



**AGENDA**  
**HEALTH AND HOUSING TASK FORCE**

Wednesday, October 2, 2019, 3:00 P.M. - 5:00 P.M.

Board Room, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

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Pages

**1. CALL THE MEETING OF THE HEALTH AND HOUSING TASK FORCE TO ORDER:**

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

**a. Minutes**

1 - 6

Minutes of the Health and Housing Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2019-SEP-18, at 12:30 p.m.

**5. PRESENTATIONS:**

**6. DELEGATIONS:**

**a. Dena Kae Beno, Homeless Coordinator, City of Abbotsford**

**7. REPORTS:**

**a. Daytime Resource Centre Expression of Interest**

7 - 14

To be introduced by Lisa Bhopalsingh, Manager, Community and Cultural Planning.

*Purpose: To provide information to the Health and Housing Task Force on options for expanded daytime resource centre services for community members who are homeless and street-involved in Nanaimo, and to request that the Task Force recommend that Council support the attached Expression of Interest.*

Recommendation: That the Health and Housing Task Force recommend that Council support the Expression of Interest for daytime resource centre services for community members who are homeless and street-involved in Nanaimo.

**8. OTHER BUSINESS:**

**a. Task Force Priorities Planning**

To be introduced by Lisa Bhopalsingh, Manager, Community and Cultural Planning.

**9. QUESTION PERIOD:**

**10. ADJOURNMENT:**

**MINUTES**  
HEALTH AND HOUSING TASK FORCE MEETING  
BOARD ROOM, SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2019-SEP-18, AT 12:30 P.M.

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Present: Councillor D. Bonner, Chair  
Councillor E. Hemmens  
Inspector L. Fletcher, Nanaimo Detachment RCMP  
J. Fix  
J. Harrison (vacated 2:52 p.m.)  
H. Hartman  
A. LaHue  
S. Madden  
E. Manson (arrived 1:05 p.m.)  
J. McCormick

Absent: L. McHaffie  
M. McNaughton  
Supt. C. Miller, OIC, Nanaimo Detachment RCMP  
L. Murphy  
K. Smythe

Staff: J. Rudolph, Chief Administrative Officer (vacated 2:43 p.m.)  
D. Lindsay, Director, Community Development (vacated 2:59 p.m.)  
D. LaBerge, Manager, Community Safety (vacated 1:31 p.m.)  
F. Farrokhi, Manager, Communications  
L. Bhopalsingh, Manager, Community and Cultural Planning  
K. Kronstal, Social Planner  
D. Blackwood, Client Support Specialist (vacated 12:42 p.m.)  
S. Gurrie, Director, Legislative Services  
S. Snelgrove, Recording Secretary

1. CALL THE HEALTH AND HOUSING TASK FORCE MEETING TO ORDER:

The Health and Housing Task Force Meeting was called to order at 12:36 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Councillor Hemmens advised she would be bringing forward a late item under Agenda Item 8(a) Other Business regarding meetings with Minister and Island Heath at UBCM.
- (b) Anita LaHue advised that she is representing the Office of Homelessness Coordination for her presentation.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda as amended, be adopted. The motion carried unanimously.

Jan Fix introduced herself and advised of her role as Director, Program Delivery, Service Canada.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Health and Housing Task Force Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on 2019-SEP-04 at 3:00 p.m. be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

(a) Dr. Alina Turner, Principal, Turner Strategies & Co-Founder, HelpSeeker re: Systems/Asset Mapping

Dr. Alina Turner, Principal, Turner Strategies and Co-Founder, HelpSeeker, provided a presentation regarding Systems and Asset Mapping that included the following information:

- HelpSeeker was started with a grant from the Government of Canada
- It is a social enterprise working with 100 communities of all sizes across Canada
- Despite an investment of \$280 billion dollars in safety net services delivered by charities people report they don't know where to go to get the help they need
- 170,000 to 250,000 different services operating in Canada's social safety net of services
- Systems change aims to challenge root causes rather than symptoms of an issue
- Organizations provide an ecosystems of services, it doesn't make sense to work in a segmented fashion
- Using a systems change lens shifts from restrictive services to services based on human rights and a rights based approach for people in need
- It is essential to understand what is already working and how well it is working before we add more services
- This is not a system where reports are produced and then we walk away, we need to be continuously involved
- Interactions with services are opportunities for intervention
- Interrelated domains impact individuals and community wellbeing
- Domains are impacted by individual experiences, relationships, community and societal contexts
- To prevent and end homelessness we have to address all of these domains leveraging our full social safety net
- Pushback is normal and community change management is necessary
- Need evidence based solutions to be identified and rolled out

