Service Canada staff on key points of the information provided so far that would be relevant for the new program. These points appear in Attachment 2. Members are asked that these points alone be the communication to the community about upcoming changes to the HPS program until further clarification is provided by the HPS Terms and Conditions.

3. Financial Implications

This report does not implicate the spending of any new monies. The LoI process was successful in the allocation of HPS slippage funds to meet HPS deadlines for spending of program funds.

4. Conclusion

The Finance and Audit Advisory Group met on the 30th of October, 4th of November and 25th of November to allocate HPS slippage funds, recommend the CE and review a proposed HPS Transition Plan. The proposed Transition Plan is recommended for CT approval and requests delegation of CT authority to review and implement the Plan so that the community may be as prepared as possible to transition to the new funding framework upon provision of HPS Terms and Conditions.

Attachments:

- 1. Proposed HPS Transition Plan**
- 2. Relevant Communication Points Regarding Changes to HPS**

Agenda Item 6 : Attachment 1

Appendix 2 Proposed Transition Plan

The RSCH will be required to invest 65% of its funding for Housing First activities and 35% to other eligible activities by April 1, 2015.

Guiding Principles

The following principles are recommended to guide the implementation of the HPS Transition Plan:

- Coordination of a phased approach to enabling a system-wide transition to a Housing First approach
- Sensitivity to operating and funding environment of homeless-serving community
- Communication with service providers as early as possible to enable adaption to the new funding framework
- Transparency and equity in access to information and funding opportunities
- Consistency in application of RSCH and HPS program policies and conditions
- Mitigation of disruption to services caused by funding changes to reduce impact on clients

Strategies

The following strategies are recommended to guide the implementation of the HPS Transition Plan:

- Assess outcomes recent Regional Homeless Plan consultations with regional data and funding policy analysis for finalizing the investment strategy for HPS funds
- During the transition, foster development of a critical mass of HPS-eligible activities to achieve sufficient investment opportunities to reach the minimum 65% investment target for April 1st 2015
- Facilitate opportunities for current HPS-funded projects to transition to implementing Housing First eligible activities
- Give the homeless-serving sector two opportunities to apply for HPS funds: at six months into the program, and half-way through the funding cycle at 2.5 years
- Educate prospective applicants about the new funding framework as early as possible

To be eligible for the funding of new projects, and to launch a Call For Proposals for the new funding period, the RSCH will be required to submit a Community Plan to Service Canada by mid-February 2014.

Transition Plan Phases

Preparation and Planning: Assess the funding priorities of other regional funders, assess currently funded agencies of their readiness for Housing First and assist in their preparation for transitioning to Housing First.

Phase 1: Implement a six month transition period with the goals of minimizing disruption to services and prepare eligible and currently funded projects to adapt programming to the new funding framework. It is proposed that the investment for this transition period reflect as much as possible the minimum 65% spending requirement on Housing First.

Phase 2: Distribute the first open Call for Proposals be implemented in May 2014, to select eligible projects for a 2 year funding period from October 1 2014 to September 30 2016.

Phase 3: Implement a final phase of the funding cycle to take place in the last 2.5 years from October 1 2016 to April 1 2019, to implement any updates in the HPS Community Plan priorities through the Call for Proposals, and to create an opportunity to organizations to develop Housing First initiatives and access HPS funding.

The items inferring HPS – defined timeframes are presented in blue.

Key milestones:

December 2013

Preparation and planning for New Funding Framework

Communicate relevant high-level points about changes to HPS program with community.

CE begins gathering and analyzing regional homeless data, funding policy, currently funded HPS projects and outcomes of Regional Homeless Plan Consultations.

Regional Homelessness Advisory Group prepares draft priorities for the HPS Community Plan from the Community Consultation

January 2014

Interpretation of HPS Program Terms and Conditions and HPS Community Plan framework for HPS Transition Plan to new funding framework (timing subject to provision of HPS Terms and Conditions and Community Plan framework)

Finance and Audit Advisory Group finalizes & directs implementation of HPS Transition Plan

HPS-funded projects and broader community is supported to understand HPS Terms and Conditions and Transition Plan (CE) to assessment for themselves if they are practicing HPS-eligible Housing First activities, and what steps they can take to become eligible.

Finance and Audit Advisory Group establishes process for applying for transition funds, communicates the process, reviews currently funded projects and eligibility for transition.

