GREATER VANCOUVER REGIONAL DISTRICT
REGIONAL HOMELESSNESS TASK FORCE

REGULAR MEETING

Friday, January 13, 2017
9:00 am
2nd Floor Boardroom, 4330 Kingsway, Burnaby, British Columbia

A G E N D A¹

1. ADOPTION OF THE AGENDA

1.1 January 13, 2017 Regular Meeting Agenda
That the Regional Homelessness Task Force adopt the agenda for its regular meeting scheduled for January 13, 2017 as circulated.

2. ADOPTION OF THE MINUTES

2.1 December 9, 2016 Regular Meeting Minutes
That the Regional Homelessness Task Force adopt the minutes of its regular meeting held December 9, 2016 as circulated.

3. DELEGATIONS

4. INVITED PRESENTATIONS

5. REPORTS FROM COMMITTEE OR STAFF

5.1 Regional Homelessness Conceptual Framework
Verbal Update
Designated Speaker: Elisa Campbell, Director, Regional Planning, Parks, Planning and Environment

5.2 Best Practices for Addressing Homelessness
Verbal Update
Designated Speaker: Alice Sundberg, Housing and Community Development Consultant

¹ Note: Recommendation is shown under each item, where applicable.
5.3 **2017 Regional Homelessness (Point-In-Time) Count - Timeline**  
*Designated Speaker: Theresa Harding, Manager, Homeless Partnering Strategy*  
That the Regional Homelessness Task Force receive for information the report dated January 9, 2017, titled “2017 Regional Homelessness (Point-In-Time) Count – Timeline”.

5.4 **Regional Administrators Advisory Committee Homelessness Workshop Update**  
*Verbal Update*  
Designated Speaker: David Stuart, Chair, Regional Administrators Advisory Committee and Chief Administrative Officer, District of North Vancouver

6. **INFORMATION ITEMS**

6.1 Regional Homelessness Task Force Membership and Meeting Dates

6.2 Regional Homelessness Task Force Terms of Reference

7. **OTHER BUSINESS**

8. **BUSINESS ARISING FROM DELEGATIONS**

9. **RESOLUTION TO CLOSE MEETING**
That the Regional Homelessness Task Force close its regular meeting scheduled for January 13, 2017 pursuant to the *Community Charter* provisions, Section 90 (1) (k) and 90 (2) (b) as follows:

90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board or committee, could reasonably be expected to harm the interests of the regional district if they were held in public; and

90 (2) A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both and a third party.”

10. **ADJOURNMENT/CONCLUSION**
### Membership:

<table>
<thead>
<tr>
<th>Member</th>
<th>City</th>
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<tbody>
<tr>
<td>Read, Nicole (CC)</td>
<td>Maple Ridge</td>
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<td>Robertson, Gregor (CC)</td>
<td>Vancouver</td>
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<td>Clay, Mike</td>
<td>Port Moody</td>
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<td>Coté, Jonathan</td>
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<td>Fox, Charlie</td>
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<td>Hepner, Linda</td>
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<td>Jordan, Colleen</td>
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<td>Mussatto, Darrell</td>
<td>North Vancouver City</td>
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<td>Cheung, Francis</td>
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<td>Johnston, Sadhu</td>
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<td>Lalonde, Vince</td>
<td>Surrey</td>
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<td>Mason, Carol</td>
<td>Metro Vancouver</td>
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<td>Spitale, Lisa</td>
<td>New Westminster</td>
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<td>Stuart, David</td>
<td>North Vancouver District</td>
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<td>Swabey, Ted</td>
<td>Maple Ridge</td>
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### Municipal Advisors (Non-Voting)

- Cheung, Francis – Langley City
- Johnston, Sadhu – Vancouver
- Lalonde, Vince – Surrey
- Mason, Carol – Metro Vancouver
- Spitale, Lisa – New Westminster
- Stuart, David – North Vancouver District
- Swabey, Ted – Maple Ridge
Minutes of the Regular Meeting of the Greater Vancouver Regional District (GVRD) Regional Homelessness Task Force held at 9:08 a.m. on Friday, December 9, 2016 in the 2nd Floor Boardroom, 4330 Kingsway, Burnaby, British Columbia.