- Need for an implementation plan to actually start implementing innovations
- Start with a social impact audit to understand who the key players are, how the City fits in, how much leverage there is over funding and leadership
- A social impact audit builds a case for change and shows not necessarily a lack of resources but lack of understanding of how resources fit together
- Past practice showed how little groups understood where the funding went
- Need to understand funding sources
- City cannot solve issues by itself, needs system partners and coordination with broader ecosystem
- Lethbridge Alberta started with a needs assessment to understand what was happening on the ground and then undertook diverse community consultation
- Start with systems mapping, investment analysis, followed by performance review

E. Manson entered the Boardroom at 1:05 p.m.

- Lethbridge had to develop a rapid response and be ok with making mistakes
- Community based governance model allowed key players to be brought in to help with the roll out of community wellbeing and safety strategy
- Systems mapping refinement uses technology to get improved matching of clients looking for a program and program suggestions
- Lethbridge created one integrated funding stream and developed systems planning framework from a holistic lens
- HelpSeeker dashboard lists all services, edibility and other factors to match clients to available resources
- Targeted integration campaigns connect people with the services they need
- At first glance Nanaimo has 492 total listings for services

Health and Housing Task Force discussion took place with Dr. Turner regarding:

- Serving the broader community rather than the service provider community
- Acknowledging tension due to change and using a broader picture view
- Nanaimo is in a state of readiness for systems to be used
- Lethbridge coordinated access work started one month ago and timeline could be cut down to six months if decision makers are at the table
- Lessons learned include:
  - Lack of buy-in from service providers and resistance
  - How poor the data is and how that can hamper parts of this work
  - Don't make promises you can't keep to frontline responders who are experience trauma and burn out
  - In Lethbridge it was initially thought there were 400 services, turned out to be 1400 and counting
  - In Lethbridge 15 different strategies consulted on simultaneously and people were tired of talking

D. Laberge vacated the Boardroom at 1:31 p.m.

- Lethbridge saw collective impact as one of four pillars of work as none of the player's can do this on their own as there is interdependency

- With assistance from the consultants start with data gathering on the community side, use strategic approaches with different stakeholder groups
- Use design labs with different groups, as design labs are a systematic way to identify key challenges and move to solutions in short time space
- The general public were reached through open houses, public service announcements, public questionnaires
- Ensure stakeholder groups and drivers of change are involved to implement strategy
- Cost sharing was through donors and between key partners
- Work can be done internally if there is capacity
- Medicine Hat focus is on funding and reducing duplication as a place of prevention

The Health and Housing Task Force recessed at 1:49 p.m.

The Health and Housing Task Force reconvened at 1:54 p.m.

Emmy Manson introduced herself and advised of her role with Snuneymuxw First Nation.

F. Farrokhi returned the Boardroom at 1:56 p.m.

- (b) Anita LaHue, Director, Engagement, Partnerships and Strategic Initiatives, Ministry of Social Development and Poverty Reduction, and Representative from the Office of Homelessness Coordination
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Anita LaHue, Director, Engagement, Partnerships and Strategic Initiatives, Ministry of Social Development and Poverty Reduction, provided a presentation regarding:

- Together BC is looking to reduce poverty in BC

S. Gurrie returned to the Boardroom at 1:59 p.m.

- Built on principles of affordability, opportunity, reconciliation and social inclusion
- 16 ministries are formally involved in the initiative
- Policy changes to help support citizen in BC
- Examples of changes in policy include increased income assistance rates, increased earning exemptions, increased crisis supports, created office of homelessness coordination, decreased work search from five weeks to three weeks, expanded access to ID supplement, expanded access to persons with persistent multiple barriers program
- Streamline the return to assistance process within six months of leaving
- Office of Homelessness Coordination just now fully staffed, in the process of drafting strategic plan
- Working on increasing engagement across Province between different groups of citizens in the Province
- Doing a jurisdictional scan of homelessness
- Role is around coordination
- Looking at youth homelessness research
- Want to prevent people from becoming homeless