Finance and Audit Advisory Group reviews analysis of regional homelessness data, Funders Table recommendations and Regional Homeless Plan Advisory Group recommendations on community priorities, and develops investment strategy for the 2014 -2019 period

CE develops Draft HPS Community Plan & facilitates consultation with RSCH

	CE implements process for allocation of Phase 1 transition funding for currently funded projects under direction of the Finance and Audit Advisory Group
Mid-February 2014	HPS Community Plan submitted to Service Canada Local HPS representatives (CE)
March 2014	Anticipated Approval of HPS Community Plan (Service Canada – HPS Local Liaisons) Existing HPS Contribution Agreements end
April – September 2014	Phase 1 of new HPS funding framework
May – June 2014	Call for Proposals for Phase 2 projects (October 2014 – September 2016)
June – September 2014	Proposal review (RSCH), due diligence, decision & contracting (CE)
September 2014	Phase 1 HPS Contribution Agreements end
October 2014	Phase 2 HPS Contribution Agreements start
March 31 2015	Deadline for 65% minimum annual spending requirement on Housing First projects
May 2016	Call for Proposals for Phase 3 projects (October 2016 – March 2019)
June – September 2016	Proposal review (RSCH), due diligence, decision & contracting (CE)
October 1 2016	Phase 3 HPS Contribution Agreements start
2017	Outcome evaluation nation-wide on whether street homeless population reduced by 60%
March 31 2019	Phase 3 HPS Contribution Agreements end



Regional Steering Committee on Homelessness Constituency Table Meeting Date: December 5, 2013

To: Greater Vancouver Regional Steering Committee on Homelessness Constituency Table

From: Homelessness Secretariat Staff

Date: November 26, 2013

Subject: **Relevant Communication Points on Anticipated Changes to HPS**

Recommendation:

That the RSCH circulate the points below to the community for information on anticipated changes to HPS.

1. PURPOSE

The purpose of this report is to implement the Finance and Audit Advisory Group direction to staff to prepare a document on key messages to ensure consistent and relevant communication to the community on anticipated changes to the HPS program. This memo outlines the key points that would be most relevant to share at this time.

2. CONTEXT

The RSCH and CE have learned about anticipated changes to HPS however very little is confirmed at this time and misunderstanding about the changes should be prevented. The Finance and Audit Advisory Group met to discuss a communications strategy regarding the anticipated changes to HPS for the 2014 – 2019 funding cycle, and requested staff to develop a memo on key messages to ensure consistent and relevant messaging to the community. These points reflect discussion with Service Canada, the CE and Vancity and should be communicated consistently to the community.

3. KEY MESSAGES TO COMMUNICATE TO COMMUNITY

Anticipated Changes to the Homelessness Partnering Strategy

The 2014 – 2019 cycle of the Homelessness Partnering Strategy will feature changes.

Until program Terms and Conditions are provided, the RSCH is unable to confirm details of these changes.

At this time, the following points are considered the most relevant and helpful regarding the program changes:

- There are new terms and conditions and program directives that are not yet available

- A minimum investment requirement is anticipated on Housing First-related activities
- A minimum investment requirement is anticipated on projects that serve chronically and/or episodically homelessness
- A maximum investment requirement is anticipated for non-Housing First –related activities
- A maximum investment requirement is anticipated for activities that serve those at-risk of homelessness
- For the purposes of HPS activity eligibility, Chronically Homeless is defined as individuals who are currently homeless and have been homeless for six months or more in the past year (i.e. have spent more than 180 nights in a shelter or place not fit for human habitation).
- For the purposes of HPS activity eligibility, Episodically homeless is defined as individuals who are currently homeless and have experienced three or more episodes of homelessness in the past year.
- Over the coming months, the RSCH will be working closely with the CE and Service Canada local representatives to be ready to act on the HPS Terms and Conditions as soon as they are available to the community, to interpret their implications for currently and potentially funded agencies and communicate confirmed details of the program as early as possible.
- The HPS Terms and Conditions will be developed into an implementation plan that will in part serve to foster transition for agencies to Housing First and/or HPS-eligible activities.

4. CONCLUSION

The Finance and Audit Advisory Group met to discuss a communications strategy regarding the anticipated changes to HPS for the 2014 – 2019 funding cycle, and requested staff to develop a memo on key messages to ensure consistent and relevant messaging to the community. The points in this memo reflect the discussion of the Advisory Group, CE, Vancity and Service Canada.

TIMELINE - Project Overview

[illegible]



Agenda Item 7.1

RSCH Constituency Table Meeting Date: December 5, 2013

To: RSCH Constituency Table

From: Metro Vancouver Homelessness Secretariat

Date: December 5, 2013

Subject: **Direction and Implementation of the Strategic Planning Process**

Recommendations:

That the RSCH Constituency Table:

- a) Implement a strategic planning process to plan RSCH priorities for the 2014 – 2015 period
- b) Establish an ad hoc Strategic Planning Advisory Group to guide the implementation of the strategic planning process

1. PURPOSE

To seek direction from the Constituency Table on implementation of a strategic planning process for the RSCH.