MEMBERS PRESENT:
Co-Chair, Mayor Nicole Read, Maple Ridge
Co-Chair, Mayor Gregor Robertson, Vancouver
Vice Chair, Mayor Darrell Mussatto, North Vancouver City
Francis Cheung, Chief Administrative Officer, Langley City
Mayor Mike Clay, Port Moody
Mayor Jonathan Coté, New Westminster
Councillor Charlie Fox, Langley Township
Mayor Linda Hepner, Surrey
Sadhu Johnston, City Manager, Vancouver
Councillor Colleen Jordan, Burnaby
Carol Mason, Commissioner/Chief Administrative Officer, Metro Vancouver
Lisa Spitale, Chief Administrative Officer, New Westminster
David Stuart, Chief Administrative Officer, North Vancouver District
Ted Swabey, Chief Administrative Officer, Maple Ridge

MEMBERS ABSENT:
Vince Lalonde, City Manager, Surrey

OTHERS PRESENT:
Jean Lamontagne, General Manager, Planning and Development, City of Surrey
Board Chair Greg Moore, Metro Vancouver

STAFF PRESENT:
Janis Knaupp, Assistant to Regional Committees, Board and Information Services

1. ADOPTION OF THE AGENDA

1.1 Friday December 9, 2016 Regular Meeting Agenda

It was MOVED and SECONDED
That the Regional Homelessness Task Force adopt the agenda for its regular meeting scheduled for Friday December 9, 2016 as circulated.

CARRIED

2. ADOPTION OF THE MINUTES
No items presented.
3. **DELEGATIONS**

   No items presented.

4. **INVITED PRESENTATIONS**

   No items presented.

5. **REPORTS FROM COMMITTEE OR STAFF**

   5.1 **Regional Homelessness Task Force Terms of Reference Overview**
   
   Carol Mason, Commissioner/Chief Administrative Officer, Metro Vancouver, updated members on the Terms of Reference (TOR) for the Regional Homelessness Task Force (RHTF) highlighting an amendment which will reflect appointed municipal and regional staff as advisory members to the Task Force, and permitting staff alternates to attend meetings.

   5.2 **Regional Homelessness Task Force Work Plan**
   
   Carol Mason, Commissioner/Chief Administrative Officer, Metro Vancouver, introduced Task Force membership, meeting dates and work plan.

   Comments were offered about consideration being given to adding a health component to the Terms of Reference and about the proposed meeting dates.

   5.3 **Regional Administrators Advisory Committee Homelessness Workshop Update**
   
   David Stuart, Chair, Regional Administrators Advisory Committee (RAAC) and Chief Administrative Officer, District of North Vancouver, informed members about a RAAC workshop on homelessness scheduled for December 15, 2016 highlighting purpose, survey questions, and interim results from prior surveys.

   Members were informed that surveys are intended to better understand the extent of local government issues around homelessness, and determine resource capacity, service allocation, approaches, and data collection procedures. Survey results will be compiled and brought to the Task Force for consideration. Task Force members were invited to participate in the workshop.

   Comments were offered about consideration being given to:
   - developing a clear picture of homelessness costs and service demands
   - a centralized approach to data collection and sharing of information
   - sharing best management practices and making recommendations to local governments who require assistance with data collection
   - adding a specific youth homelessness component in the Terms of Reference

   In response to questions about the surveys, members were informed about questions, purpose, next steps, and plans to present results to the Task Force.
6. INFORMATION ITEMS
   No items presented.

7. OTHER BUSINESS
   No items presented.

8. BUSINESS ARISING FROM DELEGATIONS
   No items presented.

9. RESOLUTION TO CLOSE MEETING

   It was MOVED and SECONDED
   That the Regional Homelessness Task Force close its regular meeting scheduled for December 9, 2016 pursuant to the Community Charter provisions, Section 90 (1) (k) and 90 (2) (b) as follows:
   “90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
   (k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board or committee, could reasonably be expected to harm the interests of the regional district if they were held in public.
   90 (2) A part of a meeting must be closed to the public if the subject matter being considered relates to one or more of the following:
   (b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial.”
   CARRIED

10. ADJOURNMENT/CONCLUSION

   It was MOVED and SECONDED
   That the Regional Homelessness Task Force adjourned its regular meeting of December 9, 2016.
   CARRIED
   (Time: 9:29 a.m.)

