REGIONAL MUNICIPALITY OF WATERLOO
COMMUNITY SERVICES COMMITTEE
AGENDA

Tuesday, January 8, 2013
Approximately 11:00 a.m.
Immediately following Administration and Finance Committee
(Please note time change)
Regional Council Chamber
150 Frederick Street, Kitchener

1. DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL
   CONFLICT OF INTEREST ACT

2. DELEGATIONS

3. PRESENTATIONS
   Ron Hackett, Member, Heritage Planning Advisory Committee,
   Re: P-13-002, Regional Heritage Planning Advisory Committee - Highlights from 2012 and Plans for 2013

CONSENT AGENDA ITEMS
Items on the Consent Agenda can be approved in one motion of Committee to save time. Prior to the motion being voted on, any member of Committee may request that one or more of the items be removed from the Consent Agenda and voted on separately.

4. REQUEST TO REMOVE ITEMS FROM CONSENT AGENDA

5. REPORTS – Public Health
   a) PH-13-003, Influenza Season 2012/13 Update (To be distributed at the meeting)

6. INFORMATION/CORRESPONDENCE
   a) Memo: Family Support Unit Consolidation
   b) Memo: West Montrose Covered Bridge Update
   c) Council Enquiries and Requests for Information Tracking List

REGULAR AGENDA RESUMES
7. REPORTS – Social Services
   a) SS-13-001, Community Homelessness Prevention Initiative – Program Approach for 2013/14
   b) SS-13-002, Provincial Budget Approval and New Funding Formula for Children’s Services

8. OTHER BUSINESS


10. ADJOURN
TO: Chair Sean Strickland and Members of the Community Services Committee

DATE: January 8, 2013

FILE CODE: D25-01

SUBJECT: REGIONAL HERITAGE PLANNING ADVISORY COMMITTEE - HIGHLIGHTS FROM 2012 AND PLANS FOR 2013

RECOMMENDATION:

For information

SUMMARY:

The Region’s Heritage Planning Advisory Committee (HPAC) has had another productive and successful year. Highlights from 2012 include: implementing the Scenic Roads and Special Character Streets Resource Document; conducting research on heritage resources of Regional interest; assisting with the coordination of a well attended Heritage Impact Assessment workshop, and participating in the first round of public consultation on the draft Implementation Guideline for Cultural Heritage Landscape Conservation. Throughout the year, HPAC provided comments on Regional projects that had potential to impact heritage resources, as well as on development applications, environmental assessments, and other processes that may impact heritage resources of Regional interest. Members participated in events, workshops and conferences in an effort to promote heritage and increase public awareness of the value of heritage conservation.

REPORT:

The Heritage Planning Advisory Committee was established in 1994, in accordance with the Region Official Policies Plan. Current policy states that “the Region will maintain a Heritage Planning Advisory Committee to advise the Region on the implementation of the heritage policies in this Plan and other heritage issues of Regional interest, in accordance with the Terms of Reference adopted and periodically reviewed by Regional Council.”

The Committee:

- Advises on heritage matters in accordance with the Regional Official Plan;
- Assists with the development and implementation of heritage policy;
- Comments on policies, plans, programs or legislation of other bodies for the promotion and/or conservation of heritage in the Region;
- Serves as a forum for soliciting representation from diverse viewpoints on particular heritage issues; and
- Endeavours to increase public awareness and understanding of heritage resource conservation.

HPAC is comprised of volunteer members who are appointed by Regional Council. The members are chosen by Regional Council for their interest and background experience in matters related to cultural heritage. The 2012 members were:

1324158
Councillor Jean Haalboom, Chair  
Patricia Wagner, Vice-Chair  
Carolyn Coakley  
Terrence Gallamore  
Ron Hackett  
Natalie Hardacre  
Al Junker  
Les Kadar  
Marg Rowell  
Elizabeth Waters Heinrichs  
Wendy Wright Cascaden

Highlights 2012

During 2012, HPAC undertook the following initiatives:

Advisory Work

- Provided input on Regional projects that had the potential to impact significant heritage resources, including the road rehabilitation project at King/Fountain in Cambridge and the Weber Street Widening Project in Kitchener.
- Provided input on heritage recognition for two Regionally owned buildings: an Ontario Heritage Act designation of 14 Erb Street West in Waterloo; and the Municipal Heritage Register Listing of 20 Weber St. in Kitchener.
- Provided comments on development applications, environmental assessments, and other processes that may impact heritage resources of Regional interest, such as the Black Bridge Road Environmental Assessment in Cambridge and the Huron Road Bridge rehabilitation in Kitchener.

Policy Work

- Collaboratively organized a Heritage Impact Assessment Workshop (November 2012) with the Cities of Cambridge, Kitchener and Waterloo.
- The *Scenic Roads and Special Character Streets Resource Document* was brought to Council for information and the recommendations for the treatment of scenic roads are being considered and implemented during road rehabilitation projects.
- Reviewed and commented on the *First Draft Implementation Guidelines for Cultural Heritage Landscapes*.
- Reviewed the draft heritage policies in the Provincial Policy Statement.

Collaborative Work with Others

- Appeared as a delegation at Area Municipal Heritage Committees to present the *First Draft Implementation Guidelines for Cultural Heritage Landscape Conservation*.
- Participated in heritage workshops, displays and conferences including: the Wilmot Heritage Day (February 2012); Waterloo Region Heritage Foundation Annual Heritage Showcase (February 2012); the Ecofest event at the Waterloo Region Museum (June 2012); and the International Plowing Match (September 2012).
- Contributed to the Grand River Conservation Authority 20 Year Monitoring report for designation of the Grand and its tributaries as Canadian Heritage River.
Building Public Awareness of the Value of Regional Heritage

- Hosted, as part of the Talk Series at the Waterloo Region Museum, a talk on the “Evolution of Bridge Design in Waterloo Region” (March 2012)
- Developed and launched an on-line Heritage Conservation Toolbox as part of the Region’s website.
- Guided the research and documentation of heritage resources of Regional interest by a summer student researcher.
- Continued to research historic public buildings in the Region in order to complete the Public Building Inventory.
- Participated in the 10th Anniversary Doors Open Waterloo Region Event (September 2012).
- Re-evaluated the driving routes and content of the Historic Driving Tours maps.
- Researched alternative approaches to municipal financial support for heritage conservation.

Recognition & Awards

A summary of the accomplishments and future plans of the Heritage Planning Advisory Committee is published annually as part of Grand Actions: A Registry of Accomplishments and Commitments produced by the Grand River Conservation Authority.

The work of the Committee was recognized as part of the Ontario Heritage Trust Heritage Award for Community Leadership Award that the Region received in February 2012. HPAC Member Elizabeth Waters Heinrichs was the recipient of the Ontario Volunteer Service Award.