2. CONTEXT

On September 19th, the Governance Manual Advisory Group recommended the Constituency Table implement the strategic planning process overseen by an advisory group as described in the RSCH Governance Manual. This recommendation was tabled pending clarification on the difference between the Regional Homelessness Plan, HPS Community Plan and RSCH Strategic Plan. On November 15th, the Governance Manual Advisory Group circulated a report to the CT providing clarification and requesting feedback. In summary, the RSCH strategic plan would set priorities for the RSCH and its membership, while the Regional Homelessness Plan would set priorities for the region, and the HPS Community Plan for HPS funds. A decision from the CT is required on whether to implement a strategic planning process, who should be included in the process and the strategic planning framework to be applied.

3. DISCUSSION

Purpose of a Strategic Plan

A strategic plan interprets the mission and vision of an organization into priorities and tasks over a defined period of time to enable members to collectively contribute to organizational goals. For the RSCH, strategic planning can determine the RSCH priorities for the coming period.

Strategic Planning and the RSCH

The RSCH implemented annual strategic planning for many years. This process resulted in a set of priorities for the membership and RSCH as a whole on regional coordination, implementation of the Regional Homelessness Plan, stakeholder engagement, priority populations, awareness raising and knowledge development.

As the update of the Regional Homelessness Plan is underway, the RSCH may chose to define interim priorities to guide its work until the Regional Homelessness Plan update has concluded in June of 2015. For example, this might include priorities for the RSCH in transitioning to the new HPS funding framework, developing the results of the 2014 regional homeless count into follow-up actions, and sustainability planning for the RSCH itself.

During the update of the Regional Homelessness Plan, changes to the homeless-serving sector such as the HPS shift to Housing First and the new funding framework will directly impact the work of the RSCH and focus of the region's homeless serving community for the coming year. Anticipated changes such as implications for currently funded sub-projects such as Homelessness Action Week may be additional considerations for how the RSCH can use its resources effectively.

Timing of the Proposed Strategic Planning Session

Should the CT decide to implement a strategic planning process, it should be implemented before the end of the current RSCH work plan (March 31, 2014). Approval of the upcoming strategic plan at the next RSCH meeting in March would facilitate timely implementation of the priorities. Given the workload of the RSCH membership during January and February 2014, it is advisable that the strategic planning process take place after the bulk of the RSCH responsibilities related to transitioning to the new HPS funding framework has concluded. Therefore, staff recommend that the strategic planning process take place at the end of February.

Further Direction Required

Two issues require substantive direction from the Constituency Table to successfully implement the strategic planning process: the participants of the process and the framework. The process could be limited to the Constituency Table membership, delegated to a few members of the Constituency Table, the broader membership or some combination of the above options. The CT may apply a specific framework for its strategic planning, for example theory of change, SWOT analysis, Scenario Planning (imagining a future scenario such as the end of homelessness and planning steps to achieve that), PEST analysis, or another framework not mentioned here. Staff recommend that an ad-hoc advisory group be established to give direction on implementation of the strategic planning process.

4. FINANCIAL IMPLICATIONS

If the RSCH clarifies what activities will be priorities for the coming year, it may develop those priorities into requests for financial resources to support these activities. Pending the direction of the members, the process implementation may implicate resources to hire a facilitator.

5. CONCLUSION

The Governance Manual Advisory Group recommendation to implement a strategic planning process remains before the Constituency Table. Direction is requested on whether to implement the process and how best the CT may guide implementation of that process.

RSCH Work Program FY 2013/14

First Quarter (April –June 2013)	
<ol style="list-style-type: none"> 1. Review year-end (FY 2012/13) HPS Financial Report – Sept 19 CT Meeting 2. Complete Terms of Reference for the Regional Homelessness Plan -complete 3. Complete Terms of Reference for the 2014 Homelessness Count - complete 4. Plan for HAW 2013 (including annual connect events, themes, key messages, opinion polls, communications/media strategy and related contracts) - complete 5. Consult with local funding partners (such as BC Housing, Vancouver Foundation, United Way, Health Authorities, etc) through a Funders Table – in progress 	
Second Quarter (July – September 2013)	
<ol style="list-style-type: none"> 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 – in progress 7. Implement HAW 2013 – in progress 8. Review mid-year HPS financial report 9. Complete Governance Manual – in progress. Draft at Sept 19th CT meeting. 	
Third Quarter (October – December 2013)	
<ol style="list-style-type: none"> 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)	
<ol style="list-style-type: none"> 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 	

Attachments:

- Appendix A Timeline

Agenda Item 7.2

To: RSCH Constituency Table

From: Katie Hughes, Chair, Governance Manual Advisory Group

Date: November 27, 2013

Subject: **Overview of feedback on draft RSCH Governance Manual & Recommendation to Adopt the Governance Manual**

Recommendations:

