



Notice of Meeting and Meeting Agenda Capital Region Housing Corporation Board

Wednesday, October 14, 2020

12:45 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

- 3.1. [20-616](#) Minutes of the September 9, 2020 Capital Region Housing Corporation Board Meeting

Recommendation: That the minutes of the Capital Region Housing Corporation Board meeting of September 9, 2020 be adopted as circulated.

Attachments: [Minutes - September 9, 2020](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

6. CONSENT AGENDA

7. ADMINISTRATION REPORTS

- 7.1. [20-637](#) 2020 Operating Budget Amendment

Recommendation: That the Millstream Ridge Building Operating Budget Amendment be approved.

Attachments: [Staff Report: 2020 Operating Budget Amendment](#)
[Appendix A: Millstream Ridge 2020 Proposed Budget Amendment](#)

8. REPORTS OF COMMITTEES

Hospitals and Housing Committee

- 8.1. [20-588](#) Applicant Eligibility Policy Update

Recommendation: The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:
That the amended Applicant Eligibility Policy 2.10, attached as Appendix A, be approved.

Attachments: [Staff Report: Applicant Eligibility Policy Update](#)
[Appendix A: Amended Applicant Eligibility Policy 2.10](#)
[Appendix B: Coordinated Access & Assessment Terms of Reference](#)

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

14. ADJOURNMENT

Meeting Minutes

Capital Region Housing Corporation Board

Wednesday, September 9, 2020

12:45 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT:

Directors: L. Helps (Chair), D. Screech (Vice-Chair), D. Blackwell, S. Brice, B. Desjardins (EP), F. Haynes, M. Hicks, G. Holman, B. Maberley (for D. Howe), B. Isitt, J. Loveday, C. McNeil-Smith, R. Mersereau, K. Murdoch, G. Orr, C. Plant, J. Ranns (12:51 pm), L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: Directors D. Howe, R. Martin

The meeting was called to order at 12:45 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Chair Helps provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Director Williams, **SECONDED** by Loveday,
That the agenda for the September 9, 2020 Session of the Capital Region Housing Corporation Board be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [20-540](#) Minutes of the August 12, 2020 of the Capital Region Housing Corporation Board Meeting

MOVED by Director Plant, **SECONDED** by Director Murdoch,
That the minutes of the Capital Region Housing Corporation Board meeting of August 12, 2020 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

The Chair acknowledged that Ms. Culham, Senior Manager of Regional

Housing, will be moving to the municipality of Central Saanich to serve as CAO. The Chair thanked Ms. Culham for all her hard work and tremendous leadership during her tenure at the CRD and for her role in building housing for people in our region who need it.

5. PRESENTATIONS/DELEGATIONS

5.1 Presentations

There were no presentations.

5.2 Delegations

There were no delegations.

6. CONSENT AGENDA

There were no Consent Agenda items.

7. ADMINISTRATION REPORTS

There were no Administration Reports.

8. REPORTS OF COMMITTEES

Hospitals and Housing Committee

8.1. [20-487](#) Michigan Redevelopment Legal Agreements

K. Lorette introduced Michigan Redevelopment Legal Agreements.

Discussion ensued on Victoria Council's process of awarding grants.

**MOVED by Director Williams, SECONDED by Loveday,
That the Capital Region Housing Corporation Board authorize a Housing Agreement to identify the lands as rental in perpetuity, to be registered on 330-336 Michigan Street; and
That the Chief Administrative Officer be authorized to accept the Victoria Housing Reserve Fund grant and terms of a Housing Agreement to secure residential units as affordable for 60 years for 330-336 Michigan Street.
CARRIED**

8.2. [20-488](#) Caledonia Project Development Funding Application

Chair Helps declared a personal conflict and recused herself from the meeting room. Board Chair Plant acted as Housing Chair for this item.

K. Lorette provided an overview of the Caledonia Project.

**MOVED by Director Williams, SECONDED by Director Screech,
That the Chief Administrative Officer be authorized to submit one or more applications to BC Housing for a Project Development Fund Repayable Loan totaling \$1.6 million for the Caledonia redevelopment project, and accept such**

loans as negotiated and awarded.
CARRIED

Chair Helps returned to the meeting room and resumed her duties as Chair.