Proposed Activities for 2013

In 2013, HPAC will continue to provide comments on road rehabilitation projects, development applications, environmental assessments, and other processes that may impact cultural heritage resources as outlined in the Committee Terms of Reference. In addition, the Committee plans to:

- Complete the Public Building Inventory and publish the report.
- Finalize documentation and recommend the formal identification of a number of Regional Significant Heritage Resources (RSHR).
- Continue to promote financial support tools for heritage properties, and diversion of heritage buildings from landfill.
- Complete update of Historic Driving Tours
- Continue to provide comments to staff on Cultural Heritage Landscapes (CHL) policies
- Promote Public Education and Public Awareness of the Region’s heritage resources by participating in Doors Open Waterloo Region, the Heritage Showcase, and other conferences and workshops locally, provincially and nationally.
- Install interpretive plaques at the Huron Road Bridge in Kitchener and at Truss bridges across the Region as part of the “Heritage Bridges Recognition Program”.

Area Municipal Consultation/Coordination

The agenda and minutes of HPAC meetings are circulated to all Area Municipalities, and this report has also been distributed.
CORPORATE STRATEGIC PLAN:

The work of the Heritage Planning Advisory Committee supports Strategic Focus Area 2, Growth Management: Manage growth to foster thriving and productive urban and rural communities.

FINANCIAL IMPLICATIONS:

The work of the Heritage Planning Advisory Committee is supported by Planning, Housing and Community Services staff through the use of Council-approved funds.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

NIL

ATTACHMENTS:

NIL

PREPARED BY:  Anne Fitzpatrick, Cultural Heritage Planner

APPROVED BY:  Rob Horne, Commissioner of Planning, Housing and Community Services
MEMORANDUM

To: Chair Sean Strickland and Members of the Community Services Committee

From: David Dirks, Director, Employment and Income Support

Copies: Douglas Bartholomew-Saunders, Commissioner, Social Services

File Code: S10-80

Subject: FAMILY SUPPORT UNIT CONSOLIDATION

Background

Employment and Income Support, Social Services offers family support services to Ontario Works participants. Staff assists sole support parents in obtaining the child support for which they are eligible, as a step in enabling independence from Ontario Works. The Family Support Unit consists of a Supervisor, 8 Family Support Workers and 4 Family Support Assistants. Presently, they work from two locations: 99 Regina Street South, Waterloo and 150 Main Street, Cambridge. From these locations, they service the Family Courts in Kitchener and Cambridge.

Effective March 2013, all Family Court matters will be heard in Kitchener at the new courthouse. The intent is to hear such matters 5 days per week (up from 2.5 days per week now in each location). It is anticipated that we will require at least one staff per day in court, possibly more depending upon the number of matters being considered.

Consolidation of Family Support Unit

Presently Employment Services for Employment and Income Support and Regional Housing are located at 235 King Street East, Kitchener. This site is in close proximity to the new Court. The Family Support Unit will be consolidated at this location tentatively mid March 2013. This will permit us to meet the demands of the Court. The presence of staff nearby will allow timely response to the Court and easy return to the office for both staff and participants as necessary for follow up.

There are administrative advantages in terms of workload distribution among staff from this consolidation. Still it is recognized that this may not be convenient for some. Staff will take the necessary steps to minimize any inconvenience. This will include the use of telephone interviews and the filing of court documents (where appropriate) to avoid unnecessary travel, and continued appointments at the Regional office at 150 Main Street, Cambridge when necessary.
Financial Implications

The lease will expire with the other leases in the building at the end of October 2018. Renovation, moving and lease costs will be managed through the 2013 operating budget for Employment and Income Support currently being considered by Council as part of the 2013 Budget process.

The delivery of Family Support Services is consistent with Focus Area 4 of Council’s 2011 to 2014 Strategic Plan: Healthy and Inclusive Communities; Strategic Objective 4.1 (to) work collaboratively to reduce poverty.

For further information please contact David Dirks, Director, Employment and Income Support at 519-883-2179 or ddirks@region.waterloo.on.ca
MEMORANDUM

To: Chair Sean Strickland and Members of the Community Services Committee
From: Lucille Bish, Director, Community Services
Subject: West Montrose Covered Bridge Update
File No: R03/50-WESTM

This memo is in response to the request by Regional Council for an update regarding West Montrose Bridge, following the “Bridgekeepers” delegation to Council on December 5, 2012. It provides an update on the repairs to the West Montrose Bridge, current access, on-going maintenance and plans for further consultation with the community.

Bridge Closure and Repair

On September 14, 2012 Regional staff were notified that there was a cracked timber visible on the underside of the West Montrose Covered Bridge. This was immediately investigated and as a precautionary measure the bridge was closed to all vehicular traffic.

Working with project engineering consultants IBI Group (IBI), plans were developed to replace the timber. The bridge was closed to pedestrians during the actual repair, as required by the Ministry of Labour.

Following replacement of the damaged timber, the bridge reopened to pedestrian traffic on Monday November 19, 2012 and to horse and buggy traffic on Friday December 7, 2012. The large ‘road closed’ signs have been replaced with barriers that are negotiable by horse and buggy. The signage is still conspicuous but does not lessen the aesthetic of the bridge.

IBI is in the process of finalizing an analysis of the bridge, including the cause of the timber failure and inspections for any additional structural issues. Their preliminary analysis does not identify any additional structural issues however they do recommend that vehicles with a greater than 3 tonne load be restricted from the bridge. This has been the posted load limit on the bridge.

Communication and Consultation

Communications with the community have included media releases, a presentation at the West Montrose Resident’s Association annual meeting, response to letters/emails from the Resident’s Association, and direct conversations with other community members.
Prior to opening the bridge to horse and buggy traffic, the Region worked directly with volunteers from the Old Order Mennonite community to place road barriers that would allow them to safely maneuver on and off the bridge.

A discussion regarding load restrictions, access, fire protection and maintenance of the bridge was held on Wednesday December 19 at the Township of Woolwich offices, with participation by Regional staff, Township of Woolwich staff, and representatives of the West Montrose Resident’s Association and the Old Order Mennonite community. The community representatives also made several suggestions regarding the frequency of communications, and methods of disseminating information, which Regional staff will be following.

**Load Restrictions and Enforcement**

The bridge is currently posted with a 3 tonne weight limit. Many vehicles would exceed this limit, and drivers might not realize that. For example, a half-ton pick up truck with a load of firewood, an unloaded three-quarter ton pick up truck, almost any vehicle with a trailer, farm equipment, delivery and recreational vehicles would all be likely to exceed 3 tonnes.

More informative signage and other means of educating the community about the load limit may reduce the number of times over-weight vehicles cross the bridge. Financial penalties and various means of enforcement have also been suggested by the community.

Strengthening the bridge structure with additional beams or steel plates is also an option. Consideration of such upgrades would need to be balanced against the conservation of the historical integrity of the bridge, and the terms of the heritage designation.

**Fire Protection**

One of the primary risks to covered bridges is loss due to fire. The West Montrose Resident’s Association has shared reports on fire suppression and detection systems, and fire resistant coatings that may be appropriate in this application. The Region will explore these and other options as part of this project.

**Bridge Maintenance**

**Roof** - The bridge roof was re-shingled in 1987. Recent inspections of the bridge indicate no visible shingle loss or shingle damage and the roof appears to have several more years of life before it needs replacement.

Small points of light are visible through the roof; for the most part these are a natural occurrence in wood shingle roofed structures as the shingles shrink. These small openings are not a concern in open structures such as a bridge, barns, etc.