- a) That staggered 3-year terms apply to all CT members.
 - b) That the CT Member Job Description be updated to mirror the proposed staggered 3-year terms.
 - c) To amend the RSCH Governance Manual Appendix V "Protocols" Meeting Procedures, Section 1 "General", Point # 3 to read: *"All attempts will be made to provide meeting materials by email two weeks in advance and no later than one week prior to the meeting and shall include the agenda, location, supporting documents and minutes of the previous meeting. There may be additional documents handed out at the meeting."*
 - d) That the name of the current Finance and Audit Standing Advisory Group under the HPS Call for Proposals be changed to the HPS Call for Proposals Advisory Group.
 - e) To amend Section 4.1.2 Nomination and Election Process, point e to read "Six months prior to the end of the CT representative's term, the representative shall field interest among the constituency group members to contest the CT seat. Should there be more than one candidate interested in the seat, the representative shall facilitate a fair and transparent process for the constituency group to elect a CT representative. In the event that the CT representative would like to stand for re-election, the *RSCH's Nomination and Election Committee may, upon request*, facilitate the nomination and election process for the constituency group."
 - f) That the Constituency Table adopt the RSCH Governance Manual.
-

1. PURPOSE

The purpose of this report is to present a final update on the action items assigned to the Governance Manual Advisory Group at the September 19th CT meeting to finalize the RSCH Governance Manual, and recommend that the Manual be adopted. The recommended changes require CT approval as well as adoption of the overall manual.

2. CONTEXT

The governance manual is a deliverable of the RSCH organizational review project under the current RSCH work program. It describes the new RSCH structure and designates clear roles and responsibilities for RSCH members to provide more efficient and effective member engagement. The Governance Manual was drafted in consultation with the past RSCH membership, developed by the Governance Manual Advisory Group. The Constituency Table discussed it at the last meeting, approved some of the recommendations and asked for clarification on others. On November 14th the Advisory Group issued an interim report to the CT providing this clarification and requested feedback on the final recommendations by November 22nd. During that time, CT members raised seven points which were discussed by the Advisory Group. Three of the points were editorial and four were substantive. The Advisory Group's recommendations on the substantive points are captured below.

3. DISCUSSION

Length of Terms:

Manual Section 4.1.1 "Constituency Table Membership, Point b. (page 19)

In the November 15, 2013 report to CT members the Advisory Group recommended that the CT implement a transition plan to staggered 3-year terms following the initial three-year term of the existing members (ending May 2016), and that terms be applicable to elected seats, not appointed seats. The decision of how to stagger the anniversary dates of the 3-year terms for the elected members could be decided by the current CT membership in the first fiscal quarter of 2015. This staggered approach would mean that existing elected CT members may serve until May 2017, May 2018 or May 2019. At the end of their terms, an election process would take place.

Feedback received from CT members on the above recommendation questioned why the staggered terms would apply to elected members only. In addition, further feedback highlighted that the staggered 3-year terms suggested was too long for some members who thought they were signing up for a 2-year term as per the current CT Member Job Description (Appendix VI).

Based on the feedback received, the Advisory Group recommends that staggered 3-year terms apply to all CT members. Furthermore, the Advisory Group recommends that the CT Member Job Description be updated to mirror the proposed staggered 3-year terms. Should a CT member wish to resign their position after a 2-year period, then the election process detailed in 4.1.2 of the manual would be implemented.

Recommendation:

- That staggered 3-year terms apply to all CT members
- That the CT Member Job Description be updated to mirror the proposed staggered 3-year terms.

Meeting Procedures:

Manual Section: Appendix V “Protocols” Meeting Procedures, Section 1 “General”, Point # 3 (page 42)

The above referenced procedure reads “Meeting materials will generally be provided by email one week prior to the meeting and shall include the agenda, location, supporting documents and minutes of the previous meeting. There may be additional documents handed out at the meeting.”

Feedback received from CT members suggests that receiving meeting materials one week in advance of a meeting is insufficient to comprehensively review the material.

Based on the feedback received, the Advisory Group recommends amending the wording of this procedure to read:

“All attempts will be made to provide meeting materials by email two weeks in advance and no later than one week prior to the meeting and shall include the agenda, location, supporting documents and minutes of the previous meeting. There may be additional documents handed out at the meeting.”

Recommendation: to amend the RSCH Governance Manual Appendix V “Protocols” Meeting Procedures, Section 1 “General”, Point # 3 to read: *“All attempts will be made to provide meeting materials by email two weeks in advance and no later than one week prior to the meeting and shall include the agenda, location, supporting documents and minutes of the previous meeting. There may be additional documents handed out at the meeting.”*

Finance and Audit Advisory Group Terms of Reference:

Manual Section: Appendix IX “Advisory Group Terms of Reference” Finance and Audit Advisory Group Terms of Reference Point b. “Membership” (page 53)

Feedback received from CT members questioned the membership criteria for the Advisory Group that stipulates “RSCH members whose organizations receive HPS funding are welcome to sit on the Finance and Audit Advisory Group”. The concern was centered on the potential for conflict of interest given that the Finance and Audit Advisory Group recommends proposals for HPS funding to the CT.