8.3. [20-501](#)

Westview Forgivable Mortgage

K. Lorette spoke to the Westview Forgivable Mortgage.

MOVED by Director Screech, **SECONDED** by Director Tait,
That the resolution required by BC Housing Management Commission to amend
the forgivable mortgage for Westview be approved.
That the Chief Administrative Officer and Chief Financial Officer be authorized to
sign any documents related to the forgivable mortgage.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

There were no Notice(s) of Motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

13. RISE AND REPORT

There was no rise and report.

14. ADJOURNMENT

MOVED by Director Seaton, **SECONDED** by Director Blackwell,
That the September 9, 2020 Capital Region Housing Corporation Board meeting
be adjourned at 12:56 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



REPORT TO CAPITAL REGION HOUSING CORPORATION BOARD MEETING OF WEDNESDAY, OCTOBER 14, 2020

SUBJECT 2020 Operating Budget Amendment

ISSUE SUMMARY

To present the proposed operating budget amendment for Millstream Ridge to address a forecasted deficit for the 2020 fiscal year.

BACKGROUND

Millstream Ridge is a 132-unit housing complex located at 713 and 715 Treanor Avenue, Langford under the Regional Housing First Program (RHFP). The CRD purchased the property from Broadstreet Properties Ltd. on January 25, 2019 with 39 units occupied. Some of these original tenants were unhappy with the sale of the building and many of these tenants have left, resulting in higher than predicted vacancies continuing into 2020.

An enhanced marketing strategy was developed with improved online presence and a dedicated renting agent (auxiliary) was hired to focus on the marketing of these units.

In 2020, Millstream Ridge has been the property most impacted by COVID-19 due to the high ratio of affordable units and turnover, mostly due to economic reasons. During Phase 1 and 2 of the Public Health Restrictions, landlords were not able to show occupied suites without tenant permission. This impacted the ability to have back-to-back tenancies and in some cases maintain 30-day turnover. The vacancy rate was budgeted at 2%, but the actual rate has averaged to 6.3%. As of October 1, 2020 the building has four vacancies.

Millstream Ridge has a forecasted operating deficit of approximately \$135K for the fiscal year ending December 31, 2020.

ALTERNATIVES

Alternative 1

That the Millstream Ridge Building Operating Budget Amendment be approved.

Alternative 2

That the 2020 Operating Budget Amendment staff report be referred back to staff for additional information based on Capital Region Housing Corporation Board direction.

IMPLICATIONS

Financial Implications

Millstream Ridge has a forecasted deficit of approximately \$135K in fiscal year 2020 (Appendix A). The main factor contributing to this deficit has been lack of rents and parking revenue due to vacant units.

Staff have reviewed options for funding the estimated deficit and recommend using \$135K from the Housing Corporation stabilization reserve which has a balance of \$658K as of December 31, 2019.

To mitigate risk and facilitate operating fluctuations, the entire program was planned to be pooled as a portfolio, similar to the Umbrella Operating Agreement buildings. The Spencer Close and West Park properties will be added to the RHFP Portfolio in November 2020, and Hockley House will join in March 2021. Due to current low mortgage rates, each of these three buildings is forecast to achieve annual surpluses beginning in their first year, which flow into the RHFP Portfolio Operating Reserve to cover operational fluctuations.

CONCLUSION

Millstream Ridge began operations in 2019 and experienced higher than anticipated vacancies in its first year, continuing into 2020. In 2020, residential tenancy COVID-19 regulations further contributed to vacancies, which have resulted in an estimated deficit of \$135K. Staff are recommending using \$135K of the Housing Corporation stabilization reserve to cover the deficit in the 2020 budget. Staff are requesting approval of the proposed budget amendment.

RECOMMENDATION

That the Millstream Ridge Building Operating Budget Amendment be approved.

