



**TOWN OF AMHERSTBURG
COUNCIL MEETING
SUPPLEMENTARY AGENDA**

Monday, April 9, 2018

6:00 p.m.

Council Chambers

271 Sandwich Street South, Amherstburg

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10. REPORTS – ENGINEERING AND PUBLIC WORKS

10.2 Rural Rumble Strips

It is recommended that:

1. The report from the Manager of Roads and Fleet dated April 5, 2018 regarding Rural Rumble Strips **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to proceed with Option 3, contained in the report, as recommended by the consulting engineer.

14. CONSENT CORRESPONDENCE

14.7 Point in Time (PiT) Count 2018 & The 20K Homes Campaign – City of Windsor in Conjunction with the Canadian Alliance to End Homelessness



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF ENGINEERING AND PUBLIC WORKS

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Eric Chamberlain	Report Date: April 5, 2018
Author's Phone: 519 736-3664 ext. 2312	Date to Council: April 9, 2018
Author's E-mail: echamberlain@amherstburg.ca	Resolution #: 20171211-981

To: Mayor and Members of Town Council

Subject: Rural Rumble Strips

1. **RECOMMENDATION:**

It is recommended that:

1. The report from the Manager of Roads and Fleet dated April 5, 2018 regarding Rural Rumble Strips **BE RECEIVED**; and,
2. Administration **BE DIRECTED** to proceed with Option 3, contained in the report, as recommended by the consulting engineer.

2. **BACKGROUND:**

On November 13, 2017, Council directed Administration to install rubble strips on Alma Street going both easterly and westerly at the intersection of Howard Avenue. Administration reviewed the roads and found that there were rumble strips previously installed along the County Road 10 corridor at Concession 2N, Concession 3N, Concession 4N, Concession 5N and Concession 6N. These rumble strips were worn down and were no longer providing the stop ahead warning as initially intended. To proceed in the most cost effective manner, a contractor was hired to install the Council directed rumble strips and to also re-install the rumble strips in the previous locations. The intersection at Concession 8N was also added as it was the only Town road on the County Road 10 corridor that did not have rumble strips. The contractor provided a typical layout for rumble strips installed in other areas of the province. Attached to this report is the information provided by the contractor.

On December 11, 2017, Council received a delegation regarding the rumble strips that were installed on Concession 3 North and County Road 10. As a result of discussion at

the December 11 Regular Council Meeting, Council directed Administration to look into any alternatives and bring back a report to Council for consideration.

3. DISCUSSION:

Administration reviewed historical data and found past Council resolutions that provide the original approvals to install the rumble strips. The following is the information found by Administration:

July 26, 1999 Council Meeting - Then Police Chief Brian Bird addressed Council on requests to reduce speed limits on certain roads. From that discussion it was noted that Chief Bird commented that "at the intersections along County Rd. 10 rumble strips and larger stop signs may help to prevent vehicles from running through the intersections."

November 15, 1999 - Minutes from the Public Services, Parks, Recreation & Community Services Committee (adopted by Council on November 22, 1999) - "Moved by T. Tiefenbach, seconded by L. Fox, that the Committee receive the verbal report concerning rumble strips from the Roads and Drainage Superintendent, and further that the Committee concur with the installation of the strips".

May 13, 2002 Council Meeting - Item #20 - "Moved by R. Pillon, seconded by M. Bezaire that the letter from Greg Long regarding the intersection of Howard and Alma and the report from Lou Zarlenga, Public Services Manager, dated May 10, 2002 relative thereto, be received and that we concur with Public Services Manager recommendation to place rumble strips at the intersections of Howard and Alma and Walker and Alma."

The County of Essex is responsible for the signs and devices along County Road 10, Howard Avenue and Walker Road. The intersection signs and devices currently on these roads are stops signs and flashing lights. The municipality is responsible for the stop ahead signs located 335 metres from the intersection. The rumble strips were installed to augment the 'stop ahead' signage currently in place.

The following is a list of existing signage and controls at the intersections where rumble strips were installed:

Table 1

Intersection	County Responsibility (cm)	Amherstburg Responsibility (cm)
Walker (County Rd 11) & Alma	75 x 75 Stop Sign	90 x 90 Stop Ahead Sign
Howard (County Rd 9) & Alma	120 x 120 Stop Sign with overhead flashing light	120 x 120 Stop Ahead Sign
County Rd 10 & Concession 2 North	120 x 120 Sign Sign	90 x 90 Stop Ahead Sign

County Rd 10 & Concession 3 North	120 x 120 Stop Sign with Flashing Beacon Attached	90 x 90 Stop Ahead Sign
County Rd 10 & Concession 4 North	120 x 120 Sign Sign	90 x 90 Stop Ahead Sign
County Rd 10 & Concession 5 North	120 x 120 Sign Sign	90 x 90 Stop Ahead Sign
County Rd 10 & Concession 6 North	120 x 120 Stop Sign with Flashing Beacon Attached	90 x 90 Stop Ahead Sign
County Rd 10 & Concession 8 North	75 x 75 Stop Sign	90 x 90 Stop Ahead Sign

Public Works reviewed the Ontario Traffic Manuals, related legislation and guidelines as well as policies implemented by other municipalities. Transverse Rumble Strips are an effective safety measure at locations where drivers need to be alerted to an upcoming condition after travelling a monotonous roadway environment at high running speeds. They provide a vibro-tactile (feel) and auditory (hear) cue to enhance intersection awareness for the drivers approaching on the stop control. The rumble strips are used due to stopping distance restrictions, high approach speeds, or a history of stop sign violation collisions.

Based on Public Works review, the utilization of rumble strips may be used in residential areas. Most policies and guidelines suggest that rumble strips should be avoided in residential areas due to the noise created by the rumble strips. Some guidelines provided setback distances between 200-500 metres from a residential area or property. If the minimum distance of 200 metres were applied to the recently installed rumble strips, the majority of the rumble strips would require removal. In review of the County of Essex Intersection Safety Review Policy, the existing signs and devices identified in Table 1 meet or exceed the recommendations provided in the policy.

Public Works proposed the following three options for consideration:

Option 1 – Status Quo

The rumble strips remain to provide advance notice of the stop control ahead. The rumble strips could continue to cause noise concerns for residents in close proximity to the intersection and the rumble strips.

Option 2 – Fill In Rumble Strips

The rumble strips can be temporarily filled in until they can be permanently filled in with hot mix asphalt. Public Works staff can complete the temporary repairs immediately and the asphalt work would be completed in the spring when the asphalt plants re-open for the season.

Option 3 – Fill In Rumble Strip and Install Other Countermeasures

This option would expand Option 2 of filling in the rumble strip by considering further intersection safety improvements to assist driver awareness to the stop control at the intersection ahead. The following would be improvements to be considered:

1. Contact the County of Essex to request the stop signs at Walker Road at Alma Street and Concession 8 North at County Road 10 to be increased to Ra-1101 signs (120cm x 120cm) to be consistent with the stop signs found at the other intersections identified in this report.
2. Contact the County of Essex to request red flashing beacons to be installed at Concession 8 North at County Road 10. This intersection experienced a major accident that resulted in a fatality.
3. The Town to increase the size of the Stop Ahead Signs to WB-1101 Special Oversize Stop Ahead sign. The size of the Special Oversize Stop Ahead sign is 120 cm x 120 cm. The installation of these signs will require a 6 x 6 posts and minor relocation to fit the road limits.
4. The Town to implement Stop Ahead pavement markings at all locations near the Stop Ahead signs.
5. Consideration could be given to contact the County of Essex to request red-light Stop Sign mounted flashing beacons at the intersections which do not have flashing beacons or where no Overhead flashing beacons are proposed.