____________________________   __________________________
Janis Knaupp,                      Gregor Robertson, Co-Chair
Assistant to Regional Committees
To: Regional Homelessness Task Force  
From: Theresa Harding, Manager, Homelessness Partnering Strategy  
Date: January 9, 2017  
Meeting Date: January 13, 2017  

Subject: Expediting the 2017 Regional Homelessness (Point-In-Time) Count Results

RECOMMENDATION
That the Regional Homelessness Task Force receive for information the report dated January 9, 2017, titled “Expediting the 2017 Regional Homelessness (Point-In-Time) Count Results”.

PURPOSE
To report back on the request from the Task Force for options on expediting the results of the 2017 Regional Homelessness Count for the Metro Vancouver region.

BACKGROUND
At the December 9th, 2016 meeting, the Regional Homelessness Task Force, a select committee of the GVRD Board, passed the following motion:

That the Regional Homelessness Task Force direct staff to report back at the next meeting with options for expediting results from the 2017 Regional Homeless Count.

This report is being brought forward to provide an overview on the Homelessness Count and options for expediting the completion and reporting of the results.

POINT-IN-TIME HOMELESSNESS COUNT
The Government of Canada has funded the triennial Point-In-Time Regional Homelessness Count through Metro Vancouver since 2002. Under its Agreement with Canada, the Greater Vancouver Regional District (‘Metro Vancouver’), as the Homelessness Partnering Strategy Community Entity is required to deliver the 2017 Regional Homelessness Count. The Community Entity has retained the BC Non-Profit Housing Association to conduct the 2017 Regional Homelessness Count March 8th.

Homeless Counts have three main objectives:

1. To estimate the number of people who are homeless, including drawing upon existing data sources such as shelters, census, hospitals, jails, and housing data;
2. Obtain a demographic profile of people through the count survey;
3. Identify long-term trends in the number and profile of people who are homeless.

The Community Entity and Count Consultants work closely with the Aboriginal community and the Consultants for the Aboriginal Homelessness Steering Committee to ensure culturally appropriate practices are used and to recruit Aboriginal volunteers.
The Community Entity has introduced new approaches for the 2017 Homeless Count:

1. To plan and implement an inter-regional Count with the Fraser Valley Regional District.
   a. Together the survey questions have been developed which will allow a data analysis of homelessness from east of Hope to UBC and Bowen Island
   b. Inter-regional movement, demographic and other commonalities and differences

2. To mitigate the undercount of the 24-hour snapshot, new approaches will be piloted:
   a. Improve enumeration of homelessness in rural and remote areas of Surrey
   b. Enhanced urban core enumeration over 3 days in Newton area of Surrey
   c. First-time enumeration of homeless persons living on waterways and water bodies in the Metro Vancouver region
   d. Identify & implement a method to estimate the extent of hidden homelessness
   e. Homeless Counts are referenced by service providers, planners, community groups, health authorities, municipalities, researchers and funders use the Homeless Count data to assist in policy development, planning, and prioritizing programs and services to address the needs of people who are homeless.

**Preliminary Data Release Event**

In response to the request from the Regional Homelessness Task Force, an early release of preliminary data will be available, on or near March 31st. As in past Counts, the preliminary data will be released in a media event. The media strategy is developed together with the Homelessness Partnering Strategy Community Entity, the Count Consultants, Community Advisory Board and Metro Vancouver. A comprehensive final report that contains a full analysis will be available September 2017.

**Expediting the Results**

Preliminary data will be available on or near March 31st and will provide both total regional data and disaggregated by municipality:

- Total sheltered homeless
- Total turnaways
- Total street/ unsheltered homeless
- Totals by municipality

As this will be an initial “hand count” prior to data cleaning and verification, the numbers may change between the preliminary and final data release later in the year; they are, however, expected to be within the margin of error.