Submitted by:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S):

Appendix A: Appendix A – Millstream Ridge 2020 Proposed Budget Amendment

CAPITAL REGION HOUSING CORPORATION
2020 RHFP PROPOSED BUDGET AMENDMENT - Millstream Ridge
- 1 Property: 132 Mixed Income Housing
- Constructed 2018

Appendix A

	2020 Board Approved Budget	2020 Jan-Dec Forecast	Change B / (W)
Revenue			
Tenant Rent Contribution	2,248,120	2,109,650	(138,470)
Misc Revenue - parking	46,440	37,350	(9,090)
Transfer from Corporate Stabilization Reserve	-	135,082	135,082
Total Revenue	<u>2,294,560</u>	<u>2,282,082</u>	<u>(12,478)</u>
Expenditures			
Audit/Legal	2,600	3,185	(585)
Caretaker	142,560	120,174	22,386
Garbage	14,256	18,998	(4,742)
Gas	4,673	9,270	(4,597)
Landscape Maintenance	6,019	7,824	(1,805)
Hydro	39,600	26,994	12,606
Insurance Premium	95,040	105,231	(10,191)
Maintenance	50,688	55,762	(5,074)
Management Fee	158,400	158,400	-
Mortgage Payments	1,601,196	1,601,196	-
Property Taxes	-	-	-
Transfer to Replacement Reserve	114,048	114,048	-
Water	60,760	61,000	(240)
Total Expenditures	<u>2,289,840</u>	<u>2,282,082</u>	<u>7,758</u>
Total RHFP Agreement Surplus/(Deficit)	<u><u>4,720</u></u>	<u><u>0</u></u>	<u><u>4,720</u></u>

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 07, 2020**

SUBJECT **Applicant Eligibility Policy Update**

ISSUE SUMMARY

To revise the Applicant Eligibility Policy to ensure rent subsidies are maximized.

BACKGROUND

The Housing Registry was created in order to provide a single point of entry for individuals in British Columbia applying for Rent Geared to Income (RGI) housing. Since its inception, the Capital Region Housing Corporation (CRHC) has been obligated to select all RGI tenants through the Housing Registry for Umbrella Operating Agreement (UOA) properties. The Housing Registry is managed through the BC Housing Management Corporation (BC Housing) and is governed by an elected Board of Directors made up of housing providers. CRHC currently holds a position on the Housing Registry Board of Directors.

CRHC is obligated to ensure that applicants chosen for RGI units meet the required eligibility criteria outlined in our operating agreements with BC Housing (eligible groups, residency, asset and income requirements, live independently, factors for exclusion). In addition CRHC must adhere to the *National Housing Act*, the *Residential Tenancy Act* and the Human Rights Code.

The CRHC's primary mandate is to provide affordable housing to those persons and families living in low income that meet the eligibility requirements as determined through our operating agreements with BC Housing. These include families, seniors and persons living with disabilities. It is the CRHC's obligation to choose tenants for our rent geared to income households from the Housing Registry. It is the CRHC's responsibility to develop a method of selection that is fair, consistent and transparent.

In 2014, the Applicant Eligibility Policy 2.10 was amended so that 90% of applicants would be chosen chronologically to meet the primary mandate of providing affordable housing and 10% of applicants chosen identified as being in urgent housing need off of the Housing Registry.

In 2016, amendments to the Applicant Eligibility Policy 2.10 were approved (Appendix A, marked copy with recommended changes). 80% of applicants are chosen chronologically through the Housing Registry. 20% of applicants for individuals and families are identified through targeted partnerships that will assist in creating a more streamlined housing system. Individuals and households are transferred from transitional housing into CRHC housing to ensure that these households do not fall into homelessness after participating in services to support stabilization. The partners, tenants and CRHC enter into a three way agreement, Supports in Social Housing Agreement (SSH). CRHC currently transitions individuals and families from the Cridge Centre for the Family, Island Health, Victoria Women's Transition Society, Community Living Victoria and Margaret Laurence House.