Some larger openings along the ridge of the roof are a result of damage to or missing sections of the ridge cap. These openings do not pose a major maintenance issue at this time, however the ridge cap does need to be repaired or replaced. The Region is seeking quotes on repair/replacement of the ridge cap.

**Painting** - The exterior of the bridge was painted by the Region in 2004 and it is not currently in need of repainting.

**Landscaping** - The Region has identified that trees at the north (village) end of the bridge in the road allotment are causing damage to the bridge, largely due to moisture retention on the roof which promotes the growth of moss. The Township of Woolwich will be meeting with property owners immediately adjacent to the south side of the bridge, and then will be trimming and/or removing these trees.
Other - Although the bridge is inspected by the Region every two years as required under the Ontario Structure Inspection Manual (OSIM), a Preventative Maintenance plan will be developed by Facilities Engineering and Facilities Maintenance.

Next Steps

Regional staff, with the assistance of IBI, will undertake further analysis of options and cost implications of limiting access, increasing load restrictions, fire protection and maintenance. This information will be brought forward to the January 29, 2013 meeting of Community Services Committee, prior to hosting a Public Information Centre in early February to gather community input on these options.

In the interim, the community representatives are strongly supportive of obtaining limited access for motorized vehicles. This could include, for example, typical passenger vehicles, but not large passenger vans, tractors, vehicles (including horse-drawn) towing loads, delivery vans and trucks. Appropriate signage would need to be developed and installed, the barriers re-arranged or removed, and the community notified. Regional staff is discussing the implications of limited vehicle access with the engineering consultant, preparing draft signage for discussion and finalization, and reviewing availability of fines for restricted vehicles. Staff anticipates that opening the bridge to limited vehicle access could occur by mid January.
<table>
<thead>
<tr>
<th>Meeting date</th>
<th>Requestor</th>
<th>Request</th>
<th>Assigned Department</th>
<th>Anticipated Response Date</th>
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<tbody>
<tr>
<td>27-Nov-12</td>
<td>S. Strickland</td>
<td>That the matter of mandatory CPR and AED training for all Regional employees be referred to staff to report back with options for a Health &amp; Safety staff training policy.</td>
<td>Public Health/Human Resources</td>
<td>Jun-2013</td>
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TO: Chair Sean Strickland and Members of the Community Services Committee

DATE: January 8, 2013

FILE CODE: S13-30

SUBJECT: COMMUNITY HOMELESSNESS PREVENTION INITIATIVE – PROGRAM APPROACH FOR 2013/14

RECOMMENDATION:

THAT the Regional Municipality of Waterloo approve entering into agreements with agencies as determined by the Commissioner of Social Services from time to time, upon terms and conditions acceptable to Legal Services, subject to receipt of funding from the Province of Ontario or a Ministry or agency thereof for the Community Homelessness Prevention Initiative Program;

AND THAT the 2013 budget implications of one time transitional funding for the Community Homelessness Prevention Initiative of $1,517,140 gross to be funded by the Ministry of Community and Social Services be referred to Budget Committee for consideration, as outlined in report SS-13-001, dated January 8, 2013.

SUMMARY:

This report seeks approval for the proposed CHPI approach and activities for 2013/14. This report also provides information regarding the recent announcement of additional one-time funding to support the transition to CHPI as well as summarizing activities that took place over 2012 in preparation for CHPI implementation.

REPORT:

1.0 CHPI Background

As part of the work and commitment through the Provincial-Municipal Fiscal and Service Delivery Review (2008), the Province, through it’s Long Term Affordable Housing Strategy (2010) indicated its intention to consolidate the over 20 existing housing and homelessness programs in order to allow municipalities to use funding in a more flexible manner, reflective of local needs.

CHPI is the first phase of consolidation bringing together the following five existing homelessness prevention programs, effective January 1, 2013 under the Ministry of Municipal Affairs and Housing (MMAH):

- Consolidated Homelessness Prevention Program (100% MCSS)
- Provincial Rent Bank Program (100% MMAH)
- Emergency Energy Fund (100% MCSS)
- Emergency Hostel Services (85.8/14.2 cost-shared MCSS)
- Domiciliary Hostel Program (80/20 cost-shared MCSS)
Within the Program Guidelines, the Province has identified implementation as a three year transition process between 2013 and 2016 (see Appendix A). A previous memo and report to Council provided information regarding the planning approach for implementation (September 11, 2012 and SS-12-044). Three phases are as follows:

<table>
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<tr>
<th>Phases</th>
<th>Activities</th>
<th>Timeframe</th>
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| 1. Pre-planning and preparing for immediate requirements | • Gathering data  
• Identifying an interim approach for 2013  
• Creating a “Plan to Plan” for 2013 | 2012 |
| 2. Planning | • Stakeholder consultation  
• Creating an “Implementation Plan” | 2013 - 2014 |
| 3. Beginning Implementation | • Begin to make changes as identified in the Implementation Plan | 2014 - 2016 |

The following principles were identified to inform this planning approach:
- Meet funding and program requirements of CHPI as set by the Province
- Involve all stakeholders who will/may be affected by any changes
- Communicate effectively with all stakeholders who will/may be affected by any changes
- Minimize system destabilization as much as possible
- Set realistic timeframes
- Identify clear roles and direction
- Explore a wide range of options
- Utilize promising practices and identified community needs to inform any changes

2.0 2012 CHPI Pre-Planning
Over 2012, a significant number of activities took place to help prepare for consolidation under CHPI. Included were activities at both the provincial and local level. Provincially, Region Staff participated in the Province’s Phase One Housing and Homelessness Program Consolidation External Partner Working Group as well as the CHPI External Technical Advisory Group. In addition, Region staff participated in the Ontario Municipal Social Services Association (OMSSA) Homelessness and Housing Resource Centre Forum in October and chaired a number of OMSSA Homelessness Network meetings over the year.

Locally, internal meetings were held with individuals across a number of departments to prepare for consolidation (e.g., Legal, Finance, Human Resources). Social Services Joint Planning meetings have been held regularly since spring 2012 to coordinate efforts related to changes with Discretionary Benefits, Community Start-Up and Maintenance Benefit (CSUMB) and CHPI. Regular meetings with the Housing Division continued over the year. In addition, Region Staff undertook a number of research and program reviews related to current and promising practices and further identification of community stakeholders. The following reports, documents and/or processes were either completed or are in progress:

- **Towards Informing a System-Based Approach for Rapid Re-Housing and Homelessness Prevention.**
  This report, prepared by OrgCode Consulting reviewed the Community Start-Up and Maintenance Benefit (CSUMB) and considered options and approaches for CHPI implementation. Consultations occurred both internally and externally and involved over 90 people, including people with lived experience on social assistance. Report recommendations were used to inform the new Rapid Re-Housing Program – Discharge Fund to be piloted over 2013. Further information on this report was included in a memo to Community Services Committee dated December 11, 2012.
• **Report on Emergency Shelter and Domiciliary Hostel Program Funding Options**
  Both of these programs were previously funded based on a per diem cost-shared with the Province. CHPI provides the flexibility to consider new funding approaches. This report, prepared by Consulting Matrix, will help to inform discussions over the next year around the development of new funding model(s) for implementation after 2014.