The **Finance and Audit Standing Advisory Group** decision making on funding is limited to slippage allocations, in which case any organizations interested in applying for slippage must be excused from the Group. The ad-hoc **Finance and Audit Advisory Group under an HPS Call for Proposals** has the role to recommend proposals for the typical larger funding allocations. Agencies interested in seeking HPS funds may not join the ad-hoc group.

The second group 'takes over' HPS-related matters once the Terms of Reference for the Call for Proposals is established until HPS contracts are in place.

Based on the feedback received, the Advisory Group recommends changing the name of the current Finance and Audit Advisory Group under the HPS Call for Proposals to HPS Call for Proposals Advisory Group, with the understanding that there may be overlapping membership between the two groups, and they never operate simultaneously.

Recommendation: That the name of the current Finance and Audit Standing Advisory Group under the HPS Call for Proposals be changed to the HPS Call for Proposals Advisory Group.

Nomination and Election Process:

Manual Section: 4.1.2 Nomination and Election Process, Point e. (page 22)

The recommendation pertaining to the nomination and election process received no feedback. Therefore the recommendation of the Advisory Group remains as proposed in the November 14th report.

Recommendation: To amend Section 4.1.2 Nomination and Election Process point e page 22 to read "Six months prior to the end of the CT representative's term, the representative shall field interest among the constituency group members to contest the CT seat. Should there be more than one candidate interested in the seat, the representative shall facilitate a fair and transparent process for the constituency group to elect a CT representative. In the event that the CT representative would like to stand for re-election, the *RSCH's Nomination and Election Committee may, upon request, facilitate the nomination and election process for the constituency group.*"

Adoption of the Governance Manual

Input of the new CT has been important in developing the manual into a relevant document to guide operation of the new RSCH structure. The two rounds of meaningful CT feedback have been discussed and the above points recommended for consideration by the CT. As the manual is a work program deliverable and functions as a common reference to staff and membership alike on the roles and responsibilities of the RSCH and its membership, the Advisory Group recommends that the CT approve the above-mentioned recommendations and adopt the manual at the December 5th meeting.

Recommendation: That the Constituency Table adopt the RSCH Governance Manual.

4. CONCLUSION

The Governance Manual Advisory Group solicited feedback from the CT on the Governance Manual and after discussion, recommends the changes mentioned in this report. With these changes, the Advisory Group recommends the adoption of the RSCH Governance Manual.

Appendix A - Homelessness Partnering Strategy and Housing First:

What will be eligible for funding?

This document has been prepared by the Homelessness Secretariat based on materials from Employment and Social Development Canada. As program terms and conditions have not been finalized, please be advised that the information below is in draft form and subject to revision.

Over the past few months, the RSCH leadership has been learning about changes to the federal Homelessness Partnering Strategy (HPS) program. In the next cycle of HPS funding (2014 – 2019), the amount of funding allocated to the region will remain the same. However, the RSCH will be required to invest 65% of its funding for Housing First activities and 35% to other eligible activities by April 1, 2015.

To be eligible for the funding of new projects and to launch a Call For Proposals for the new funding period, the RSCH will be required to submit a Community Plan to Service Canada by mid-February 2014.

1. What is Housing First?

Housing First involves moving people who are homeless as rapidly as possible from the street or emergency shelter into permanent housing with supports.

2. Eligibility for Housing First activities (65% of HPS funds)

Target Population: Individuals who are chronically or episodically homeless, i.e. who have experienced extended periods and/or repeated bouts of homelessness in the recent past.¹

Types of supports that may be eligible for HPS funding to meet Housing First requirements

	Housing with supports	Clinical supports	Complementary supports
Objective	Help participant find permanent housing, move in, and maintain that housing	Provide health and social services to help participant achieve housing stability and encourage well-being	Help participants integrate into the community and achieve self-sufficiency e.g. through employment, volunteer work or training
Eligible activities (examples – to be confirmed)	<ul style="list-style-type: none"> Facilitate access to permanent housing e.g. by working with private landlords or non-profit housing providers Provide time-limited rent subsidies while transitioning participants to provincial system Apartment set-up 	<ul style="list-style-type: none"> Support for participants through a case management approach that includes outreach, referral to mainstream health services, and coordination with multi-professional specialists Intensive Case Management 	<ul style="list-style-type: none"> Facilitate access to income supports Pre-employment support and bridging to the labour market Life skills development (e.g. budgeting, cooking) Supports to improve participants' social integration

¹ **Chronically homeless** refers to individuals, often with disabling conditions (e.g. chronic physical or mental illness, or substance abuse problems), who are currently homeless and have been homeless for six months or more in the past year (i.e. have spent more than 180 nights in a shelter or place not fit for human habitation).

Episodically homeless refers to individuals, often with disabling conditions, who are currently homeless and have experienced three or more episodes of homelessness in the past year.