It should be noted that the County of Essex may not proceed with the Town's request.

Following the initial review from Public Works, Stantec Consulting was retained by the Town to review the options and provide a professional engineering opinion and recommendation on how to proceed. Attached to this report is a memo dated April 4, 2018, from Stantec Consulting outlining the review and the recommendation to proceed with Option 3.

4. RISK ANALYSIS:

To reduce the potential risk related to the recommendations presented to Council by Administration, a professional engineering review was performed by Stantec Consulting. Should Council proceed with filling in the rumble strips, the other intersection safety improvements recommended by Stantec should also be implemented. Administration will also monitor, post-implementation, the noted intersections for a three-year period and analyze accident trends (if any) as an ongoing assessment tool for the measures indicated in this report.

It should be noted that flashing beacons and larger signage may not provide warning of an upcoming stop when it comes to distracted driving as the driver is not looking at the road in those cases.

5. FINANCIAL MATTERS:

The cost of filling in the rumble strips with asphalt will be approximately \$1,500. This includes material and labour. Public works staff will complete this work and the cost of the material can be covered in the Public Works 2018 Operating Budget.

The following are costs associated with the installation of the oversized stop ahead signs:

Wa-1101 sign	\$128.64 per sign
6 x 6 post	\$75.00 per post

There are a total of 7 intersections with two signs required at each intersection. If Council chooses to install larger signs at all intersections that currently have rumble strips the total estimated cost would be \$1,425. This would be an unbudgeted expense in 2018 and would be highlighted in the variance reports for Public Works.

The cost to install Stop Ahead pavement markings at all locations near the Stop Ahead signs is estimated to be \$2000. This will also add an ongoing maintenance cost as the markings will need to be refreshed annually.

The Town's agreement with Stantec Consulting to perform the review of the rumble strips was \$8,640. This cost will be covered in the 2018 Public Works budget but, as it was an unexpected expenditure, it will be a variance to the 2018 budget.

The table below illustrates the unbudgeted totals to the 2018 budget associated with the rumble strips.

Asphalt (Material and Labour)	\$1,500
Signs	\$1,425
Pavement Markings	\$2,000
Engineering	\$8,640
Total	\$13,565

Budget variances will be tracked and reported on to Council during the year, on a quarterly basis.

6. CONSULTATIONS:

Stantec Consulting was consulted with respect to the recommendation presented to Council.

7. **CONCLUSION:**

The rumble strips were installed at Council's direction and to replace existing rumble strips that had worn down due to age and condition of the roads. Residential property owners in close proximity to the rumble strips have raised concerns due to the noise. Option 3, as recommended by the consulting engineers, and supported by Administration, is being recommended to address the concerns.



Eric Chamberlain
Manager of Roads and Fleet

EC

Report Approval Details

Document Title:	Rural Warning Strips.docx
Attachments:	- Roto Mill Typical Warning Strip Detail.pdf - Stantec Memo - Rumble Strips Review.pdf
Final Approval Date:	Apr 6, 2018

This report and all of its attachments were approved and signed as outlined below:



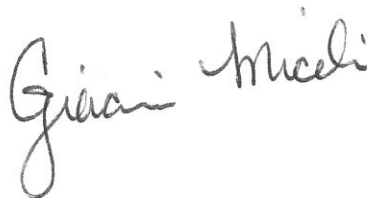
Antonietta Giofu - Apr 5, 2018 - 3:23 PM



Mark Galvin - Apr 6, 2018 - 9:15 AM



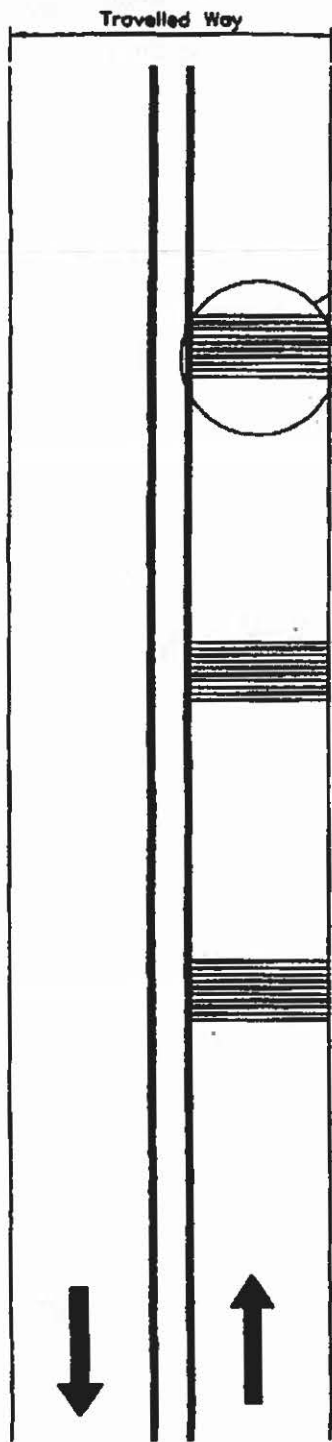
Justin Rousseau - Apr 6, 2018 - 10:51 AM



John Miceli - Apr 6, 2018 - 11:08 AM

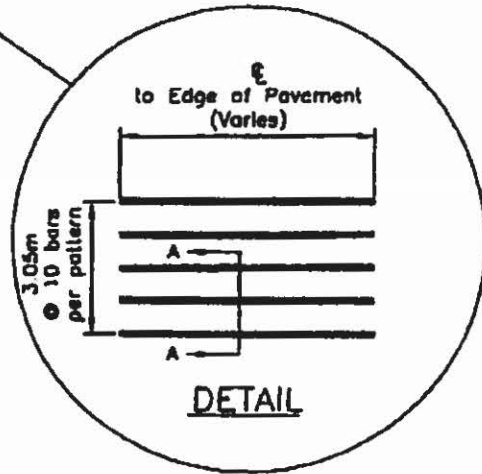


Paula Parker - Apr 6, 2018 - 12:00 PM

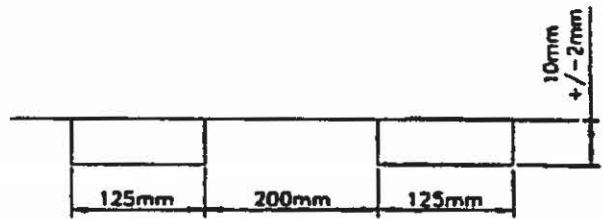


PLAN VIEW

Note: Each rumble strip pattern consists of 10 bars.