• **Domiciliary Hostel Program**
  Over the past year, Region Staff completed an in-depth analysis of Program information from 2009 to 2011. Region Staff completed *Exploring Promising Practices in the Domiciliary Hostel Program: Learnings from the City of Hamilton, the City of Ottawa, City of Windsor, County of Wellington, Halton Region and York Region* to develop and in-depth understanding of how other communities were operating.

  In addition, Region Staff completed *Working Together: A Snap Shot into How Complimentary Services are Provided in the Domiciliary Hostel Program* which identifies other key community support services that will need to be engaged in any future changes to the Domiciliary Hostel Program. All this information will be further summarized to inform planning and community consultation over 2013.

• **Emergency Shelter Program**
  Over the past year, Region Staff has been working closely with local Emergency Shelters to further develop a coordinated system of shelter services. The *Emergency Shelter Referral Guide* was created and the *Emergency Shelter Referral Protocol* was updated. Emergency Shelters and Region Staff continued to meet to monitor use of motels for shelter overflow, explore opportunities to enhance access, explore diversion practices, explore the development of a common release of information form, develop a discharge planning form with local hospitals, and to prepare to implement a new version of the Homeless Individual and Family Information System (HIFIS).

• **Grant Program Review**
  Financial data from all grant programs was reviewed to identify to what degree housing stability programs are funded through the Region and who the other primary funding stakeholders are that will need to be engaged in any future changes to existing programs. “Other funders” accounted for 39% of overall program funding with the largest including fundraising (30%), fees and agency contributions (20%), other provincial ministries (20%) and United Way (18%).

• **Waterloo Region Emergency Assistance Program**
  Region Staff is currently preparing the Waterloo Region Energy Assistance (WREAP) Summary Report for 2012 that will be shared with Council and utility partners in early 2013.

• **Housing Stability System Best Practices/Self-Assessment**
  Region Staff is currently researching the continuum of approaches towards a truly effective housing stability system. A self-assessment tool will be created that will be used to identify current status of the local housing stability system and identify areas for improvement.

• **Family Homelessness Research Project**
  An application was made and funding was leveraged through the federal Homelessness Partnering Strategy to work on the family homelessness research project over 2013/14 (SS-12-051). This project will be an important component in helping to support and inform the CHPI implementation plan.
• **Annual Program Agreement Process**
  Region Staff manages a standardized annual agreement process with all housing stability funded programs. Given changes with CHPI, additional work has been required with agencies to update program descriptions and negotiate budgets. Over 30 Agreements have to be revised to reflect the new CHPI Program.

All of these activities over the past year have positioned the Region to move forward to implement immediate changes required under CHPI for January 1, 2013 and to work with community stakeholders and those with lived experience over 2013/14 to consider how the new flexibility within the CHPI program can best be leveraged to enhance efforts towards ending homelessness in Waterloo Region.

3.0 CHPI One-Time Funding
On December 27, 2012, the Ministry of Community and Social Services announced $42 million in one-time funding to support municipalities across Ontario in transitioning to the new CHPI (see Memo attached as Appendix B). The Region’s allocation is identified as $1,517,140 for January 1, 2013 to March 31, 2014 to be used for CHPI housing and homelessness-related supports based on local priorities. The Province indicated further details regarding the funding expectations and requirements would be made available in January 2013. It is planned that Staff will bring forward further details regarding the funding along with the CHPI Investment Plan to Community Services Committee for approval on January 29, 2013. At this point, given the one-time nature of the funding, the plan is not to create new programs or to establish unsustainable funding increases to existing programs, but rather, to provide additional transitional support within Service Category #3 (Other Services and Supports) and Service Category #4 (Homelessness Prevention) as outlined below in the CHPI Approach for 2013/14.

4.0 CHPI Approach for 2013/14
It is recognized that this recommended approach seeks to accommodate a shift in funding that was previously a combination of 100% Provincial and cost-shared and uncapped programs to a single fixed program envelope. Despite the additional one-time funding provided by the Province, the funding envelope represents an overall decrease compared to 2012 budget and actual expenditures. This will be a challenge moving forward. Therefore it is planned that programs currently funded in 2012 will continue at similar funding levels allowing time for planning and consultation. The recommended approach outlined below maximizes resources and minimizes system destabilization as much as possible.

As was identified in the previous report to Community Services Committee (SS-12-050), the CHPI Guidelines include a provision for the Ministry of Municipal Affairs and Housing to reallocate any unused funding across Service Managers. Given the shortfall in the Region’s CHPI allocation and the limitations related to one-time funding, Region Staff will prepare a Business Case in the event that there is unspent funding to be reallocated or if further funding becomes available over the year.

As we move to a fiscal year (April to March) there will be a need to move all housing stability programs funded through Social Planning, Policy and Program Administration from the current calendar year, to align with funding schedules and data collection. For the transition, existing 2012 Service Agreements between the Region and local providers will either be extended to March 31, 2013 or new Agreements will be put in place for the period from January 1, 2013 to March 31, 2013. Once the Region and the Province have approved the 2013/14 CHPI Investment Plan, Agreements will be prepared based on the fiscal year (April to March).

Under the CHPI Guidelines, Service Managers will have the flexibility to use funding in four
service categories. The following provides details of the overall proposed approach for 2013/14 for each of the four CHPI Service Categories which, along with related programs, are further described below and summarized in Appendix C. In addition, it is proposed that a contingency fund be created within CHPI to address unanticipated pressures within the program areas. The 2013/14 CHPI Investment Plan, which will be brought forward for Council approval, will include specific funding allocations in time to meet the Province’s submission deadline of February 15, 2013.

Service Category #1: Emergency Shelter Solutions
There are seven existing programs that are proposed to continue to be funded through this area for 2013/14 including six emergency shelters (Argus Young Men’s Residence, Argus Young Women’s Residence, Cambridge Shelter, Charles Street Men’s Hostel, ROOF, and YWCA-Mary’s Place) as well as Shelter Overflow into motels. Emergency Shelters will experience the most significant changes under CHPI beginning January 1, 2013. Emergency Shelters were previously funded through Ontario Works legislation based on a cost-shared per diem set by the Province. Funding for Emergency Shelters was also uncapped allowing Service Managers to manage spikes in shelter usage. Emergency Shelter funding has been removed from Ontario Works legislation and is now capped under the CHPI single, fixed funding envelope.

The proposed approach for 2013/14 is to pilot providing Emergency Shelter programs a grant rather than per diem. Although it is still under discussion, the grant for each shelter will be calculated based on actual total per diem claims for 2012. Grants will be released to shelter operators on a quarterly basis. In addition, funding for Shelter Overflow is proposed to continue to be available to address demands on shelter capacity. Staff will continue to work with the Emergency Shelter system including a review of the funding model and updating quality assurance and accountability measures.

Service Category #2: Housing with Related Supports
This service category includes all 21 permanent, supportive housing programs previously funded through either the Consolidated Homelessness Prevention Program (CHPP) or the Domiciliary Hostel Program. In addition, this service category incorporates two time-limited housing programs (Marillac Place and Families in Transition Houses).