	<ul style="list-style-type: none"> Repair private market units for damages caused by HF participants Landlord-tenant services (e.g. mediation) 	<ul style="list-style-type: none"> Funding a coordinator and/or peer support worker in an ACT team 	
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Other eligible Housing First activities

Activity	What is involved
Housing First readiness	<ul style="list-style-type: none"> Identify, integrate and improve services (e.g. staff training) Determine and test the model Identify barriers and opportunities for permanent housing
Client intake and assessment	<ul style="list-style-type: none"> Adopt coordinated intake management and client identification
Data tracking and monitoring	<ul style="list-style-type: none"> Identify the size and make-up of the chronically and episodically homeless population Track participants

3. Eligible activities outside of Housing First (35% of funding)

Target population: Individuals who are homeless or at imminent risk of homelessness

Activity	What is involved
Support services	<ul style="list-style-type: none"> Housing placement Life skills training Supports delivered through case management Referrals to appropriate resources Prevention of housing loss Basic needs
Coordination of resources and leveraging	<ul style="list-style-type: none"> Partnership and network development in support of HF implementation Consultation, coordination, planning and assessment Service Integration
Data collection	<ul style="list-style-type: none"> Point-in-time counts Community indicators Local research
Capital investments	<ul style="list-style-type: none"> Activities that aim to preserve or improve the capacity of existing facilities (not as extensively as in the past)

4. Capital Investments

	Under Housing First (part of 65%)	Outside Housing First (part of 35%)
Eligible activities	<ul style="list-style-type: none"> Furniture to set up an apartment Repairs to private market housing as a result of participant damage 	<ul style="list-style-type: none"> Renovation of emergency, transitional or supportive facilities and non-residential facilities
Ineligible activities	New construction is not eligible	

5. Ineligible activities under HPS

- Advocacy
- Purchase of vehicles
- Direct income support
- Daycare
- Software development/purchase that prohibits participation in NHIS or duplicates HIFIS
- Construction of affordable housing
- Activities on-reserve
- New Capital construction

SUBJECT TO REVISION

Agenda Item 7.3

RSCH Constituency Table Meeting Date: December 5, 2013

To: RSCH Constituency Table

From: Alice Sundberg, Chair, Regional Homelessness Plan Advisory Group

Date: November 28, 2013

Subject: **Process to prepare the HPS Community Plan**

Recommendations:

That the RSCH Constituency Table delegate authority to the Regional Homelessness Plan Advisory Group to prepare the HPS Community Plan for submission to Service Canada by mid-February 2014, with prior input from the Constituency Table, the Funders Table, and Finance & Audit Advisory Group as described in this report.

1. PURPOSE

To recommend a process for the Regional Homelessness Plan (RHP) Advisory Group to prepare the HPS Community Plan and submit it to Service Canada by mid-February 2014.

2. CONTEXT

The HPS Community Plan is a document required by the federal government to guide decisions on the allocation of Federal Homelessness funding through the Homelessness Partnering Strategy (HPS). Priorities identified through this plan must be based on the specific parameters of the HPS program. The HPS Community Plan is separate and distinct from the Regional Homelessness Plan. The new Regional Homelessness Plan will set out a wide range of priorities and actions to end homelessness, and these priorities and actions will not be constrained by federal funding parameters under the HPS. Our current Regional Homelessness Plan is known as Three Ways to Home.

The Community Plan is a deliverable under the work program provided by Metro Vancouver to Service Canada under HPS funding. The RSCH is responsible for overseeing the development and implementation of the Community Plan.

The Terms of Reference for the RHP Advisory Group provide that this group is responsible for the development of regional priorities for the allocation of federal funding through the Homelessness Partnering Strategy – to be included in the Community Plan.

In the next cycle of HPS funding (2014 – 2019), the amount of funding allocated to the region will remain the same as it was in past years. To be eligible for funding of new projects effective April 1, 2014 and to launch a Call for Proposals, the RSCH needs to submit a Community Plan to Service Canada by mid-February 2014.

3. DISCUSSION

a) Community Plan requirements

Communities are required to prepare a Community Plan that will:

- Provide data about its homeless population, including the number of chronically and episodically homeless, and their characteristics.
- Describe the process for engagement with stakeholders in the community planning process and on an ongoing basis to implement the community plan.
- Identify priorities to implement a Housing First approach.
- Focus on outcomes and results – to ensure that all projects contribute to reducing and preventing homelessness.

The template for preparing the Community Plan is expected to be available by early January 2014. The RSCH will need to submit the Community Plan to Service Canada in mid-February to be eligible for the funding of new projects effective April 1, 2014 and to launch a Call for Proposals in the first quarter of 2014.

Identification of funding priorities for the HPS Community Plan

At this time, there are no final decisions on the types of projects and activities that will be eligible for funding under the HPS 2014-2019. It is understood, however, that the RSCH will be required to invest 65% of its funding for Housing First activities and 35% to other eligible activities. Additional information on the types of activities that are expected to be eligible for HPS funding is attached as Appendix A.