Coordinated Access and Assessment

Tenants for the 20% of units rented at social assistance rates for the Regional Housing First Programs (RHFP) units are chosen through the Coordinated Access and Assessment (CAA)

(CAA Terms of Reference, Appendix B) through the Supportive Housing Registry. This approach addresses the needs of those individuals currently in supportive housing programs to transition to more independent housing options and create positive flow in the system. This allows people with more complex mental health and substance use needs to access the support they need through backfilling units in supportive housing programs better resourced to help individuals attain improved mental and physical health. The RHFP was modelled after the CRHC SSH process.

To ensure consistency and improve transparency, staff are recommending that the 20% of units currently being placed through SSH Agreement partnerships into CRHC RGI units be chosen through the CAA rather than through existing SSH Agreement partnerships. This will allow for more transparency, and enable the partners to meet the intended goals of creating flow in the system.

ALTERNATIVES

Alternative 1

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the amended Applicant Eligibility Policy 2.10, attached as Appendix A, be approved.

Alternative 2

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the amended Applicant Eligibility Policy 2.10 be referred back to staff to determine an alternative selection criteria.

IMPLICATIONS

Choosing 80% of applicants chronologically through the Housing Registry has created a more transparent and consistent process.

For the remaining 20% of units, working with limited partners does not allow for the same consistency and transparency that is achieved through flowing tenants through the CAA. It does not allow for equal access to these units for individuals in our community who may live with other housing providers. By choosing individuals and families through the CAA, the CRHC will generate a more consistent and transparent process. Please see Appendix A for proposed changes to the policy.

The current agencies that have signed Supports in Social Housing Agreements with the CRHC will receive 60 days' notice that the contract is terminated. This will not impact current CRHC tenants under these agreements, only that CRHC will not accept any new tenants. CRHC will advise partners that the CRHC still values the partnership and that new tenants will still be able to access 20% of CRHC units through the Supportive Housing Registry via the CAA.

BC Housing has advised CRHC that these proposed changes to the Applicant Eligibility Policy meet the criteria as set out in the Operating Agreements.

CONCLUSION

The CRHC’s primary mandate is to provide affordable housing to those persons and families living in low income that meet the household requirements as determined through the UOA with BC Housing. These include families, seniors and persons living with disabilities. It is the CRHC’s obligation to choose tenants for our rent geared to income households from the Housing Registry. It is the CRHC’s responsibility to develop a method of selection that is fair, consistent and transparent.

The Amended Applicant Eligibility Policy 2.10 (Appendix A) recommends that 80% of those applicants would continue to be chosen chronologically to meet our primary mandate of providing affordable housing and 20% of applicants would be identified through the CAA. This would fulfill a social benefit of supporting our community to resolve critical social problems through a coordinated, community-led process.

By blending the selection based on both chronological and critical need, it allows the CRHC to meet its primary mandate of providing affordable housing while ensuring appropriate access to individuals who are able to live independently with supports. The updated policy proposes an 80/20% split to address this.

RECOMMENDATION

The Hospitals and Housing Committee recommends to the Capital Region Housing Corporation Board:

That the amended Applicant Eligibility Policy 2.10, attached as Appendix A, be approved.

Submitted by:	Christine Culham, Senior Manager, Regional Housing
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S):

- Appendix A: Amended Applicant Eligibility Policy 2.10
- Appendix B: Coordinated Access and Assessment Terms of Reference

POLICY AND PROCEDURES MANUAL	SUBJECT Applicant Eligibility		
	POLICY NO. 2.10	EFFECTIVE March 30, 2004 AMENDED July 22, 2014 May 24, 2016 AMENDED June 25, 2018 AMENDED November 24, 2019 AMENDED March 23, 2020 AMENDED October 7, 2020	AMENDMENT NO. 5

OBJECTIVE: To ensure adherence to operating agreements and relevant legislation relative to tenant selection and eligibility while ensuring protection of privacy for applicants.

To ensure fair, consistent, equitable and transparent housing opportunities.

POLICY:

1. Income Eligibility

1.1 Subsidized Units

To be eligible for subsidized housing, the applicant's gross household income must be below certain income limits, as established by the Housing Income Limits (HILs). HILs is set by BC Housing and represent the income required to pay the average market rent for an appropriately sized unit in the private market.