The proposed approach for 2013/14 is to continue to fund former CHPP programs (i.e., Eby Village, Charles Village, Cramer House, Lincoln Road, and the Bridges Supportive Housing) through a grant set at 2012 levels. A number of specialized supportive housing or time-limited housing programs previously funded through either the Domiciliary Hostel Program or Emergency Shelter per diem (i.e., SHOW, Saginaw, Argus 5 Beds to Home, Marillac Place and Families in Transition Houses) will be provided a grant, on a pilot basis over 2013/14, based on 2012 projected actual per diem claims. The rationale for the pilot is to test an alternative funding model for these housing programs. The pilot makes sense given the programs operate at full capacity and are highly accountable through a Board of Directors and provision of audited financial statements. Further, these programs serve specific populations with dedicated programming fully integrated into the housing stability system and supporting the implementation of the Homelessness to Housing Stability Strategy (SS-12-052).

The remaining Retirement Homes (Marsdale Manor, Millwood Manor, Revera-Highland Place, and Trinity Village Studios), Boarding Homes (Doon Valley Manor, Grand River Retirement Home, Kaljas Homes, Kingsview Residence, K-W Underhill Residential Home, Optimum Health Care Services, Riverside Manor, and Stirling Nursing Homes) as well as the new specialized program HUGO (Housing Under Group Organization located on Hugo Crescent, SS-12-006), will remain under the Domiciliary Hostel Program and continue to receive per diem at the 2012 rate of $47.75. Tenants will continue to receive a Personal Needs Benefit (PNB) of $132.00. It
is planned that eligibility and claims for the Domiciliary Hostel Program will continue to be administered by Employment and Income Support staff during the CHPI transition period.

Homes in receipt of the Domiciliary Hostel Program per diem will undergo a bed cap review with any changes to be included in the April 1, 2013 Agreements. The review seeks to better align bed caps with actual bed usage and to support effective management of the CHPI budget. These homes will also continue to be accountable under the Regional Municipality of Waterloo Domiciliary Hostel Program Standards (2009). The Province has indicated plans to begin policy work with Service Managers to develop new standards for this Service Category.

Along with this provincial work, all programs within this Service Category will be reviewed over 2013/14 with the intention to create a new Supportive Housing Program with updated funding, quality assurance and accountability measures. It is anticipated that a call for proposals under the new Supportive Housing Program will be issued in 2014 with the new Program being implemented April 1, 2015. Over 2013 and 2014, no new Agreements within the Domiciliary Hostel Program will be entertained (either new or turnovers) while the Program is being reviewed and redesigned.

Service Category #3: Other Services and Supports
Three programs are proposed under this service category. The first is the continuation of the Families in Transition support program. The second is support for Lutherwood's Housing Counselling Program. The third is a new pilot program entitled Rapid Re-Housing - Discharge Fund. Region Staff has put forward for Council’s consideration on-going allocations within Discretionary Benefits for eviction prevention, utility arrears, and appliance repair all of which would have been funded under the former CSUMB. In addition, Region Staff is also recommending an accommodation within the CHPI, for last month’s rent, to be approved by Council as part of the CHPI Investment Plan. As a pilot over 2013, the Rapid Re-Housing Discharge Fund would be available primarily to those on OW and ODSP exiting emergency shelter with consideration for those who would otherwise experience homelessness who are:

- being discharged from institutions (e.g., corrections, hospital) or other time-limited housing;
- fleeing domestic violence and are connected with Women’s Crisis Services of Waterloo Region; or
- forced to move due to their current housing being certified as unsafe/uninhabitable by the Fire Department or the Electrical Safety Authority.

The Discharge Fund will be accessible once in a calendar year for last month’s rent in an amount up to $400 for singles/couples and up to $1,000 for families. The pilot will be reviewed and evaluated over this period.

The CHPI one-time funding can be used to top-up what otherwise would have been available in the Discharge Fund for 2013/14 to allow some flexibility within the pilot to better understand and address emerging needs. In looking to other potential sources of funding to augment the Rapid Re-Housing – Discharge Fund Pilot, there may be a small amount of funding available through the existing federal Homelessness Partnering Strategy (HPS) allocation. Unlike previous HPS allocations, there is no ability to carry-over any unspent funds from year to year within the allocation. It was identified by the community, that the most current pressing need, given the elimination of the CSUMB, is support for last month’s rent. As a response to this need, the Homelessness Partnering Strategy (HPS) Community Advisory Board has approved a recommendation that should there be any remaining funding through the local allocation at the end of both 2012/2013 and/or 2013/14, that it be applied to the Rapid Re-Housing - Discharge Fund pilot.
It is also anticipated, due to the elimination of the CSUMB, that a number of existing local non-profit social enterprises supporting people in establishing or retaining housing may be impacted. In order to better understand and minimize destabilization of these services over 2013/14, it is proposed that up to $100,000 under the Homelessness to Housing Stability Strategy funding be available through a call for proposals. Any unused funding would be applied to the Rapid Re-Housing - Discharge Fund pilot.

Service Category #4: Homelessness Prevention
Both the Rent Bank and Eviction Prevention program through Lutherwood and the Waterloo Region Energy Assistance Program (WREAP) through the Region will continue as prevention programs under CHPI for 2013/14. While the WREAP will continue to be funded in large part through other on-going energy assistance programs administered by Social Planning, Policy and Program Administration (SS-12-005), additional resources will be included through the Province’s one-time CHPI funds. In addition, CHPI one-time funds will also be considered for additional eviction prevention supports. The Rent Bank and Eviction Prevention program will continue as it is currently operating, with slightly revised criteria to better meet local needs for 2013/14. The Rent Bank and Eviction Prevention program criteria are included within Appendix D for information and subject to consideration for further changes for 2014/15 and beyond.

5.0 Next Steps
While following the requirements of the CHPI Program Guidelines, the Region has considerable discretion over the CHPI transition period (2013-2016) to redesign program delivery and financing within housing stability programs. It is understood that there will be considerable work reviewing and redesigning the housing stability system in a way that makes use of promising practices and appropriately involves all stakeholders. The planning approach for 2013 continues to be developed and timelines may need to be slightly revised given the following:

- The delay in receiving full CHPI program information and related regulation changes under social assistance legislation;
- The complexity and current unknowns related to changes with Discretionary Benefits and the elimination of the Community Start Up and Maintenance Benefit;
- The Province's intention to work on and release further information regarding CHPI performance indicators and to develop new standards for the Housing with Related Supports service category over 2013;
- The lack of information as to whether federal homelessness funding will continue beyond March 2014 and consideration for any changes within the context of CHPI implementation planning;
- The need to consider and align consultation and program development with other strategic planning initiatives currently underway (e.g., development of the Housing Action Plan for Low to Moderate Level Housing, Waterloo Region’s Comprehensive Approach to poverty reduction, and implementation of the Waterloo Region Integrated Drugs Strategy); and
- Given the one-time relief provided by the Province for 2013, there will need to be planning in consultation with the community about the systemic changes required to live within the envelope come 2014.