Consultation meetings for the Regional Homelessness Plan – known as Let's Talk Ending Homelessness – have been completed. The purpose of these consultations was to identify priorities and strategies for the Regional Homelessness Plan that could also be used to inform the HPS Community Plan. Priorities for the HPS Community Plan will be based on priorities identified for the Regional Homelessness Plan **that will be eligible for HPS funding**.

Process to prepare the HPS Community Plan and obtain RSCH input

The template for preparing the Community Plan is expected to be available by early January 2014.

The RHP Advisory Group proposes the following actions:

- Homelessness Secretariat staff will circulate the draft template to the RHP Advisory Group as soon as it is available.
- A sub-group of the RHP Advisory Group will meet to consider the draft template together with input from the Let's Talk Ending Homelessness consultation process including the summary report and priorities identified through the on-line survey.
- The sub-group will prepare a draft report to recommend priorities and strategies for the HPS Community Plan and send this to the Funders Table, Finance & Audit Advisory Group, and Constituency Table for comments.
- The RHP Advisory Group will meet February 6th to consider the feedback provided on the draft report and prepare the final HPS Community Plan for submission to Service Canada by February 15, 2013.

4. CONCLUSIONS

The Regional Homelessness Plan Advisory Group is asking the Constituency Table to approve the recommendations proposed in this report or propose amendments that will enable work to proceed to develop a new HPS Community Plan as required by the HPS.

Attachments: Appendix A - Homelessness Partnering Strategy and Housing First:
What will be eligible for funding?

Agenda Item 7.4

RSCH Constituency Table Meeting Date: December 5, 2013

To: RSCH Constituency Table

From: Sandy Burpee, Chair, HAW 2013 Advisory Group

Date: November 26, 2013

Subject: **HAW 2013 Outcomes and Issues for Strategic Direction**

Recommendations:

That the RSCH Constituency Table decide that :

- a) HAW oversight continue to be delegated to an Advisory Group
 - b) Homelessness Action Week take place each year in Metro Vancouver starting on the Monday of the Thanksgiving weekend.
 - c) The regional thematic focus of HAW be identified in the spring of each year
 - d) The regional thematic focus of HAW align with RSCH annual strategic priorities and other initiatives of the RSCH
 - e) The CT define activities under its mandate of fostering a regional understanding of homelessness, identify resources required for achieving that mandate and methods to acquire those resources.
 - f) The CT clarify its communications needs and priorities, determine the resources required to fulfill those needs, and if required, potential funding sources.
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1. PURPOSE

To inform the Constituency Table about the outcomes of Homelessness Action Week and identify issues for strategic direction from the CT.

2. CONTEXT

Since 2006, the RSCH has implemented Homelessness Action Week as a sub-project to achieve its mandate of fostering a regional understanding of homelessness. The RSCH sets the theme, leverages HPS funds for matching contributions from the community, contracts consultants to develop a media engagement and communications strategy, implement that strategy, and sponsors one connect event in each sub-region organized by the Community Homelessness Tables and the City of Vancouver.

This year, Homelessness Action Week took place from the 13th to the 19th of October, 2013. Nine connect events connected an estimated 1550 clients with services and at least 191 were connected to housing or requested status updates with BC Housing representatives. By most indicators, the project exceeded its targets and success of the previous year. This year's communications and media campaign was focused on invisible homelessness, and featured four spokespersons including the RSCH Chair, AHSC Chair, and two community action leaders from the North Shore and Richmond.

HAW 2013 featured a new consulting team, a new project oversight and evaluation process, reporting tools and media and communications strategies. The strategies resulted in new media relationships messaging to leverage media sponsorship at a 5:28 ratio of investment to media value.¹ Project oversight was delegated to representatives of the Community Homelessness Tables and the Connect Event organizer for the City of Vancouver, convened as the HAW 2013 Advisory Group. They reviewed project plans, media content, campaign materials and implemented the Connect Events region-wide. Following the end of HAW, they convened twice to debrief and review results of the campaign and connect events. This report highlights strategic issues for consideration and recommendations to the Constituency Table to ensure the viability of the project in future years and the achievement of the RSCH mandate of fostering a regional understanding of homelessness.

The HAW 2013 Advisory Group gathered on the 22nd of October and 12th of November to debrief and review final outcomes of HAW 2013 as reported through members at the table on Connect Events and by consultants on media and communications outcomes. The consultant's media report can be accessed here http://stophomelessness.ca/wp-content/uploads/2013/09/HAW2013_FinalReport-Context-LBMG.pdf. A summary of outcomes reported appears in the appendices of this report. Issues and recommendations which the Advisory Group wishes to raise with the Constituency Table are elaborated below.