1.2 Regional Housing First Program Income Assistance Units (RHFP-IA)

To be eligible for RHFP-IA units, the applicants must receive Income Assistance or a Disability Pension through the Provincial or Federal Government and have a shelter allowance of \$375. If the applicant is not on Income Assistance or a disability pension, the applicant's income must fall below the HILs.

1.3 Affordable Units (formerly Low end of Market – LEM)

For Affordable units, the applicant must fall within the income levels as outlined in Appendix A of this policy. Total household income must fall below the median income figures as determined by BC Housing.

2. Occupancy Standards

The size of the unit required by a household is outlined in the CRHC Occupancy Standards policy and is governed by the National Occupancy Standards. See CRHC Occupancy Standards policy 2.12. Exceptions to the policy are at the discretion of the Manager of Operations and Senior Manager.

3. Application Process

3.1 Subsidized Units

Applicants for subsidized housing must apply for housing through the Housing Registry. The Housing Registry is a single point of entry for individuals and families looking for subsidized housing options. Individuals searching for subsidized housing submit one application form to be considered for any available housing units in developments managed by the Housing Registry members. CRHC is mandated to be a Housing Registry member as per our operating agreements.

CRHC provides affordable housing to low and moderate income individuals and families. CRHC will choose applicants in two ways to fulfil its mandate of providing rent geared to income housing.

1. 80% of applicants will be chosen on a **chronological basis**. The information on the application will be verified by CRHC. If an applicant is deemed ineligible for a unit they applied for, the applicant will be notified in writing why they have been deemed ineligible and will be provided details of the conditions they must meet in order to be eligible in the future.

2. **20% of applicants will be chosen as per 3.2 of this policy.**

~~Applicants will be chosen as **high priority** through referral from a Partnering Agency through an established agreement. Proof of need will be communicated by the Partnering agency through an established agreement.~~

~~Applicants must qualify under the Housing Registry's eligibility criteria and have an active application prior to being accepted.~~

3.2 RHFP-IA units

Applicants for RHFP-IA units must apply for housing through the Supportive Housing Registry. The Supportive Housing Registry is a single point of entry for individuals and families who have experienced homelessness looking for supportive and supported housing options. Individuals searching for RHFP-IA housing submit one application form to be considered for any available housing units in developments managed by the Supportive Housing Registry members. CRHC is mandated to be a Supportive Housing Registry member as per our operating agreements. The applicant is referred through the Placement Table of the Coordinated Access and Assessment that is managed through BC Housing in partnership with Island Health and the Capital Regional District.

RHFP-IA applications must have a Supports in Social Housing Agreement outlining the main support agency that will support their tenancy in CRHC housing.

3.3 Affordable Units (formerly LEM)

Applicants for Affordable units can apply directly to CRHC. Affordable unit availability is advertised on CRHC's website. Affordable units are allocated chronologically to applicants who meet the eligibility requirements. The applicant must meet the income eligibility requirements and preference for Affordable units will be based on the applicant who most closely meets the occupancy standards. This is to ensure that units are maximized in meeting the needs of low and moderate income families, individuals and seniors. Affordable Housing tenants will sign a one year tenancy agreement that will renew automatically after one year on a month to month basis.

3.4 Processing, Storage and Disposal of Application Forms

- 3.4.1 Once an application and supporting documents have been received, staff assess for eligibility. The applicants' information is then added to the 'Market Application Waitlist' chronologically under the tab best reflecting their status based on the declared income levels. (Eligible or Not Eligible)
- 3.4.2 Application forms and supporting documents are to be kept securely stored (locked cabinet) alphabetically under their current, eligibility status, i.e. Eligible, NOT Eligible or Expired.
- 3.4.3 Applicants who do not meet the income eligibility are to be contacted within two weeks of the application date to inform them of their ineligibility. A letter (scanned or pdf) is to be sent by email using ZendTo, stating their ineligibility for housing.

The letter is to contain details regarding the secure storage of information for the duration of 12 months, disposal at the end of this period (shredding) and how to inform our office if their situation changes during this time period. If no email is on file, staff must contact the applicant by phone to verify the address before sending the letter by regular post. If the address cannot be verified and no email address can be obtained then the letter must be sent by Registered Mail to allow its delivery to be tracked.