The CHPI 2013/14 Investment Plan along with a Business Case to the Province requesting additional funding under CHPI will be prepared for Council approval prior to the required submission date of February 15, 2013. It is recognized that adequately engaging all stakeholders to ensure successful implementation requires time and resources. Two open community forums will be planned for in 2013 and a number of working groups will be formed and meetings will be held to consider draft plans for changes to programs in all of the above service categories. Detailed communication and consultation plans will be developed over the
next few months. Staff will continue to update Council regarding the progress.

CORPORATE STRATEGIC PLAN:

Implementing CHPI in Waterloo Region is consistent with the Region’s Corporate Strategic Plan (2011-2014), Focus Area 4: Healthy and Inclusive Communities: to “reduce inequities and enhance community health, safety, inclusion and quality of life”; and specifically, Strategic Objective 4.5 to “work collaboratively to increase the supply and range of affordable housing and reduce homelessness”.

FINANCIAL IMPLICATIONS:

The following chart summarizes the 2013 Base Budget and impact of the transitional funding for the CHPI program:

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>2013 Base Budget</th>
<th>Transitional Funding *</th>
<th>Total</th>
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<tbody>
<tr>
<td>Staffing and Admin Costs</td>
<td>$ 450,322</td>
<td>$450,322</td>
<td>$450,322</td>
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<tr>
<td>Program Costs</td>
<td>8,463,860</td>
<td>$1,517,140</td>
<td>9,981,000</td>
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<tr>
<td>Total Expenditures</td>
<td>8,914,182</td>
<td>$1,517,140</td>
<td>$10,431,322</td>
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<table>
<thead>
<tr>
<th>Revenues:</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>MMAH Subsidy</td>
<td>$7,653,382</td>
<td>$7,653,382</td>
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</tr>
<tr>
<td>MCSS Subsidy</td>
<td></td>
<td>$1,517,140</td>
<td>1,517,140</td>
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<tr>
<td>Total Subsidy</td>
<td>$7,763,382</td>
<td>$1,517,140</td>
<td>$9,280,422</td>
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<tr>
<td>Net Regional Levy</td>
<td>$1,260,800</td>
<td>$0</td>
<td>$1,260,800</td>
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</tbody>
</table>

* Not included in the 2013 Base Budget – to be referred to Budget Committee of the Whole.

The Region’s 2013 Operating Budget currently under consideration includes a provision of $1,260,800 in the Net Regional Levy for CHPI. Of this amount, $544,654 is related to the former Domiciliary Hostel Program and $716,146 supports the Emergency Shelter and Community Start-Up and Maintenance Benefit.

Total administration costs in the Preliminary Budget are $450,322 for the existing staff related to the five consolidated programs. Under the CHPI Program Guidelines issued by the Province, Service Managers can allocate up to 10% of the CHPI allocation to administration costs for the new Program and the enhanced responsibilities as set out in the Guidelines. Based on the $7,653,382 allocation, this would amount to $765,338. The balance of the administration allocation ($315,016) has been included in the program costs pending the outcome of the planning process for the implementation of CHPI over the transition period between 2013 and 2016.

In addition, the Province is now also providing one-time funding of $1,517,140 at 100% provincial costs to support the CHPI transition. This amount is not in the 2013 budget currently under consideration by Budget Committee of the Whole. The transitional allocation is for the period January 2013 to March 2014. Any funds not spent in 2013 will be carried over to 2014.

A report with allocation details, including the 2013/14 CHPI Investment Plan, will be brought forward for Council approval in time to meet the Province’s submission deadline of February 15, 2013.
A Budget Issue Paper (page 64 in the Budget Issue Package) requesting a onetime allocation of $125,000 to plan the implementation of the CHPI in 2013 has been recommended to the Budget Committee.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:
Planning, Housing and Community Services, Legal Services, and Finance have reviewed this report.

ATTACHMENTS
Appendix A Province’s CHPI Development and Implementation Phases
Appendix B Provincial Memo Regarding One-Time CHPI Funding for 2013/14
Appendix C Summary of CHPI Service Categories and Proposed Programs 2013/14
Appendix D Rent Bank Loan Fund Criteria for 2013/14

PREPARED BY: Lynn Randall, Director, Social Planning, Policy & Program Administration
Marie Morrison, Manager, Social Planning

APPROVED BY: Douglas Bartholomew-Saunders, Commissioner, Social Services
## APPENDIX A

**PROVINCE’S CHPI DEVELOPMENT AND IMPLEMENTATION PHASES**

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>Issue Program Guidelines, Service Agreement, and Investment Plan to SMs</td>
<td>SMs report back on how Quarter 4 funds were used by May 31, 2013.</td>
</tr>
<tr>
<td></td>
<td>SMs, where required, submit a French Language Services (FLS) Report</td>
<td>SMs receive notice of 2014-15 allocation</td>
</tr>
<tr>
<td></td>
<td>Implementation begins January 1, 2013</td>
<td>SMs begin to receive quarterly payments of their notional allocation</td>
</tr>
<tr>
<td></td>
<td>SMs receive first payment in January 2013 (for Quarter 4)</td>
<td>SMs updated Investment Plans as per required timelines</td>
</tr>
<tr>
<td></td>
<td>SMs submit Investment Plan for the 2013-14 year by February 15, 2013</td>
<td>SMs begin to collect data on performance indicators</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
APPENDIX B
PROVINCIAL MEMO REGARDING ONE-TIME CHPI FUNDING FOR 2013/14

December 27, 2012

MEMORANDUM TO: Chief Administrative Officers
- Consolidated Municipal Service Managers
- District Social Services Administration Boards

FROM: David Carter-Whitney
Assistant Deputy Minister
Social Policy Development Division

SUBJECT: One-time Grant Funding to Support the Transition to the Community Homelessness Prevention Initiative (CHPI)

The government announced changes today that affect municipal delivery partners.

In order to support municipalities in transitioning to the new consolidated Community Homelessness Prevention Initiative (CHPI), the government has committed to providing municipal service managers with one-time grant funding of $42 million. The additional funding, which will be provided by MCSS, will assist eligible municipalities as they develop and implement their CHPI plans. Funds will be allocated to assist vulnerable Ontarians – including social assistance recipients – to transition to CHPI as plans are developed, between January 1, 2013 and March 31, 2014.

The funding will be allocated amongst municipal service managers based on each municipality’s change in total funding for housing and homelessness supports in 2013-14. This means those municipalities that will see a funding increase in 2013-14, will not receive any of the one-time grant funding. Please refer to the appendix for a list of grant funding allocations by municipal service manager.

As the funding is intended to complement CHPI allocation funding, municipal service managers will have the flexibility to use the funds for a range of CHPI housing and homelessness-related supports, based on local priorities.
Further details and instructions around funding will follow in January 2013 from Regional Offices.