DETAIL



SECTION 'A - A'

No.	REVISIONS	BY	DATE
Approved:			
Date:			
<p>TYPICAL LAYOUT FOR MILLED RUMBLE STRIPS</p>			
Prepared By:	Checked By:	Scale:	Dwg No.:

SEE TAC

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To:	Mr. Eric Chamberlain Town of Amherstburg	From:	Joseph Konrad Jones Stantec
File:	Rumble Strip Review	Date:	April 6, 2018

Reference: Rumble Strip Review

CONTEXT

The Town of Amherstburg has proceeded with the installation of transverse rumble strips (TRS) on Alma Street at the intersection of Howard Avenue and at Concession 8N on the County Road 10 corridor. TRS were already present at other intersections (Concession 2N, 3N, 4N, 5N, and 6N) along the County Road 10 corridor. These TRS have been re-installed because they were worn down.

The Town has received a directive regarding the TRS that were installed on Concession 3N near County Road 10. This directive notified the Town that there were complaints from the residents because of the noise produced by the TRS.

The Town has considered alternatives to mitigate the noise caused by the TRS. To complete the assessment and to provide a recommendation to Council, the Town has requested the opinion of a traffic engineer.

CURRENT SITUATION

Table 1 provides the current situation for the signage and lighting at the 7 intersections under study. It shows that most of the traffic signs are oversized in nature and in conformity with the Ontario Traffic Manual – Books 5 and 6 which states that oversized Stop signs and Stop Ahead signs should be used where the posted speed limit is 70 km/h or greater, which is the case on Alma and on all Concession roads intersecting with County Road 10. The Howard / Alma intersection is the only one without an Oversized Stop sign.

Every intersection is illuminated with a single street light oriented towards the centre of the intersection except for Howard and Alma where the street light is not oriented towards the intersection.

REVIEW OF THE ADMINISTRATION'S RECOMMENDATIONS

The Town has installed TRS at several rural intersections to alert drivers of unusual traffic conditions such as when they are approaching a Stop sign by providing a tactile and audible warning. In general, TRS are used in the following conditions:

- Where motorists have not been required to stop for a long period;
- Where motorists are approaching a stopping environment after traveling in a monotonous roadway environment at high running speeds;
- On high-speed (80 km/h or higher) rural minor roads.

Reference: Rumble Strip Review

Table 1: Current signage situation at the 7 intersections under study

Intersection	Signs under County responsibility	Signs under Amherstburg responsibility	TRS present ?	Lighting present?
Walker (County Road 11) and Alma	75 cm x 75 cm Stop Sign	90 cm x 90 cm Stop Ahead Sign	Yes on Alma Street	Yes
Howard (County Road 9) and Alma	120 cm x 120 cm Stop Sign with Overhead Flashing Beacon	120 cm x 120 cm Stop Ahead Sign	Yes on Alma Street	Yes
County Road 10 and Concession 2 North	120 cm x 120 cm Stop Sign	90 cm x 90 cm Stop Ahead Sign	Yes on Concession 2 North	Yes
County Road 10 and Concession 3 North	120 cm x 120 cm Stop Sign mounted Flashing Beacon.	90 cm x 90 cm Stop Ahead Sign	Yes on Concession 3 North	Yes
County Road 10 and Concession 4 North	120 cm x 120 cm Stop Sign	90 cm x 90 cm Stop Ahead Sign	Yes on Concession 4 North	Yes
County Road 10 and Concession 5 North	120 cm x 120 cm Stop Sign	90 cm x 90 cm Stop Ahead Sign	Yes on Concession 5 North	Yes
County Road 10 and Concession 6 North	120 cm x 120 cm with Stop Sign mounted Flashing Beacon	90 cm x 90 cm Stop Ahead Sign	Yes on Concession 6 North	Yes
County Road 10 and Concession 8 North	75 cm x 75 cm Stop Sign	90 cm x 90 cm Stop Ahead Sign	Yes on Concession 8 North	Yes

Reference: Rumble Strip Review

TRS are used when less intrusive solutions have been tested and have not yielded the anticipated benefits. They are usually used in combination with other less intrusive measures.

TRS tend to be effective at reducing targeted accidents caused by stop sign violations and driver distraction. Based on the Federal Highway Administration's (FHWA) Crash modification factor clearinghouse, TRS are associated with a reduction of right-angle and rear-end collisions resulting in fatality or in injuries. But, there are concerns with the noise produced by TRS. Because of the noise, TRS are not recommended within 200 m to 500 m of a residential area (Transportation association of Canada: 200 m; Alberta: 300 m; British Columbia: 500 m in rural areas).

With the concerns regarding the noise caused by the rumble strips coming to the forefront, The Administration has proposed three (3) courses of action:

1. Status Quo.
2. Fill in transverse warning strips.
3. Fill in transverse warning strips and install other countermeasures. The countermeasures proposed are to:
 - increase the dimension of the Stop signs to 120 mm x 120 mm at Walker and Alma and Concession 8N and County Road 10 for consistency;
 - install overhead flashing beacons at Concession 8N and County Road 10;
 - increase the size of the Stop Ahead signs to special oversize Stop Ahead signs;
 - consider installing amber flashing beacons lights to Stop Ahead signs.

The first course of action, status quo, would need to be supplemented with a public information campaign that would explain the reasoning behind the implementation of the rumble strips and the safety benefits anticipated.

The second course of action would resolve the noise concern, but it could cause an adverse effect on the safety of the intersections if no other alternatives are provided to improve safety. It is also suggested that the strips could have less depth so that the level of noise produced could be lower. But, as pointed out, it is unknown if the new noise level would be acceptable to the residents and if the new depth would be sufficient to have the wanted effect on the drivers.

The third course of action would answer the noise concern and provide countermeasures to improve the safety of the intersections.

ALTERNATIVES



To address the potential problems with stop-controlled intersection unawareness in rural areas, several alternatives besides TRS and increasing the dimension of the signs can be considered:

- Provide pavement markings with supplementary messages, such as 'STOP AHEAD'.
- Install flashing beacons at stop-controlled intersections – overhead or on traffic signs.
- Provide supplementary stop sign mounted over the roadway.
- Install splitter islands on minor road approach to an intersection.



Table 2 provides a description of the alternatives, their safety benefits and the known concerns.

Reference: Rumble Strip Review

Table 2: Description of possible alternatives

Alternative option	Description	Expected Safety benefits	Known concerns
<p>Provide pavement markings with supplementary messages, such as 'STOP AHEAD'</p>	<p>Provide pavement markings such as 'STOP AHEAD' near the Stop Ahead Sign. The marking should follow OTM guidelines.</p> <p>This measure is considered low-cost</p> 	<p>Increase awareness which should lead to a reduction of rear-end and right-angle collisions by providing a better visual stimulus. Expected reduction of 15% for all-types of accidents. Seem to be more efficient at three-legged intersections with stops on minor roads and at 4-legged intersections with all-way stop control.</p>	<p>Might be less efficient in the winter and because of lack of maintenance.</p> <p>Potential of a lower coefficient of friction at the location of the pavement marking, especially during wet conditions.</p>
<p>Install flashing beacons at stop-controlled intersections (overhead or on traffic signs)</p>	<p>Flashing beacons provide a visible signal indicating the presence of an intersection and can be very effective in rural areas where there are long stretches between intersections.</p> <p>This measure is considered low-cost.</p> 	<p>Used at intersections where a right-angle collision pattern due to a lack of driver awareness is observed. Can Reduce angle crashes by up to 13%. Stop sign mounted beacons might be more effective.</p>	<p>Should not be overused since their effectiveness is partly attributed to their relative uniqueness.</p> <p>May need an electrical source.</p> <p>Although usually well understood, overhead flashing beacons could sometimes be misinterpreted by drivers coming from the minor road who could think that the intersection is an all-way stop controlled. This does not seem to be an issue with stop sign mounted beacons.</p>