- Provincial rent bank is available and a way to provide emergency low-cost or no-cost loans to help renters facing evictions
- Put together an initial strategy and marketing on how that will go forward in the next couple months
- Consultation in progress regarding accessibility and inclusion in BC
- Together BC designed to be a living document

Health and Housing Task Force discussion took place regarding:

- Outreach and how systems work
- Interactions with nuisance properties and residents of those properties becoming homeless
- Residents of housing complexes have access to funding
- John Howard Society works with clients who have been disinclined from ministry offices
- Access to integrated data across the provincial ministries
- Opportunity to help inform strategic plan of Office of Homelessness Coordination
- Signy Madden to inquire regarding how Nanaimo can be prioritized on the provincial rent bank

(c) Presentation from Lisa Bhopalsingh, Manager, Community & Cultural Planning re: Next Steps and Actions

Lisa Bhopalsingh, Manager, Community and Cultural Planning, provided a presentation regarding next steps and actions that included the following information:

- Going forward at the end of each meeting the Task Force will summarize what we've learned and what actions to take
- On October 2, 2019 the Task Force will hear from Dena Kae Beno, Homeless Coordinator in Abbotsford
- Recommendations to Council will come forward after a presentation in October
- Canadian Mental Health Association (CMHA) has done preliminary data mining and is getting organized to go out to community entities to confirm information
- Process for retrieving data, checking data, then reaching out to community partners to see what is missing
- Will need to go to the major funders and look at a funding analysis, figure out who the core funders are
- Jurisdictional scan linkages between Partnerships and Strategic Initiatives, Ministry of Social Development and Poverty Reduction and CMHA

J. Rudolph vacated the Boardroom at 2:43 p.m.

- On October 16<sup>th</sup> look at affordable housing strategy and homelessness action plan
- Report to Council on where we are at on affordable housing strategy
- How to manage resources effectively,
- Potentially have a facilitated discussion outside of the scheduled meeting to discuss what the Task Force wants to achieve

6. OTHER BUSINESS:

(a) UBCM Meetings with Island Health President, CAO and Board Chair

Health and Housing Task Force discussion took place regarding:

- Members of Council have half an hour with CEO of Island Health and Board Chair at UBCM
- Options for discussion with Island Health include:
  - Discuss CODE Dental Clinic and therapeutic community
  - Willingness of Island Health to participate on the Task Force to engage in a collective action strategy with data collecting and sharing

J. Harrison vacated the Boardroom at 2:52 p.m.

- How can the Task Force help Island Health
- Island Health to review what is working and what is not working including mobility of services
- Safety of people going in and out of systems
- Breaking down organizational silos
- Process of system delivery
- Harm reduction for Nanaimo and reviewing international research regarding what is working in different countries

D. Lindsay vacated the Boardroom at 2:59 p.m.

7. ADJOURNMENT:

It was moved and seconded at 3:00 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



DATE OF MEETING    OCTOBER 2, 2019

AUTHORED BY        KARIN KRONSTAL, SOCIAL PLANNER

**SUBJECT                DAYTIME RESOURCE CENTRE EXPRESSION OF INTEREST**

## **OVERVIEW**

### **Purpose of Report**

To provide information to the Health and Housing Task Force on options for expanded daytime resource centre services for community members who are homeless and street-involved in Nanaimo, and to request that the Task Force recommend that Council support the attached Expression of Interest.

### **Recommendation**

That the Health and Housing Task Force recommend that Council support the Expression of Interest for daytime resource centre services for community members who are homeless and street-involved in Nanaimo.

## **BACKGROUND**

The term 'daytime resource centre', as used in this report, refers to a place for people without stable housing to go during the daytime hours to access physical and mental health assistance, as well as to be sheltered from the elements. The intended user population includes community members experiencing homelessness as well as street-involved individuals, who are not necessarily homeless, but who are exposed to the physical, social, and emotional risks of spending significant time on the street.

As noted in Nanaimo's 2018 Action Plan to End Homelessness, the current system of services for homeless individuals in Nanaimo has an obvious gap in that there is no indoor shelter available during the day. This has a negative impact on both community members who are homeless and/or street-involved and the rest of the community, as individuals with nowhere else to go end up in public and semi-public spaces where they are neither welcome nor comfortable (e.g. business doorways). One of the strategies recommended in the Action Plan is to create a daytime drop-in resource centre.