David Carter-Whitney

c: David Zuccato, Assistant Deputy Minister, Operations Division
   Lorraine Graham-Watson, Assistant Deputy Minister & Chief Administrative Officer,
   Janet Hope, Assistant Deputy Minister, Housing, Ministry of Municipal Affairs and
   Housing (MMAH)
   Natalie Prystay, Executive Assistant to the Deputy Minister
   Jeff Butler, AVDirector, Ontario Works Branch
   MCSS Regional Directors
## Appendix: Grant Allocations by CMSM and DSSAB

<table>
<thead>
<tr>
<th>Service Manager</th>
<th>Total 2011-12 Funding (5 Consolidated Programs + CSUMB)</th>
<th>2013-14 CHPI Allocation</th>
<th>Difference Between 2013-14 CHPI Allocation and Total 2011-12 Funding</th>
<th>One-time Grant Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Region</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Toronto</td>
<td>$113,622,702</td>
<td>$97,615,639</td>
<td>-$16,007,063</td>
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<td>Regional Municipality of Peel</td>
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<td>$5,262,824</td>
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<td>Regional Municipality of Halton</td>
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<td>$4,164,426</td>
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<td>Regional Municipality of York</td>
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<tr>
<td>County of Simcoe</td>
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<td>District Municipality of Muskoka</td>
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<td>$584,358</td>
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<tr>
<td><strong>Eastern Region</strong></td>
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<td>City of Cornwall</td>
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<td>County of Hastings</td>
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<td>City of Kawartha Lakes</td>
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<td>County of Lanark</td>
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<td>County of Lennox &amp; Addington</td>
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<td>$420,303</td>
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<td>County of Northumberland</td>
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<td>City of Ottawa</td>
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<td>UC of Prescott &amp; Russell</td>
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<td>County of Renfrew</td>
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<td><strong>Southwestern Region</strong></td>
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<tr>
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<td>Municipality of Chatham-Kent</td>
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<td>County of Dufferin</td>
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<td>County of Grey</td>
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<td>County of Listowel</td>
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<td><strong>Northeastern Region</strong></td>
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<tr>
<td>Alpoma DSSAB</td>
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<td>City of Greater Sudbury</td>
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<td>Cochrane DSSAB</td>
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DOCS#: 13118111
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<tr>
<th>Service Manager</th>
<th>Total 2011-12 Funding (5 Consolidated Programs + CSUMB)</th>
<th>2013-14 CHPI Allocation</th>
<th>Difference Between 2013-14 CHPI Allocation and Total 2011-12 Funding</th>
<th>One-time Grant Allocation</th>
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<tr>
<td>Manitoulin-Sudbury DSSAB</td>
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<td>$185,453</td>
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<tr>
<td>Nipissing DSSAB</td>
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<td>$709,938</td>
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<td>Parry Sound DSSAB</td>
<td>$663,716</td>
<td>$314,212</td>
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<td>Sault Ste. Marie</td>
<td>$1,450,366</td>
<td>$638,955</td>
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<td>Timiskaming DSSAB</td>
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<td><strong>Northwestern Region</strong></td>
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<td>Kenora DSSAB</td>
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<td>Rainy River DSSAB</td>
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<td>Thunder Bay DSSAB</td>
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<td><strong>Ontario Total</strong></td>
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<td>$2,466,581,559</td>
<td>-$512,256,484</td>
<td>$42,000,000</td>
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# APPENDIX C

## SUMMARY OF SERVICE CATEGORIES AND PROPOSED APPROACH FOR 2013/14

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<thead>
<tr>
<th>Service Categories</th>
<th>Program</th>
<th>Description</th>
<th>Funding Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter Solutions</td>
<td>Argus Residence for Young People</td>
<td>Serving youth ages 16-24 – 2 locations in Cambridge.</td>
<td>Pilot - move from per diem to an annual grant based on 2012 projected actual claims.</td>
</tr>
<tr>
<td></td>
<td>Cambridge Shelter</td>
<td>Serving males and females 16+ and families in Cambridge.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charles Street Men’s Hostel</td>
<td>Serving males 16+ in Kitchener.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reaching Our Outdoor Friends (ROOF)</td>
<td>Serving males and females age 16-25 in Kitchener.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>YWCA-Mary’s Place</td>
<td>Serving females age 16+ and families in Kitchener.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Motel Overflow</td>
<td>To address overflow when existing shelter regular and expanded internal capacity is exceeded.</td>
<td>Continue funding as per Emergency Shelter Referral Protocol.</td>
</tr>
<tr>
<td>Housing with Related Supports</td>
<td>Cambridge Shelter Supportive Housing</td>
<td>The Bridges offering 20 self-contained bachelor units for males and females age 18+.</td>
<td>Annual grant at 2012 rate.</td>
</tr>
<tr>
<td></td>
<td>YWCA Supportive Housing</td>
<td>Lincoln Road offering 45 self-contained units for females and their children age 16+.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Five Beds to a Home</td>
<td>Shared living for five males 16-24 through Argus Residence for Young People.</td>
<td>Pilot – move from per diem to an annual grant based on projected actual claims for 2012.</td>
</tr>
<tr>
<td></td>
<td>Saginaw House</td>
<td>Shared living for eight males 16+ post-treatment through Cambridge Shelter Corporation.</td>
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<td></td>
<td>Supportive Housing of Waterloo (SHOW)</td>
<td>30 self-contained units for males and females age 16+ in Waterloo.</td>
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<td></td>
<td>Marillac Place</td>
<td>Time-limited housing for young women pregnant or parenting age 16-24 in Kitchener.</td>
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<tr>
<td></td>
<td>Families in Transition Houses</td>
<td>Time-limited housing for families with two houses in Kitchener and one in Cambridge.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marsdale</td>
<td>Retirement homes with subsidy (one in Cambridge and three in Kitchener).</td>
<td>Continue to pay per diem and Personal Needs Benefit. Retirement or Boarding Homes must be in compliance with the Region’s Domiciliary Hostel Program Standards.</td>
</tr>
<tr>
<td></td>
<td>Millwood</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revera-Highland</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trinity</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doon Valley</td>
<td>Boarding homes with subsidy (one in Ayr, four in Cambridge, three in Kitchener, and one in Waterloo).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grand River</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kaljas</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kingsview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Optimum</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Riverside</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stirling</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Underhill</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HUGO</td>
<td>Specialized supportive housing with subsidy (space for 20 in 10 shared self-contained units) in Kitchener.</td>
<td></td>
</tr>
<tr>
<td><strong>Other Services and Supports</strong></td>
<td><strong>Families in Transition (FIT) Support Program</strong></td>
<td>FIT program through Lutherwood provides support to families to obtain and retain housing.</td>
<td>Annual grant at 2012 rate.</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td><strong>Housing Counselling</strong></td>
<td>Housing Counselling through Lutherwood.</td>
<td>Annual grant at 2012 rate.</td>
<td></td>
</tr>
<tr>
<td><strong>Rapid Re-housing Program – Discharge Fund Pilot</strong></td>
<td>Discharge fund - support to re-housing through provision of last months rent to identified groups.</td>
<td>New pilot program – topped-up CHPI one-time funds.</td>
<td></td>
</tr>
<tr>
<td><strong>Homelessness Prevention</strong></td>
<td><strong>Rent Bank and Eviction Prevention</strong></td>
<td>Program through Lutherwood providing support and loans to prevent housing loss.</td>
<td>Annual grant at 2012 rate.</td>
</tr>
<tr>
<td><strong>Waterloo Region Energy Assistance Program (WREAP)</strong></td>
<td>Provide additional resources to WREAP.</td>
<td>CHPI one-time funding.</td>
<td></td>
</tr>
<tr>
<td><strong>Eviction Prevention</strong></td>
<td>Provide additional supports to eviction prevention.</td>
<td>CHPI one-time funding.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D
RENT BANK LOAN FUND CRITERIA FOR 2013/14

Applicants may be approved for assistance of up to a maximum amount of two months average market rent.