Reference: Rumble Strip Review

Alternative option	Description	Expected Safety benefits	Known concerns
<p>Provide supplementary stop sign mounted over the roadway</p>	<p>Supplementary stop signs mounted over the roadway can be provided at intersections with patterns of right-angle crashes related to lack of driver awareness.</p> 	<p>This measure should be implemented at the first of a series of stop controlled approaches located on a long stretch of highway without any required stops. It should provide a clearer message to the drivers that they must stop at the intersection.</p>	<p>Effectiveness is unproven The mast would be an additional hazard that the drivers could strike.</p>
<p>Install splitter islands on the minor road approach to an intersection</p>	<p>A splitter island separates traffic moving in opposite directions of travel. Installed on the minor approach, it creates a separation with the vehicles turning onto the minor road. The presence of a splitter island allows for the installation of a second stop sign, increasing the visibility of the intersection.</p> <p>Splitter island should be carefully designed.</p> <p>Moderate cost of construction (\$5,000 to \$20,000).</p> 	<p>Usually used at intersections where the intersection or the Stop sign is not easily visible to motorists. This option is appropriate on minor roads with high travelling speeds.</p>	<p>Effectiveness is unproven Risk of wrong entry Possible maintenance issue during winter</p>

The review of the possible alternatives shows that most of them provide an additional visual cue (flashing beacon, marking, additional stop sign) but none of them provides the tactile and auditory cue to the motorists that TRS provides.

Stop ahead pavement marking and Stop sign mounted flashing beacons seem to provide the most benefits while also having a low cost of implementation.

Reference: Rumble Strip Review

RECOMMENDATIONS

Based on the Town's proposed courses of action, the review of possible alternatives and in accordance to best-practices that recommend a minimal distance between TRS and residential areas, it is recommended that the Town proceed with the third course of action. In addition to filling in the TRS, the Town should proceed with the following interventions:

- Installation of Special Oversize Stop Signs at Walker Road and Alma Street and at Concession 8N and County Road 10.
- Installation of special oversize Stop Ahead Signs.
- Installation of Overhead flashing beacon at Concession 8N and County Road 10.
- Implementation of Stop Ahead pavement marking at all studied locations near the Stop Ahead Signs.
- Consideration of installing red-light Stop Sign mounted flashing beacons at the intersections which do not have flashing beacons or where no Overhead flashing beacons are proposed.

It is also important that Stop bars pavement marking be properly maintained.

REFERENCES

Federal Highway Administration, Intersection Safety, A Manual for Local Rural Road Owners, 2011

Transportation Research Board, NCHRP Report 500 – Volume 5: A Guide for Addressing Unsignalized Intersection Collisions, 2003

Federal Highway Administration, Safety Improvements on High Risk Rural Roads, 2014

Minnesota Department of Transportation, Transverse Rumble Strips, 2017

City of Hamilton, Use of Transverse Rumble Strips in Rural Areas Memo, 2009

Transportation Alberta, Recommended practices - Transverse Rumble Strips at Stop-controlled intersections, 2011

British-Columbia Department of Transportation, Technical Circular T-01/09, Transverse Rumble Strips (TRS), 2009

Federal Highway Administration, Crash Modification Factors Clearinghouse, <http://www.cmfclearinghouse.org/index.cfm>, accessed on March 29th, 2018

Stantec Consulting Ltd.

Joseph Konrad Jones, Eng.

Senior Traffic Engineer

Phone: 514-281-1033 ext. 2282

Konrad.jones@stantec.com

c. François Tomeo, Stantec
Clarence Jubenville, Stantec

Robert Maisonville
Chief Administrative Officer
County of Essex
360 Fairview Ave. W., Suite 202
Essex, ON N8M 1Y6

April 4, 2018

Dear Robert,

Our community will be conducting Point in Time (PiT) Count 2018 in conjunction with the Canadian Alliance to End Homelessness' *20K Homes Campaign* the week of April 16, 2018. This is a national, coordinated count that will happen in communities all across Canada.

The purpose of the PiT Count is that if communities across Canada were to use a similar methodology and conduct a PiT Count around the same time of the year, a national picture of homelessness could emerge creating a benchmark against progress in reducing homelessness that can be followed over time. Current homelessness data for many communities relies solely on shelter statistics; however, this does not include "unsheltered" homelessness that occurs outside of shelter stays.

The *20K Homes Campaign* is a national change movement focused on ending chronic homelessness in 20 communities and housing 20,000 of Canada's most vulnerable homeless people by July 1, 2020. The seven core elements of the campaign are:

1. Knowing every homeless person by name and understanding each person's needs and preferences. We cannot solve a problem without knowing its scope.
2. Implementing Housing First in a way that makes sense for each community. Research has demonstrated that housing homeless people as quickly as possible without pre-conditions such as sobriety is not only more effective but also saves money.
3. Understanding the community's unique set of strengths and challenges through the use of a Community Self-Assessment Tool. By completing this brief tool, communities will be able to target specific practices or policies for improvement and can track their progress over the life of the campaign.
4. Using data to track progress and to make decisions to improve a community's homeless programs and the system as a whole.
5. Building a Coordinated Homeless System of Care in which communities move from multiple silos to a single system able to quickly find housing for anyone experiencing homelessness.
6. Learning from other communities across Canada. Every community has something they can teach other communities and things they can learn from others.
7. Providing a united voice at a national and provincial level to secure the housing and resources necessary to end homelessness in Canada.

1...2

The Corporation of the City of Windsor, together with the Homeless Coalition Windsor Essex County and OrgCode Consulting, will be conducting our *20K Homes Campaign* on Monday, April 16, 2018 and the Point in Time Count on Tuesday, April 17, 2018 and the early morning of Wednesday, April 18, 2018.

Police Services in your communities have been previously notified of these initiatives. We will also be informing your Council through the County of Essex Clerk's Office in the event they are contacted by their constituents. Please see the attached Council Report for further information.

We are requesting support from you and your staff in one or more of the following areas:

1. Become involved as part of the Interview Teams. This would require attending training on Monday, April 16, 2018 from 6:00-7:15pm **or** Tuesday, April 17, 2018 from 1:00-2:15pm at Windsor Water World located at 400 Wyandotte St. E., Windsor, ON; and volunteering on April 17th from 3:00-7:00pm, 8:00-11:00pm and April 18th from 6:00-9:00am during which time teams look for and interview people living on the streets;
2. Attend a community debriefing (invitation to come) to help understand how we can further work together to end homelessness; and
3. We're open to any other ideas!

For more information on the *20K Homes Campaign* and to better understand the importance of the Windsor Essex County PIT Count events, please view the following short videos on YouTube:

- <https://www.youtube.com/watch?v=NwxDmNJhCdM>
- <https://www.youtube.com/watch?v=4TUQLuizQRI>

Thank you in advance for your support, because without the assistance of our community partners, events like the PiT Count and *20K Homes Campaign* cannot be successful.