3. DISCUSSION

Demonstrating the Outcomes of Connect Events

Members requested that funders be aware of the unreported benefits of Connect Events in enabling the homeless and at risk to connect with services and facilities. Organizers advise that clients may only become aware of support and housing at an event, and follow up after the event. Clients that are episodically homeless may not remain housed and return to the streets after connecting with housing. Service providers in some communities advised that the low supply of affordable housing affected the capacity of service providers to refer clients to housing at Connect Events and in general. Finally, the Connect Event is a unique opportunity for service providers to connect around coordinated service delivery.

Connect Event Client Reports

¹ This calculation is based on total project budget to Advertising Value Equivalency, a value determined based on the size or length of story and its placement within the outlet, as well as the number of people the outlet reaches. See Appendix 2.

Most communities survey clients at the connect events to learn the profile of clients accessing the event and gather feedback on how to improve the event. This year, funders requested clarity on the results of Connect Events in connecting homeless and at risk to housing, employment and services in general. a standard survey and reporting template was piloted to gather data on the indicators of RSCH – sponsored Connect Events. Questions aimed to gather information about connections to housing and services and client profile questions comparable to those used in the Homeless Count. The most frequently reported indicators appear in the table in Appendices 4 and 5.

During evaluation meetings Connect Event organizers shared the challenges of surveying clients at the Connect Event, and recommended a survey of service providers on the number of clients connected to housing and services as an alternative method to assess results.

HAW Project Planning & Alignment with RSCH Strategic Priorities

Oversight by the Advisory Group allowed for good integration of community perspectives and needs into the overall project design. Members and consultants recommend that the RSCH continue to delegate oversight to an Advisory Group. Members recommend that the planning for HAW begin in the spring each year. This can allow the project to better capitalize on in-kind contributions and gather resources to make the project more successful in future. To achieve this, members requested that the dates of HAW be permanently established as the week starting on the Monday of Thanksgiving weekend, that the theme be aligned with other initiatives of the RSCH and that the theme be established at the beginning of each year.

Recommendations:

- That HAW oversight continue to be delegated to an Advisory Group
- Homelessness Action Week take place each year in Metro Vancouver starting on the Monday of the Thanksgiving weekend.
- That the regional thematic focus of HAW be identified in the spring of each year
- That the regional thematic focus of HAW align with RSCH annual strategic priorities and other initiatives of the RSCH

Project Sustainability

Appendix 6 presents the results of HAW 2013 relative to those of the past seven years. Of importance to the project sustainability are the funding trends. Appendix 7 highlights the funding trends of the last two years and funding considerations going forward. The prospects for the majority of funders reinvesting in HAW is minimal. The core sponsor of HAW, the Homelessness Partnering Strategy, will shift to a Housing First approach and the campaign and Connect Events as they are now may not be eligible expenses under the new program. HAW has been implemented each year under the RSCH mandate of fostering a regional understanding of homelessness. In light of the coming funding changes and need for the CT to define the activities it wishes to implement, the HAW 2013 Advisory Group recommends that the CT define activities under its mandate of fostering a regional understanding of homelessness - under which HAW has been implemented each year- identify resources required for achieving that mandate and methods to acquire those resources.

Recommendation:

- That the CT define activities under its mandate of fostering a regional understanding of homelessness, identify resources required for achieving that mandate and methods to acquire those resources.

RSCH Strategic Priorities

Members recommend that future campaigns feature a social media component, as well as ongoing maintenance of the RSCH website, twitter feeds, media relations and raising community awareness. These communications-related activities have historically been confined to the HAW consultant contract, and have evolved into broader communications tools for the work of the RSCH beyond HAW. Staff have attempted to address these needs on an ad-hoc basis however CHT members have requested an increase in the frequency and quality of this work. In light these evolving needs of the RSCH, and fixed roles and responsibilities of staff, the Advisory Group recommends that the CT clarify its communication needs and priorities, determine the resources required to fulfill those needs and if required, potential funding sources. Given the recommendations to align HAW with other initiatives of the RSCH, to set the HAW theme each year, and recommendations on sustainability, it is advisable that these recommendations be implemented through an annual strategic planning process.

Recommendation:

- That the CT clarify its communications needs and priorities, determine the resources required to fulfill those needs, and if required, potential funding sources

4. Financial Implications

In the past, HPS has provided core funds for Homelessness Action Week. As the criteria for funding will change, it is unclear if the project can be sustained in the same way as before. Furthermore, Community Homelessness Tables are requesting increased support in the delivery of annual awareness activities and ongoing communications work from the RSCH which may require financial resources to deliver.

5. Conclusion

The Finance and Audit Advisory Group met on the 30th of October, 4th of November and 25th of November to allocate HPS slippage funds, recommend the CE and review a proposed HPS Transition Plan. The proposed Transition Plan is recommended for CT approval and requests delegation of CT authority to review and implement the Plan so that the community may be as prepared as possible to transition to the new funding framework upon provision of HPS Terms and Conditions.