The 2017 Homeless Count is a major regional undertaking involving the establishment of a Project Team of key stakeholders; the nine regional Community Homeless Tables and recruiting a Count Coordinator from each; establishing an Aboriginal Steering Committee and a Youth Steering Committee, fundraising for costs not covered by HPS funds, recruiting and training approximately 900 volunteers; developing a communications strategy and media event and scores of other important tasks. The timeline for planning and implementing regional Homeless Counts typically starts in September for a March Count date. The 2017 Homeless Count is introducing new methodologies, new partnerships and a waterways count – all of which require outreach and community development.
For the above reasons, there is no flexibility to expedite the Homeless Count in order to hold it on an earlier date. The longitudinal value of data and trends comparisons with the previous five Homeless Counts is also a strong driver for retaining the March date.

**ALTERNATIVES**
This is an information report. No alternatives are presented.

**FINANCIAL IMPLICATIONS**
There are no financial implications to Metro Vancouver. The 2017 Regional Homelessness Count is funded through the Homelessness Partnering Strategy at approximately $245,000, and by community funders and contribution from BCNPHA for a total of close to $350,000.

**SUMMARY / CONCLUSION**
Under its Community Entity Agreement with Canada, Metro Vancouver has hired consultants to deliver the 2017 Regional Homelessness Count. The Count will take place March 8\(^{th}\). There is limited flexibility to expedite delivery of the results because of the existing contract as well as cleaning and data verification processes. The preliminary results will be released on or near March 31\(^{st}\). The full comprehensive report will be delivered in September.

There is no flexibility to expedite the Homeless Count in order to hold it on an earlier date.

**References**
1. [About Metro 2040 (Regional Growth Strategy)](#)
2. [2014 Regional Homelessness Point-In-Time Count Results](#)

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Regional Homelessness Task Force

Membership
Nicole Read, Mayor (Co-Chair) – Maple Ridge
Gregor Robertson, Mayor (Co-Chair) – Vancouver
Mike Clay, Mayor – Port Moody
Jonathan Coté, Mayor – New Westminster
Charlie Fox, Councillor – Langley Township
Linda Hepner, Mayor – Surrey
Colleen Jordan, Councillor – Burnaby
Darrell Mussatto, Mayor – North Vancouver City

Municipal Advisors
Francis Cheung, Chief Administrative Officer – Langley City
Sadhu Johnston, City Manager – Vancouver
Vince Lalonde, City Manager – Surrey
Carol Mason, Commissioner/Chief Administrative Officer – Metro Vancouver
Lisa Spitale, Chief Administrative Officer – New Westminster
David Stuart, Chief Administrative Officer – North Vancouver District
Ted Swabey, Chief Administrative Officer – Maple Ridge

Meeting Dates
* All meetings will be held in the 2nd Floor Boardroom at 4330 Kingsway, Burnaby (Metro Vancouver Office)
Friday, December 9, 2016 at 9:00 a.m.
Friday, January 13, 2017 at 9:00 a.m.
Friday, January 27, 2017 at 1:00 p.m.
Friday, February 10, 2017 at 9:00 a.m.
**Working Groups**

**Data Collection and Mental Health**
- Nicole Read, Mayor (Co-Chair) – Maple Ridge
- Charlie Fox, Councillor – Langley Township
- Colleen Jordan, Councillor – Burnaby
- Sadhu Johnston, City Manager – Vancouver
- Vince Lalonde, City Manager – Surrey (Alternate: Jean LaMontagne, General Manager, Planning and Development Department)
- Lisa Spitale, Chief Administrative Officer – New Westminster
- David Stuart, Chief Administrative Officer – North Vancouver District
- Ted Swabey, Chief Administrative Officer – Maple Ridge

**Advocacy and Communication**
- Gregor Robertson, Mayor (Co-Chair) – Vancouver
- Francis Cheung, Chief Administrative Officer – Langley City
- Mike Clay, Mayor – Port Moody
- Jonathan Coté, Mayor – New Westminster
- Linda Hepner, Mayor – Surrey
- Carol Mason, Commissioner/Chief Administrative Officer – Metro Vancouver
- Darrell Mussatto, Mayor – North Vancouver City
Regional Homelessness Task Force
Terms of Reference

PURPOSE
The Regional Homelessness Task Force has been formed as a Select Committee of the Board. The Task Force provides advice and recommendations to the Greater Vancouver Regional District (Metro Vancouver) Board on issues related to homelessness within the region.