**Average Market Rent Chart for Waterloo Region** (CMHC & MCSS, 2012)

<table>
<thead>
<tr>
<th>Unit type</th>
<th>Bachelor unit</th>
<th>1-bedroom unit</th>
<th>2-bedroom unit</th>
<th>3-bedroom +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td>$608</td>
<td>$751</td>
<td>$889</td>
<td>$1,005</td>
</tr>
<tr>
<td>Rows (Townhouses)</td>
<td>$610</td>
<td>$798</td>
<td>$893</td>
<td>$1,021</td>
</tr>
</tbody>
</table>

The following eligibility criteria, assessed by the Housing Support Worker, must be met for the approval of loans:

- The applicant must be 16 years of age or older.
- The applicant must be a Canadian Citizen, Landed Immigrant or have Refugee or Refugee Claimant Status, with no outstanding deportation, departure or exclusion order.
- The applicant’s rental unit must be located within the Region of Waterloo.
- The applicant’s rental unit must be eligible under RTA.
- The applicant’s household is not receiving Rent-Geared-to-Income (RGI) assistance or any other housing supplement program, such as the STRPS (Short Term Rental Support Program).
- The applicant must demonstrate that the rent is sustainable, and the financial crisis is temporary (not chronic) and can be addressed through one time loan assistance.
- The applicant must have exhausted all other resources (including Ontario Works benefits).
- The applicant must have received an N4 and be in immediate danger of losing his or her residence due to unpaid rent.
- The Housing Support Worker has verified the arrears with the landlord and the landlord must be willing to accept the payment and agrees to stop all eviction proceedings.
- The applicant must not be subject to any foreseeable eviction proceedings for reasons other than arrears.
- The applicant must demonstrate that there is a reasonable expectation that the loan will be paid within two years of receiving the loan.
- The applicant’s household income is below the income limits as set by average market rent.

**Household Income Limits Chart for Waterloo Region** (CMHC & MCSS, 2011)

<table>
<thead>
<tr>
<th>Bachelor unit</th>
<th>1-bedroom unit</th>
<th>2-bedroom unit</th>
<th>3-bedroom unit</th>
<th>4-bedroom unit or larger</th>
</tr>
</thead>
<tbody>
<tr>
<td>$22,000</td>
<td>$26,500</td>
<td>$32,000</td>
<td>$36,500</td>
<td>$43,000</td>
</tr>
</tbody>
</table>

When available, loan repayment funds will be used in the following situations:

- The applicant requires assistance with last month’s rent deposit and is currently experiencing homelessness or is being evicted from current place of tenancy.

Before a loan can be issued, the program eligibility criteria described above must be met. The criteria also allow for flexibility where each situation is considered individually and the decisions are made objectively. The applicant can re-access the Program once a previous loan has been paid in full. Individuals, couples, and families with children who are experiencing financial difficulties that are leading to eviction or difficulty in securing housing can call the Housing Support Worker at 519-749-8305 ext. 2225. Initial screening will be conducted over the telephone or during the Rent Bank Drop-In to help assess whether a loan or a referral to a more appropriate resource is required.
TO: Chair Sean Strickland and Members of the Community Services Committee

DATE: January 8, 2013

FILE CODE: S04-20

SUBJECT: PROVINCIAL BUDGET APPROVAL & NEW FUNDING FORMULA FOR CHILDREN’S SERVICES

RECOMMENDATION:
For Information

SUMMARY:
NIL

REPORT:

In December 2012 the Region received notice of the 2013 Provincial Budget allocation for Children’s Services. The 2013 Provincial budget provides an increase of $1.3 million in 100% Provincial funding effective January 1, 2013 on an ongoing basis. The funding increase relates to transitional costs for the licensed Early Learning and Child Care community and a new funding formula to determine allocations for Consolidated Municipal Service Managers (CMSM). The objectives of the new formula and framework are efficiency, responsiveness, predictability, transparency, quality and accountability.

New Funding Formula

The Province announced a new funding formula for determining the distribution of provincial funds for licensed early learning and child care among CMSM’s. This new funding formula was designed to be a more transparent approach to funding. The formula allocates funding in 2013 to CMSM’s under three main components:

- Core service delivery – to support the availability of licensed child care for all parents and to assist eligible families with access to licensed care and early childhood programs;
- Special purpose – is composed of multiple sub-components that reflect the unique costs of delivering services to specific areas or populations; and,
- Capital – uses demographic data to allocate funding to support capital retrofits to adjust to the implementation of full day kindergarten.

The new funding formula provides greater flexibility to address local community needs including core service delivery elements such as fee subsidy, operating, special needs resourcing, and administration.
New Funding Framework

A new simplified funding framework was developed to align with the funding formula. The funding framework relates to the rules associated with how CMSM’s may spend Provincial funds. The new funding framework has been designed to provide municipalities with greater flexibility and tools to better manage the child care system at a local level. Streamlined rules and reporting requirements will mitigate some of the current administrative challenges.

Utilization of the Funding

The new funding framework is a significant departure from previous funding guidelines received from the Province. Further analysis and review of the new framework is required before making recommendations for use of the funding. In January and February regional meetings with Provincial staff have been scheduled to review changes to the guidelines and service agreements. In addition, consultation with the Early Learning and Child Care Advisory Committee will take place early in the new year to ensure alignment with local needs. The 2012-2015 Early Learning and Child Care Service Plan identifies a number of key priorities to support the community in this time of significant transition and change. These priorities relate to financial viability, sustaining quality and system wide planning. Further details on use of the funding will be provided for Committee and Council within the coming months.

CORPORATE STRATEGIC PLAN:

This initiative aligns with the Region’s Corporate Strategic Focus Area 4: Healthy and Inclusive Communities; Corporate Strategic Objective 4.5: To work collaboratively with the community to support the development of services for children.

FINANCIAL IMPLICATIONS:

The 2013 Provincial funding allocation totals $29,470,247, an increase of $1,316,841 from previous years. The funding allocation across the three components is: $22,251,224 for Core Service Delivery Operating, $6,838,168 for Special Purpose Operating and $380,855 for Capital Retrofits. This new funding of $1,316,841 is 100% Provincial dollars and is provided on an ongoing, annualized basis.

Staff is reviewing the allocation and will bring forward a revised 2013 Budget for Children’s Services at the January 16, 2013 Budget Committee meeting.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Finance was consulted in the preparation of this report.

ATTACHMENTS

NIL

PREPARED BY: Nancy Dickieson, Director, Children’s Services

APPROVED BY: Douglas Bartholomew-Saunders, Commissioner, Social Services