At the Regular Council meeting on 2018-MAR-19, Council was provided with a range of potential municipal responses to address homelessness and issues related to individuals who are homeless and/or street-involved (needles, loitering on business property, public urination, etc.). One of the options proposed was for the City to explore partnerships with the goal of opening a daytime resource centre. In response to the 2018-MAR-19 report, Council passed a motion requesting that City Staff:

*“Pursue partnerships to provide a day time drop in resource centre for homeless individuals and that Council allocate \$100,000 per year towards a drop in resource centre in the 2018 budget cycle and proceed with determining potential locations for the resource centre and report back to Council.”*

The intent of the \$100,000 funding was to leverage additional funding and resources from other partners in order to provide an appropriate level of service to meet community needs for the provision of well managed daytime supports and services. Staff worked with community partners through the Nanaimo Homelessness Coalition to identify potential funding partners, locations, operators, and costs for a daytime centre in order to determine the scope of potential services and costs required for a safe and successful operation.

In addition to discussions with members organizations involved in the Nanaimo Homelessness Coalition and Island Health, Staff engaged in conversations with Our Place, a non-profit society based in Victoria. Our Place operates one of the largest drop-in centres for the homeless on Vancouver Island, as well as offering transitional housing, shelter space, and a therapeutic recovery centre. Our Place expressed interest in working with the City and other partners to open a new service centre in Nanaimo.

On 2019-MAR-04, Staff returned to Council with an update on efforts to partner with other governments and service providers to identify options for a new daytime resource centre. This staff report included information on the interest from Our Place, and committed Staff to returning to Council with options on service models and locations.

## **DISCUSSION**

Following the 2019-MAR-04 presentation to Council, Staff received input from some stakeholders and community members expressing one or both of the following opinions:

- 1) While there is general support for the expansion of daytime options for community members are homeless/street involved, many expressed hesitancy about creating a new “magnet” or “hot spot” location given the increase in drug use and the behaviours associated with acute addictions or opioid use of those who are street involved; and
- 2) Some expressed frustration that the City was considering partnering with a Victoria-based organization to open a new centre when there are local organizations that could potentially benefit from an opportunity to expand their existing support services currently offered to their clients who street involved and/ homeless.

Following consultation with local service providers, Staff determined that the most time-effective approach for distributing some the funding in 2019 would be for the City to issue a Request for Expression of Interest (EOI) outlining the services sought, and that responses to the EOI could include the development of a new service or the expansion of an existing service to fill a known gap. The latter would allow us to stretch our funding further by supplementing and augmenting existing community capacity, in the absence of an identified funding partner.

The wording of the EOI still allows the City to consider a new service if an organization can demonstrate that it has the ability to leverage the City’s investment to secure other public or private funding so that the service is adequately resourced. It would also enable the City to fund

more than one service expansion to meet the needs of multiple and discrete sub-communities within the homeless and street-involved population (e.g. homeless youth).

Should the Health and Housing Task Force choose to recommend that Council support the EOI as attached, the goal would be to issue the EOI immediately and award funding by November 2019 for an initial eight-month pilot period, with the potential for renewal subject to a six-month evaluation and Council approval. Alternatively, the Task Force may wish to hold off on recommending Council support the EOI in favour of renewed inter-governmental discussions on the potential for shared funding of a new resource centre. This would delay the project but may lead to more substantive investment from Provincial ministries overseeing health, housing, poverty reduction and substance use.