Feel free to contact Kelly Goz, Coordinator of Housing Administration & Development for The Corporation of the City of Windsor, at 519-255-5200 ext. 5362 or kgoz@citywindsor.ca with further questions or concerns.

Sincerely,



Onorio Colucci
Chief Administrative Officer

c.c. Jelena Payne, Commissioner, Community Development and Health Services
Debbie Cercone, Executive Director, Housing & Children's Services
Kelly Goz, Coordinator, Housing Administration & Development

Attachment



THE CITY OF WINDSOR

COUNCIL SERVICES/CITY CLERK
CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

NOTICE OF COUNCIL DECISION

Windsor City Council adopted the following resolution at its meeting held November 2, 2015

Moved by Councillor Holt, seconded by Councillor Kusmierczyk,
M451-2015 That **Report No. 338 of the Social Development, Health & Culture Standing Committee** of its meeting held October 7, 2015 regarding "Homelessness Partnering Strategy Point in Time Count and the Canadian Alliance to End Homelessness 20,000 Homes Campaign Registry Week" **BE ADOPTED** as presented.

Carried.

Report Number **17953 SS/4274**

Anna Ciacelli

Supervisor of Council Services

/jr

Internal Distribution

Community Development and Health Commissioner
Social Services [Kelly Goz]
Executive Director, Housing & Children's Services
City Clerk/Licence Commissioner
Chief Financial Officer and City Treasurer
City Solicitor

External Distribution

**REPORT NO. 338 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held October 7, 2015

Present: Councillor Ed Sleiman, Chair
Councillor Paul Borrelli
Councillor Rino Bortolin
Councillor Jo-Anne Gignac

Regrets: Councillor John Elliott

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Borrelli

- a) THAT Council **ENDORSE** the City of Windsor, as the Community Entity and Service Manager for Windsor and Essex County to participate in the Homelessness Partnering Strategy Point in Time Count and the Canadian Alliance to End Homelessness 20,000 Homes Campaign Registry Week; and
- b) THAT the Chief Administrative Officer and City Clerk or their authorized designates **BE AUTHORIZED** to:
- i. execute and submit applications and related submissions and amendments to secure funding related to the Homelessness Partnering Strategy and any subsequent programs, program extensions, provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and
 - ii. execute the Funding Agreements and any related amendments and extensions between the City of Windsor as the Community Entity for the Homelessness Partnering Strategy including any current or subsequent programs and program extensions and Employment and Social Development Canada, provided that the Funding Agreements and any related amendments and extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and

- iii. execute the Mid-Year dialogue, annual work plan, signing officers form and any other documents required by Employment and Social Development Canada to remain in compliance with mandatory reporting requirements under the Homelessness Partnering Strategy provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and
- c) THAT the Community Development and Health Commissioner or their authorized designate **BE AUTHORIZED** to enter into an agreement to participate in the Canadian Alliance to End Homelessness 20,000 Homes Campaign; and
- d) THAT as the Community Entity for the Homelessness Partnering Strategy, the Community Development and Health Commissioner or their authorized designate **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with Purchase of Service agencies on behalf of the City provided such agreements and documents comply with the governing program requirements and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to the Executive Director of Housing and Children's Services; and
- e) THAT the Executive Director of Housing and Children's Services or their authorized designate **BE AUTHORIZED** to execute and submit to Employment and Social Development Canada any required claims, Forecast of Project Expenditure (FPE), Activity Reports and any other such forms as required by Employment and Social Development Canada; and
- f) THAT the Executive Director of Housing and Children's Services or their authorized designate **BE AUTHORIZED** to acquire resources and partner to deliver the Homelessness Partnering Strategy and any affiliated programs, at a cost not to exceed the federal funds provided by Employment and Social Development Canada under the Homelessness Partnering Strategy or any amounts allocated to the programs in the approved City budget in each respective year.

Carried.

Liveline #17953, SS/4274

Clerk's Note: The administrative report authored by the Coordinator of Housing Administration and Development dated September 11, 2015 entitled "*Homelessness Partnering Strategy Point in Time Count and the Canadian Alliance to End Homelessness 20,000 Homes Campaign Registry Week*" is **attached** as background information.

CHAIRPERSON

SUPERVISOR OF COUNCIL SERVICES

technical content to the Executive Director of Housing and Children's Services;
and

- c) THAT the Community Development and Health Commissioner or their authorized designate **BE AUTHORIZED** to enter into an agreement to participate in the Canadian Alliance to End Homelessness 20,000 Homes Campaign; and
- d) THAT as the Community Entity for the Homelessness Partnering Strategy, the Community Development and Health Commissioner or their authorized designate **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with Purchase of Service agencies on behalf of the City provided such agreements and documents comply with the governing program requirements and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to the Executive Director of Housing and Children's Services; and
- e) THAT the Executive Director of Housing and Children's Services or their authorized designate **BE AUTHORIZED** to execute and submit to Employment and Social Development Canada any required claims, Forecast of Project Expenditure (FPE), Activity Reports and any other such forms as required by Employment and Social Development Canada; and
- f) THAT the Executive Director of Housing and Children's Services or their authorized designate **BE AUTHORIZED** to acquire resources and partner to deliver the Homelessness Partnering Strategy and any affiliated programs, at a cost not to exceed the federal funds provided by Employment and Social Development Canada under the Homelessness Partnering Strategy or any amounts allocated to the programs in the approved City budget in each respective year.

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CHAIRPERSON

SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX
See notification in report				

THE CORPORATION OF THE CITY OF WINDSOR
Social Development, Health and Culture Standing Committee-
Administrative Report

**MISSION STATEMENT:**

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 17953 SS/4274	Report Date: September 11, 2015
Author's Name: Kelly Goz	Date to Standing Committee: October 7, 2015
Author's Phone: 519 255-5200 ext. 5362	Classification #:
Author's E-mail: kgoz@citywindsor.ca	

To: Social Development, Health and Culture Standing Committee

Subject: Homelessness Partnering Strategy Point in Time Count and the Canadian Alliance to End Homelessness 20,000 Homes Campaign Registry Week

1. RECOMMENDATION: City Wide: Ward(s): _____

a) THAT Council **ENDORSE** the City of Windsor, as the Community Entity and Service Manager for Windsor and Essex County to participate in the Homelessness Partnering Strategy Point in Time Count and the Canadian Alliance to End Homelessness 20,000 Homes Campaign Registry Week; and

b) THAT the Chief Administrative Officer and City Clerk or their authorized designates **BE AUTHORIZED** to:

- i. execute and submit applications and related submissions and amendments to secure funding related to the Homelessness Partnering Strategy and any subsequent programs, program extensions, provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and
- ii. execute the Funding Agreements and any related amendments and extensions between the City of Windsor as the Community Entity for the Homelessness Partnering Strategy including any current or subsequent programs and program extensions and Employment and Social Development Canada, provided that the Funding Agreements and any related amendments and extensions are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and
- iii. execute the Mid-Year dialogue, annual work plan, signing officers form and any other documents required by Employment and Social Development Canada

to remain in compliance with mandatory reporting requirements under the Homelessness Partnering Strategy provided they are in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and