- 3.4.4 Eligible Applicants will be considered for housing for a 12 month period following their submission and will be encouraged to update their information/interest every three months or when there are changes to their situation (address, income, family composition, etc.).
- 3.4.5 All applications must be kept on file for 12 months whether active or inactive. After the 12 month period of NOT Eligible status or inactive the application and all supporting documents will be shredded.

4 Reference Checks, Rental Payment History and Credit Checks

4.1 Reference Checks

An applicant must have at least two year duration of a favourable landlord reference or will have completed the **RentSmart** program successfully. Applicants that are referred through an established Partnering Agency will not require a landlord reference.

- Two year favourable reference within the last three years OR RentSmart Certificate dated within the past two years. If none, then the applying applicant should be encouraged to take the RentSmart course.
- RHFP-IA applicants do not require a favourable landlord reference check but do require a Supports in Social Housing Agreement outlining the main support agency that will support their tenancy in CRHC housing.

4.2 Rental Payment History

An applicant must have paid their rent on time and in full for the previous 6 months of their tenancy. This will be verified during the landlord reference check.

4.3 Credit Checks

Credit checks *may* be completed from time to time.



Coordinated Access and Assessment (CAA)

CAA Advisory Committee Terms of Reference

DRAFT August 2020

Overview

The Coordinated Access and Assessment (CAA) Advisory Committee has been established to provide direct feedback on the process, the development and outcomes of Coordinated Access and Assessment for Greater Victoria Region.

The CAA process will continue to be founded on strong partnerships between funders (BC Housing, Island Health and CRD) and on clear communication and collaboration with non-profit supportive and supported housing providers, and with other partners in the homelessness serving system of care.

The CAA process supports the development of a coordinated response and intake process for people experiencing homelessness or at risk of homelessness to access supportive housing and supported housing. The primary purpose of CAA is to streamline the process for people experiencing homelessness, to access the housing and supports to end their homelessness.

By standardizing the intake and assessment process, sharing information in real-time within a community, adopting uniform prioritization policies and coordinating referral processes, coordinated access systems connect people to the right housing and supports as efficiently as possible based on their preferences and level of need. This ensures communities get the most out of limited resources and we can more rapidly and effectively prevent (and substantially reduce) and/or end homelessness for those in greatest need. (CAEH)

The Coordinated Access and Assessment (CAA) process provides a streamlined application and assessment to prioritize individuals for housing and supports into more than 1500 Supportive housing units in Greater Victoria.

The process also provides a streamlined application and assessment process to support individuals to move from supportive housing into more than 100 (*anticipated by late 2020) subsidized housing units with in-reach supports and market units with rent supplements.

As needed, the CAA Advisory Committee may also determine a collective response to people sheltering outdoors in parks or on the street; or to respond to community crisis specifically related to people experiencing homelessness.

Purpose and Role of the Advisory Committee

- To support the development of CAA in the Greater Victoria Region
- To ensure that the CAA system feeds data into and is supported by data that is collected within a well-coordinated homelessness management information system. In the capital region this is currently the Homeless Individuals and Families Information System (HIFIS). Information is also tracked and available in BC Housing's tenancy tracking system – Housing connections (HC)
- A streamlined approach to access into supportive housing
- A streamlined approach to access into supported housing
- A streamlined approach to access into rent supplements (that are included in the system)
- Positive flow – movement from supportive housing into independent subsidized housing with or without support
- To identify community priorities (directly or through a working group) to direct the CAA Placement Committee as they make specific placement decisions into supportive housing. (See CAA Placement Committee Terms of Reference)
- To provide direct feedback to and discuss CAA process with funders
- To consistently report CAA decisions and updates to the broader community
- To receive and review best practices information on Coordinated Access and Assessment
- To collectively respond to community crisis related to homelessness
- To identify and report on gaps in housing and health support services for people experiencing homelessness
- To make recommendations for new resources that are targeted for people experiencing homelessness for the development of CAA
- To work collaboratively with the Greater Victoria Coalition to End Homelessness for the purpose of:
 - Data analysis for the purpose of system improvement
 - To improve coordination to better address the needs of people experiencing homelessness