## **OPTIONS**

1. That the Health and Housing Task Force recommend that Council support the Expression of Interest for Daytime Resource Centre services for the homeless and street-involved in Nanaimo.
  - Proceeding with the Expression of Interest immediately would allow the City to move quickly to support existing services in the community, in advance of the oncoming wet winter weather.
  - The funding available solely through the City is unlikely to be able to support a new service, so most responses to the Expression of Interest will likely be for the expansion of existing services. This may mean that sections of the population who already have access to daytime services may get enhanced access, but those who currently are not served due to more challenging health related behaviours may still remain underserved during the daytime on the street.
  - \$100,000 per annum has been allocated in the 2018 and 2019 budget towards this project, and if no money is spent this year then we may not be able to continue to carry the money forward. The 2020 and 2021 budgets allocate \$100,000 per year for a daytime resource centre but no funding is currently budgeted beyond 2021.
2. That the Health and Housing Task Force not recommend Council support the attached Expression of Interest, but instead recommend that Council request a meeting between Mayor Leonard Krog and Ms. Sheila Malcolmson, MLA, to request financial support from the Provincial Government for a daytime resource centre for homeless and street-involved individuals in Nanaimo.
  - This is consistent with the approach that services for the homeless fall across the jurisdictions of health, housing and poverty reduction, and that a centre aimed at serving this clientele should be funded at least in part by the relevant government agencies.
  - This approach would take more time and may delay the project until next year, with no guarantee of obtaining any more funding than we have now.
  - Any future negotiations may result in the City being asked to contribute more than is currently committed to the project.

### **SUMMARY POINTS**

- Council has provided \$100,000 in the 2018 and 2019 budgets to pursue partnerships to provide a daytime drop-in resource centre for homeless individuals. If not allocated during 2019, there is a possibility that this money may not be carried forward. Additional annual funding of \$100,000 has been allocated for 2020 and 2021.
- Staff have prepared a Request for Expression of Interest (EOI) appropriate to the development of a new daytime resource centre or the expansion of an existing service to fill a known gap, and is seeking Task Force recommend Council support the EOI to proceed.
- Alternatively, the Task Force may wish to hold off on endorsing the EOI in favour of renewed inter-governmental discussions on the potential for shared funding of a new resource centre.

### **ATTACHMENTS:**

Attachment A: Request for Expression of Interest for Daytime Resource Centre Services in Nanaimo, BC |

#### **Submitted by:**

Lisa Bhopalsingh  
Manager, Community Planning |

#### **Concurrence by:**

Dale Lindsay  
General Manager, Development Services

Laura Mercer  
Director, Finance |

## **ATTACHMENT A**

### **REQUEST FOR EXPRESSION OF INTEREST – Daytime Resource Centre in Nanaimo, B.C.**

## 1.0 INTRODUCTION

### 1.1 Summary

The City of Nanaimo (the 'City') invites qualified proponents to submit Expressions of Interest (EOI) for the provision of daytime resource center services for homeless and street-involved individuals in Nanaimo, B.C. **The EOI may be to support or expand existing services**, or to create a new service. The initial funding for this project is available on a pilot basis, with the potential for renewal. The successful proponent(s) must demonstrate that they have the capacity, experience and partnerships in place to provide service with a high probability of success.

### 1.2 Background

The term 'daytime resource centre,' as used in this document, refers to a place for people without stable housing to go during the daytime hours in order to access physical and mental health assistance, as well as to be sheltered from the elements. The intended clients include both Nanaimo's homeless population and street-involved individuals, who are not necessarily homeless, but who are exposed to the physical, social, and emotional risks of spending significant time on the street.

*Nanaimo's Action Plan to End Homelessness* (the 'Action Plan'), as endorsed by Nanaimo Council in 2018, notes that the current system of services for homeless individuals in Nanaimo has an obvious gap in that there is no indoor shelter available during the day. This has a negative impact on both the homeless and/or street-involved and the rest of the community, as individuals with nowhere else to go end up in public and semi-public spaces where they are neither welcome nor comfortable (e.g. business doorways). The Action Plan recommends the creation of a daytime drop-in centre for the homeless and the street-involved. In addition to providing a warm, dry, safe space to go to when the shelters are closed, a resource centre could assist health outreach workers in serving clients whom they might otherwise spend significant time trying to locate.

Nanaimo's *2019-2022 Strategic Plan* identifies a focus area of "being a safe and connected community in which all citizens can live, work, play, create and learn"; this includes our most vulnerable residents. The overall intent is to create a safe space during the daytime gap that currently exists when all other services are closed. The City is seeking proposals that take into consideration the other resources available in the community, and which are complementary to those resources.<sup>1</sup>

**This could be an expansion of existing programming, a new partnership or an entirely new service centre.** Your proposal should explain how your organization's service fits or would fit into the existing network of social service agencies in Nanaimo focused on the homeless and street-involved population.