- c) THAT the Community Development and Health Commissioner or their authorized designate **BE AUTHORIZED** to enter into an agreement to participate in the Canadian Alliance to End Homelessness 20,000 Homes Campaign; and
- d) THAT as the Community Entity for the Homelessness Partnering Strategy, the Community Development and Health Commissioner or their authorized designate **BE AUTHORIZED** to execute, sign, amend, and terminate agreements with Purchase of Service agencies on behalf of the City provided such agreements and documents comply with the governing program requirements and are in a form satisfactory to the City Solicitor; satisfactory in financial content to the City Treasurer and satisfactory in technical content to the Executive Director of Housing and Children's Services; and
- e) THAT the Executive Director of Housing and Children's Services or their authorized designate **BE AUTHORIZED** to execute and submit to Employment and Social Development Canada any required claims, Forecast of Project Expenditure (FPE), Activity Reports and any other such forms as required by Employment and Social Development Canada; and
- f) THAT the Executive Director of Housing and Children's Services or their authorized designate **BE AUTHORIZED** to acquire resources and partner to deliver the Homelessness Partnering Strategy and any affiliated programs, at a cost not to exceed the federal funds provided by Employment and Social Development Canada under the Homelessness Partnering Strategy or any amounts allocated to the programs in the approved City budget in each respective year.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

Homelessness Partnering Strategy

The federally funded Homelessness Partnering Strategy (HPS) took effect on April 1, 2007, and has been renewed twice since the funding was first announced. In March 2013, Canada's Economic Action Plan endorsed a third renewal of HPS using a "Housing First" approach. This current round of funding is for a five year period which began April 1, 2014 to March 31, 2019. Communities have been allocated annual funding at the same level awarded in previous years.

HPS is a community-based program that relies on communities to determine their own needs and to develop appropriate projects. The HPS delivery model is comprised of a Community Advisory Board (CAB) and a Community Entity (CE).

The CAB is the local organizing committee responsible for setting direction for addressing

homelessness in the community, completing a Community Plan and recommending a CE to Canada. The Homeless Coalition of Windsor Essex County acts as the CAB for Windsor – Essex County.

The designated CE for HPS is the City of Windsor. The City of Windsor as a CE is responsible for the implementation of a community plan, in whole or in part. All requests for funding must go through the CE, who is responsible for: publishing Calls for Proposals; approving projects recommended by the CAB; contracting and monitoring all agreements they hold with third-party service providers; reporting on its activities and disbursements; data and information collection and sharing; and reporting on the results and outcomes for these agreements. The City of Windsor has acted as the CE since 2007 under council approval (Council Report # 16891, Council Resolution #246/2013).

HPS is federally funded through Employment and Social Development Canada (ESDC). It is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to 61 designated communities across Canada. HPS programs take a Housing First approach with a focus on the chronic and episodic homeless population. HPS funded projects in Windsor Essex will enhance the services and supports partially funded under the Community Homelessness Prevention Initiative (CHPI) as both programs have a focus on a Housing First approach (Council Report #17682, Council Resolution M203-2015).

Point in Time Count

In July 2015, Employment and Social Development Canada (ESDC) invited the City of Windsor to participate in the first Homelessness Partnering Strategy Coordinated Point-in-Time (PiT) Count. The City is eligible to receive \$41,000.00 in additional funding to plan and conduct the PiT Count. The funding limit was based on population and the Designated Community Homelessness Partnering Strategy allocation which is currently \$340,236 annually for 2014-2019 (CAO Report #3181). The Application for Funding was submitted to Employment and Social Development Canada on August 14, 2015. A determination regarding approval has not been received at the time of writing this report. In the event that the funds are not approved by ESDC Housing Services will not be able to proceed with the Point in Time Count at this time.

Canadian Alliance to End Homelessness – 20,000 Homes Campaign

The Canadian Alliance to End Homelessness' 20,000 Homes Campaign is an example of a sector related activity that would enhance the data collected in collaboration with the HPS Point-in-Time Count.

The campaign has been put into a Canadian context and inspired by the successful 100,000 Homes Campaign in the United States. The campaign is defined as “a national movement of communities working together to permanently house 20,000 of Canada’s most vulnerable homeless people by July 1, 2018”. Waterloo, Hamilton and Ottawa were the first Canadian cities to participate in this campaign and their Registry Weeks have been valuable in understanding the complex needs and barriers facing homeless individuals and families in their communities as well as to assist in informing future planning and prioritization of service delivery for the region.

The Homeless Coalition of Windsor Essex County has endorsed participation in the 20,000 Homes Campaign Registry Week in conjunction with the PiT Count.

3. DISCUSSION:

In July 2015 Employment and Social Development Canada released Applications for Funding relating to a nationally coordinated Homelessness Partnering Strategy Point-in-Time Count. Several cities across Canada have been conducting periodic Point-in-Time Counts for more than a decade, using different methodologies in order to obtain an understanding of homelessness for their communities. HPS believes that if communities across Canada were to use a similar methodology and conduct a Point-in-Time Count around the same time of the year, a national picture of homelessness could emerge creating a benchmark against progress in reducing homelessness that can be followed over time. Current homelessness data for many communities relies solely on shelter statistics; however this does not include “unsheltered” homelessness that occurs outside of shelter stays.

The core population that is focused on in the Homelessness Partnering Strategy is an approach that includes people who are experiencing sheltered and unsheltered homelessness. For the purposes of this effort, the following definitions have been prescribed by Employment and Social Development Canada:

Unsheltered homelessness: includes people who are sleeping in places unfit for human habitation, including the following locations: streets, alleys, parks and other public locations, transit stations, abandoned buildings, vehicles, ravines and other outdoor locations where people experiencing homelessness are known to sleep; and

Sheltered homelessness: includes people sleeping in the following locations: emergency shelters (general and specific to men, women, youth, etc) extreme weather shelters, Violence Against Women (VAW) shelters, and transitional housing. It may include people who receive hotel/motel vouchers in lieu of shelter beds. It does not include people in Housing First programs or in social or subsidized housing.

The methodology and core questions have also been, at a minimum, prescribed by Employment and Social Development Canada however the City of Windsor along with other communities are taking the opportunity to combine the HPS Point-in-Time Count with a 20,000 Homes Campaign Registry Week to have a fulsome understanding of the complexities faced through homelessness. These complexities include but are not limited to: demographics (gender, age, Aboriginal status, immigrant, veteran), health status, source of income, chronicity of homelessness, acuity level, service use, safety and risk, socialization and daily function, and legal and criminal justice involvement. The information will be collected by surveying individuals and families through the use of the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) which our community has previously adopted for the Housing First model as a method of triaging for support services and coordinated access into the Windsor Essex Housing Connections program.

Where the Point-in-Time Count occurs over the course of 5-6 hours in one night, Registry Week can occur over a period of days. The benefit in conducting both over the period is to be able to include those in hidden homelessness who may not be captured on the evening of the Point-in-Time Count. Also due to the vastness of the region, completion of both the PiTC and Registry

Week will allow for all areas of the City and County to be surveyed. The results and final report will be made available through a community debrief and will be posted on the City of Windsor website. At a later date a determination, by administration, in consultation with the community, of when to engage in future Point-in-Time Counts will need to occur based on evidence and best practices.