Representation:

Island Health, Director MHSU SI Operations (to bring forward VMHC, ACT, Residential, Tertiary and Acute Care perspective)

Island Health – Representative of MHSU Residential Access

Capital Regional District Housing Director

Capital Regional District Housing Manager

BC Housing Regional Director

BC Housing Coordinated Access and Assessment Manager

Aboriginal Coalition to End Homelessness

Greater Victoria Coalition to End Homelessness

Island Community Mental Health

Our Place Society

Pacifica Housing

PHS Community Services

Victoria Cool Aid Society

Island Community Mental Health

Victoria Police Department

Person(s) with Lived Expertise

Victoria Native Friendship Centre

The City of Victoria Representative (to be invited 2020)

M'akola Housing and/or other Indigenous serving organizations to be invited August 2020

Commitment

Chairs: rotating responsibilities – Leadership from BCH, IH, CRD or other designate

All CAA Advisory committee members are accountable to bring forward agenda items, issues of concern or success

Members will disseminate information back to their respective organizations

Members will uphold the principles of Coordinated Access and Assessment: Consistency, transparency, streamlined access; committee members will adopt the practice of uniform prioritization, referral coordination, and efficiency of resources

MEETING LOGISTICS

Meeting Type	Frequency	Location
CAA Advisory Committee	Monthly on the 3 rd Wednesday 2:00pm – 3:30 pm	Royal Jubilee Hospital or teleconference
Teleconference Information	Guest Dial In: 844-445-4475	
	Participant ID: 765 402 82 and press #	

Documentation & Reporting Requirements

Island Health will coordinate CAA Advisory meetings on a monthly (or as needed) basis

BC Housing will coordinate CAA Placement Committee meetings on a monthly (or as needed) basis

Development of the agenda will be the responsibility of the co-chairs with input from all members. Agenda support will be provided by staff of all funding agencies.

Minute-taking and distribution will be the responsibility of Island Health.

Quorum Requirements

Quorum requirements are as follows:

- At least one of the three co-chairs
- At least one representative of BC Housing
- At least one representative of Island Health
- At least one representative of Capital Regional District
- At least one member at large needs to be present
- As the need arises, special membership representatives will be invited to participate and guide on key decisions.

Coordinated Access and Assessment for Supported/Supportive Housing

Supportive Housing included in CAA Process in the Capital Region

BCH Supportive Housing - Accessible through CAA	Island Health Housing - Accessible directly through Island Health and through CAA		Independent Housing with Supports
ACEH – Evergreen July 2020	Adanac	Medewiwin	Regional Housing First Program as below (RHFP)
Camas Garden	Blackwood	Meerstille	RHFP: Treanor (Millstream Ridge)
Clover	Burdett	Mike Gidora Place	RHFP: Spencer Close (Langford)
Desmond (portion)	Caribbean	Newbridge	RHFP: West Park Lane (Thetis)
Douglas Street Community	Cedar Grove	Our Place	RHFP: Charters (Sooke)
Johnson Street Community	Comerford	Panama House	Rent Supplements (including but not limited to HPP, HOP, AHOP)
Medewiwin (<i>portion</i>)	Cook Street	Pandora Project	BCH subsidized housing – Mary Cridge Manor
Mt. Edwards	Cottage Grove	Rockland	BCH subsidized housing – as available
Olympic Vista	Desmond House	Saanich House	CHB Rent Supplements
Queens Manor	Eagle Rock	Shelmarie	
Rock Bay Transitional	Fairway Woods	St. Vincent de Paul	
Swift House (<i>portion</i>)	Garden House	Styles	
Tally Ho	Greenridge	Swift House (<i>portion</i>)	
Waterview	Lighthouse	Tillicum	
Paul's Place	McCauley Lodge	Wascana	
Comfort Inn Coolaid Towers			
Comfort Inn Our Place Society			
Travelodge, Capital City hotel, HoJo, and Arena -short term supportive housing			