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<sup>1</sup> For example, right now, the 7-10 Club serves breakfast every day of the week except Sundays, and the Unitarian emergency shelter is currently open from 5 PM – 7:30 AM. For a person reliant on those two services, that leaves a gap of seven hours with no consistent services or shelter on six days of the week (and for 10 hours on Sundays). There are some drop-in services offered by various non-profit groups in Nanaimo for their service user groups, such as the Women's Resource Centre and Seniors Connect, but these have limitations (e.g., are only for particular demographics, have limited hours/space, etc.). Salvation Army's New Hope daytime shelter is only for those staying at the shelter.

The City is also seeking to support services that address the current health and social issues in our community, particularly in the downtown core, and alleviate the pressure on other institutions (e.g. the public library).

## 2.0 PROPOSAL REQUIREMENTS

### 2.1 Operator Qualifications

Please include the following information in your proposal:

- A profile of the applicant organization including the origins and history as well as a brief description of the proponent's experience with developing and managing social service centres.
- A profile of any additional service provider(s) or government agencies anticipated to be engaged as part of the proposed service, including the origins and history of such organization(s), as well as their envisioned role in the project. Relevant correspondence or agreements confirming participation in proposed or existing services should be attached to the application.
- The organization's mandate and a description of services provided to clients.
- Human resources (numbers and types) currently employed.
- Information should be provided that describes the service provider's capacity to deliver the proposed support services. **This should include information related to the service providers existing capacity to deliver the proposed support services and capacity to leverage additional funds/resources beyond those provided by the City.**
- A copy of the organization's latest annual report and audited financial statements and current list of Board of Directors (if relevant).

### 2.2 Staffing Model and Scope of Services

A City-supported resource centre must include a core staffing function that would ensure the space is safe for attendees and staff. It must also ensure the area immediately adjacent to the centre is managed with respect to public safety and anti-social activities, and that the building and grounds are well-maintained and functionally operational.

Please identify the number of hours per day and days of the week of the proposed service. **If the requested funding is to expand existing services, clearly state what additional hours will be added.**

Please also outline the proposed staffing model, including the number of staff and their minimum qualifications, as well as the maximum number of clients that can be present at any one time (e.g. staff to client ratio.) If volunteers play a role in the operation of the service, please identify the number of volunteers involved and proposed role(s).

Additional services that may be offered include but are not limited to:

- Health supports, such as wound treatment, foot care, and referrals
- Counselling and advocacy supports
- Housing placement programs and pre-employment skills training
- Support to apply for income assistance
- Clothing program
- Laundry and/or personal hygiene facilities
- Meal program/snacks
- Social/recreational programming

Please identify the number of clients that could be serviced under your proposed model. Please also outline any information on existing or proposed partnerships with government and/or non-profit organizations that ensure a well-balanced, supportive environment complementary to existing services.

### **2.3 Location**

Please identify your **current or proposed location for the service**, include the following information:

- Ownership/availability (is it under your tenure or would need to be secured?)
- Appropriate zoning
- Building code classification (i.e., approved for assembly use) and accessibility
- Capacity/occupancy load
- Proximity to other social services/downtown
- Facility amenities (e.g., showers/bathroom)
- Availability of outdoor/courtyard space, including options for temporary storage
- Potential or current impact on neighbourhood
- Potential or current impact on other building tenants (depending on location)

Please note that locations with outdoor amenity space may be given preference.

### **2.4 Budget**

Please provide a budget breakdown for the proposed resource centre, including (but not limited to) the following components:

- Staff wages and benefits
- Administration
- Rent and utilities
- Operations
- Food/supplies
- Start-up costs (if applicable)

Please advise of any additional sources of funding and/or in-kind supports committed to the proposed or existing service, as will be considered as part of the evaluation of project viability.

### **2.5 Timeline**

Funding for a daytime resource centre is available for on a 9-month pilot basis for the period of November 1, 2019 until June 30, 2020. At the 6-month mark, there will be project evaluation and a staff will make a recommendation to City Council as to whether to continue funding.

## **3.0 EVALUATION**

Proposals will be reviewed by a team of City staff. Successful proponents will be notified of next steps. Please note that the secondary application stage may require:

- Additional information on proposed programming and program delivery; and
- A site visit.

The final decision on funding allocation will be made by City Council with a recommendation from staff.