In order to successfully complete both the Point in Time Count and Registry Week, Employment and Social Development Canada has advised Housing Services that they will present information to communities on how to best combine the two. Housing Services intends to work closely with the Homeless Coalition of Windsor Essex's Community Advisory Board and the Homeless Coalition Community Developer in order to build the need capacity in our community to conduct future counts, where warranted. Housing Services also understands the importance of benchmark data in these initiatives' and as result will work through the procurement process on acquiring a consultant with the necessary experience to operationalize and complete this initial count.

At the time of writing it is not clear on whether Employment and Social Development Canada intends on entering into a new agreement with the City of Windsor specific to the Point in Time Count, or if they will amend the current HPS contract with an increase to the annual funding by the approved amount related specifically to the Point in Time Count. Clarification on this has been requested to Employment and Social Development Canada by Housing Services.

Additionally for those communities wishing to participate per the funding requirements, the Point in Time Count must be conducted nationally within the first 60 days of 2016. This timeline currently aligns with the National Alliance to End Homelessness Point in Time Counts conducted in the United States. By completing a national count in Canada during the same time will allow an understanding of homelessness at a much larger level. The City of Windsor anticipates that the Point in Time Count will be conducted in Windsor Essex mid to late February 2016 in order to comply with the requirements and estimated timelines known at the time of writing.

The attached Appendix "A" is the Canadian Alliance to End Homelessness' 20,000 Homes Campaign Community Agreement. This agreement outlines the commitment of communities to adopt the principles of the campaign; conduct a 20,000 Homes Registry Week; use of a common assessment tool to assist with prioritizing housing and supports; and coordination of local communication efforts and messaging with the 20,000 Homes Campaign. Although there is no funding attached to this initiative and no municipal contribution required, participation in the 20,000 Homes Campaign is a natural extension of the work currently being completed in Windsor Essex and conducting the Registry Week simultaneously with the HPS Point in Time Count will allow for enhancements in both data and data collection to occur in the community.

4. RISK ANALYSIS:

Resource Risks: None identified.

Timing Risks: None identified.

Cross-Corporate Impact Risks: There are no impacts on other departments. It is considered low impact and unlikely to occur.

Community Impact Risks: By not completing the Point in Time Count will be a lost opportunity to gain benchmark data to have an increased understanding of homelessness in our community.

Financial Impact Risks: The financial risk is associated with Service Providers breaches in contract. The financial risk is rare to unlikely to occur and the consequences would be low as Service Provider funding would be reduced, discontinued or suspended until compliance was achieved. Administration would review service provider outcomes and funding allocations.

5. FINANCIAL MATTERS:

The application for funding of \$41,000 was submitted to ESDC on August 14, 2015. A determination regarding approval has not been received at the time of writing this report. As noted above should the funding not be received this initiative will not proceed.

There is no required municipal contribution to this program.

6. CONSULTATIONS:


Community Advisory Board; Brian Hryhochuk, Senior Development Officer, Employment and Social Development Canada.

7. CONCLUSION:

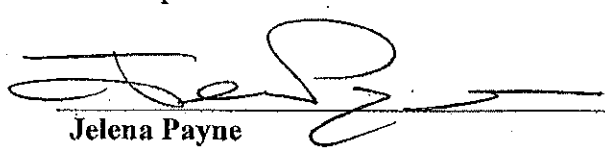
The Point in Time Count and the 20,000 Homes Campaign will allow the community to gain a better understanding of the breadth and depth of homelessness in Windsor and Essex County and to support the seventh goal of the 10 Year Housing and Homelessness Plan, which is Implementation, Monitoring, Reporting, Evaluation and Continuous Improvement. The 20,000 Homes Campaign allows communities to better understand their homeless population outside of the traditional emergency housing supports that are available while at the same time gaining a better understanding of the needs of people who are experiencing homelessness. Participation in both the Point in Time Count and 20,000 Homes Campaign will allow the City of Windsor as the Community Entity and Service Manager to achieve this.



Kelly Goz
Coordinator, Housing Administration and
Development




Debbie Cercone
Executive Director, Housing & Children's
Services



Jelena Payne
Community Development and Health
Commissioner



Shelby Askin-Hager
City Solicitor



Onorio Colucci
City Treasurer



Valerie Critchley
City Clerk



Helga Reidel
Chief Administrative Officer

KG:kk

**APPENDIX A: Canadian Alliance to End Homelessness 20,000 Homes Campaign
Community Agreement**

DEPARTMENTS/OTHERS CONSULTED:
Name: Nancy Jaekel, Financial Planning Admin
Phone #: 519 255-5200 ext. 5171

NOTIFICATION :			
Name	Address	Email Address	Telephone
Joyce Zuk	1770 Langlois Windsor ON N8X 4M5	jzuk@tfswe.ca	519-966-5010
Anna Angelidis	3450 Ypres Windsor ON N8W5K9	angelidis@tfsedg.com	519-254-2808 ext 223
Jenna Foley	23 Mill St. W. Kingsville ON N9Y 1W1	jfoley@accesscounty.ca	519-733-8983 ext 30
Brian Gregg	360 Fairview Ave. W. Essex ON N8M 1Y6	bgregg@countyofessex.on.ca	519-776-6441 ext. 325
Lady Laforet	263 Bridge St, Windsor ON N9B- 2M1	info@welcomecentreshelter.com	519-971-7595
Josephine Heuton		jheuton@weche.com	519-254-1681 ext 3230
Catherine Brooke-Sokolik		executivedirector@wrym.ca	
Tamara Kowalska		info@thewindsoryouthcentre.org	
Brian Hryhorchuk		Brian.hryhorchuk@servicecanada.gc.ca	647-252-0142
Wendy Murphy		wmurphy@city.windsor.on.ca	519-255-5200 ext 5132
Karrie Ferguson		kferguson@countyofessex.on.ca	519-776-6441 ext 1533
Angela Yakonich		hifis@welcomecentreshelter.com	519-971-7595
KC Santo		kesanto@tfswe.ca	519-966-5010
Colm Holmes		caholmes@tfswe.ca	519-966-5010
Leigh Vachon		info@victoriamanor.ca	519-258-6200
Mara Fortino		mara.fortino@servicecanada.gc.ca	(289) 391-2029



20,000 Homes Campaign Community Agreement

The 20,000 Homes Campaign is a national movement of communities working together to permanently house 20,000 of Canada's most vulnerable homeless people by July 1, 2018.

The campaign is led by the Canadian Alliance to End Homelessness. It is free to join and the campaign team will assist all communities who join in implementing the six core elements of the campaign.

This agreement outlines the expectations of campaign communities and the support the 20,000 Homes national campaign team will provide.

Campaign principles

We believe homelessness is a national emergency requiring urgent and immediate action. The time has come to stop managing homelessness, and start ending it. We are dedicating ourselves to taking action. These core principles guide our campaign:

Housing First: permanent, safe, appropriate and affordable housing with the support necessary to sustain it, happens first and fast. We believe housing is a right for all Canadians.