SCOPE OF WORK
At its November 25, 2016 Board meeting, the GVRD Board endorsed a recommendation from the Metro Vancouver Mayors Committee to establish a Task Force to undertake the following tasks:

1) That the GVRD Board, establish a Regional Homelessness Task Force to work with RAAC and Metro Vancouver staff, in partnership with municipal staff, and report back by February 2017 with:
   a) data on the number of turnaways at homeless shelters in the region, and the number, population and conditions of homeless camps in the region;
   b) data from municipalities on service demands and costs due to dealing with homelessness and a lack of shelter space;
   c) a recommendation on an urgent ask for provincial funding and resources needed to immediately address tent cities and homelessness throughout the region; and
   d) a provincial election advocacy strategy based on the identified needs to address homelessness and create affordable housing in Metro Vancouver.

2) The GVRD Board authorize the Board Chair to make appointments to the Regional Homelessness Task Force.

The Task Force will oversee and review the collection of data which is required as a first step to assess the magnitude of the homelessness crisis facing municipalities across the region. The data collected is intended to assist the Task Force by providing clear and consistent regional information on the following:

   a) Estimates on the number of people who are homeless in Metro Vancouver;
   b) Information on the frequency and volume of turnaways from Metro Vancouver shelters;
   c) A summary of experiences from Metro Vancouver municipalities dealing with street homelessness and encampments;
   d) The amount of permanent shelter and interim housing space needed immediately to address homelessness and tent cities in Metro Vancouver.

Once the information has been collected and analyzed, it will be used by the Task Force to develop a set of recommendations to form a funding and resource request to the Provincial Government to enable the immediate delivery of permanent shelter and interim housing space in the spring of 2017.

SUPPORTING RESEARCH
Metro Vancouver member municipalities will collect and submit data that is available both within their jurisdictions and from other sources. The data will be compiled by local government support from the Metro Vancouver region to support the work of the Task Force.
LOCAL GOVERNMENT CONSULTATION
The Task Force will seek the input, advice and expertise of all member Local Governments, BC Housing, social service agencies, and the Province of BC in the collection of data and development of reports. An invitation will be extended to Fraser Valley municipalities to submit information if they wish to contribute. Given the short time frame for the completion of these tasks, individual member local governments will be consulted using a variety of methods including through the Regional Administrators Advisory Committee, the Regional Planning Advisory Committee and one on one communications.

MEMBERSHIP AND MEETINGS
The Task Force is a designated Select Committee of the Board with membership appointed by the GVRD Board Chair. The Mayor of Vancouver and the Mayor of Maple Ridge will serve as Co-Chairs to the Task Force. The Task Force membership comprises Metro Vancouver elected officials. Local government CAOs, or their designates, may participate as advisors but they do not vote nor constitute quorum.

The Task Force shall meet bi-weekly or at the call of the Co-Chairs. A quorum of 50% plus one of the Task Force membership is required to conduct Task Force business. The deadline for reporting back on the results of the Task Force is the end of February 2017. Further meetings beyond February 2017 of the Task Force shall be determined and confirmed once the initial report has been completed and received by the Board.

Task Force members are expected to communicate with sub-regional members and represent their views and concerns at Task Force meetings, both at the elected level and through communications with local government staff, to ensure a broad regional representation is achieved.

Metro Vancouver Directors will also be permitted to attend meetings in an observer role. Local government staff may only attend closed meetings of the Task Force with the approval of the Task Force.

MANAGEMENT AND SUPPORT
The Task Force Co-Chairs are the chief spokespersons on matters of public interest within the Task Force’s purview. For high profile issues the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or designated senior staff member is the appropriate spokesperson. Where necessary and practical, the Board Chair, Task Force Co-Chairs and Chief Administrative Officer will confer to determine the most appropriate representative to speak.

The Metro Vancouver Chief Administrative Officer serves as Committee Manager for the Task Force. The Task Force Manager is responsible for coordinating agendas and is the principal point of contact for Task Force members.

Funding for the Task Force is provided under Metro Vancouver's General Government function to cover incidental costs and meeting expenses.