Knowing who's out there: every homeless person is known by name because someone has deliberately gone out onto the streets, into shelters and wherever necessary to find them, assess their needs and meet them where they are at.

Tracking our progress: Local teams and the national campaign will use regularly collected, person-specific data to accurately track progress toward our goal. We will be transparent in our progress through good times and bad.

Improving local systems: we will seek to build coordinated housing and support systems that are simple to navigate, while targeting resources quickly and efficiently to the people who need it the most.

Resolutely focused on our mission: we are not interested in who gets credit or who gets blame. We are only interested in achieving our objective and ending homelessness.

Taking action: we favour action over perfection and will find a way to meet our objectives, despite the challenges that will come.

By joining the 20,000 Homes Campaign communities are agreeing to these shared principles.

Most vulnerable

The 20,000 Homes Campaign aims to permanently house our most vulnerable homeless neighbours. For the purposes of the campaign, 'most vulnerable' refers specifically to homeless individuals who are assessed as having high acuity (having complex needs and at risk of death from homelessness) and/or those who are chronic or episodically homeless. We are not targeting those who would be considered transitionally homeless (lower acuity and likely to resolve their own homelessness, with little assistance).

Agreement

Joining the 20,000 Campaign is a major undertaking for any community. The CAEH and our national campaign team is committed to your success and helping communities every step of the way.

The 20,000 Homes Campaign team will work with you as:

- a *coach* to help you meet your goals in a way that makes sense in your community and will connect you to training and technical assistance on solutions that work;
- a *champion* to amplify local results and collective impact;
- a *problem-solver* to learn and improve as we go; and importantly,
- an *advocate*, to push for government investment that advances an end to homelessness in Canada.

There are six core elements of the 20,000 Homes Campaign. The campaign team will assist all communities in implementing these elements in a way that makes sense for each community.

1. **Knowing every homeless person by name and understanding each person's needs and preferences.**

We cannot solve a problem without knowing its scope. We cannot solve a person's homelessness until we know his or her needs and meet each person where they are at.

20,000 Homes Campaign commitments:

- ✓ 20,000 Homes Campaign will train and support communities in conducting Registry Weeks as coordinated outreach and triage assessment process to develop actionable data on every person experiencing homelessness. Our training will equip you to recruit, train and employ volunteers and stakeholders outside of formal homelessness-serving systems. 20,000 Homes will provide a common assessment tool and a simple database to analyze the results.

- ✓ 20,000 Homes Campaign will support communities to align the Registry Week process and information with national Point-in-Time counts if requested. It's important to note that the campaign is not interested in enumerating homelessness, our focus is ending it. The Registry Week process is first and foremost a housing intervention. The process however, can be used in support of PIT counts and we will help communities minimize duplication in effort.
- ✓ The 20,000 Homes Campaign will provide a communications toolkit to support communities with activities connected to the Registry Week and our national advocacy efforts

Community commitments:

- We will complete at least one Registry Week and we will engage volunteers who want to contribute to implementing a registry week and taking forward action: neighbours, people with lived experience, local businesses, housing and service providers, faith-based groups and government agencies
- We commit to using a common assessment tool and we agree to prioritize housing and support for homeless people with the most acute needs first. We will keep and update a list of people who are homeless in our community, listing them by name. We will list people by name and prioritize the most vulnerable for housing first.
- We commit to taking urgent and immediate action to house and support the people we survey including setting time bound targets for housing people identified through the registry week process.
- We commit to coordinating local communication efforts and messaging with the 20,000 Homes Campaign.

2. Implementing Housing First in a way that makes sense for each community.

The campaign's primary objective is to find permanent, safe, appropriate and affordable housing for 20,000 of Canada's most vulnerable homeless people ensuring they have the support necessary to sustain it. We want to get people into housing first and fast.

Housing First includes a core set of principles and can include a range of different housing interventions.

20,000 Homes Campaign commitments:

- ✓ The 20,000 Homes Campaign will assist communities with implementing Housing First as well as teaching communities how their existing services and housing can be transformed to Housing First.
- ✓ Through our national campaign team and partners in the field, we will provide communities with the coaching, training and technical assistance required to successfully implement Housing First programs. Wherever possible training will be provided free of charge. If this isn't possible the training will be provided on a cost recovery basis. We will explain any costs associated with training well in advance.
- ✓ With each community, we will set clear goals in monthly, quarterly or other short-cycle increments so that support is responsive and learning is constant.
- ✓ The campaign will create and support the development of a national community of practice to facilitate problem solving and learning among campaign communities.
- ✓ The campaign will host regular webcasts and/or conference calls to provide training and technical assistance.

Community commitments:

- We are committed to Housing First and agree to the four core principles of the Housing First philosophy:
 - consumer choice and self-determination in all housing and support services;
 - provide direct access to permanent housing with the support necessary to sustain it;
 - housing is a Human Right and is not conditional on sobriety or program participation;
 - social inclusion, self-sufficiency and improved quality of life and health to the greatest extent possible is the ultimate objective of housing and support services
- We are committed to implementing Housing First as a philosophy and a practice in a way that makes sense in our community, understanding that Housing First programs can take different forms depending on the unique characteristics of each community and the needs of our homeless neighbours. We will work with the 20,000 Homes Campaign to move our most vulnerable homeless neighbours rapidly into permanent affordable housing with the supports to sustain it.

- We agree to work toward achieving the best possible housing outcomes using evidence based best practices in Housing First program delivery. We will benchmark our Housing First program outcomes against our peers and evidence based standards and strive for continuous improvement.
- We will not apply assumptions about housing readiness or screen people out for housing assistance.
- We will work proactively with the 20,000 Homes Campaign to examine our processes and performance, to remove barriers, and to build on what is working to create a culture of continuous improvement.

3. Using data to track progress and to make decisions to improve a community's homeless programs and the system as a whole.

The campaign goal to house 20,000 people in three years is intentionally time-bound, concrete and measurable. To keep our movement honest, accurate and continuously improving the campaign will include a user-friendly but rigorous data collection, analysis and reporting process.

20,000 Homes Campaign commitments:

- ✓ The campaign will provide a free, user-friendly database and tools to analyze results of Registry Weeks and track and report housing placements. These tools are not designed to replace or replicate local databases. The campaign will support communities in developing customized dashboards, reporting tools and templates.
- ✓ The campaign will work with communities to set monthly housing placement targets. The campaign will roll up data to provide regular local, provincial and national progress reports that track progress towards the Campaign goal, celebrate key milestones, and capture aggregate data on vulnerable people experiencing homelessness.
- ✓ The campaign will specifically track and report on youth and Aboriginal homelessness as assessed through registry weeks in order to expose and begin to resolve these critical issues.
- ✓ The campaign will specifically track and report public system use by vulnerable homeless people in order to advocate for public policy changes and funding in support of ending homelessness.

- ✓ The 20,000 Homes Campaign will work to align the data collection and reporting of the Campaign with existing and emerging information systems.
- ✓ The 20,000 Homes Campaign will make all aggregate data and progress reports publicly available.
- ✓ All information collected by the campaign will be collected in accordance with local, provincial and federal privacy legislation and our campaign privacy policy. The campaign will not collect, store or disclose identifiable individual personal information.

Community commitments:

- We agree to share anonymous individual assessment survey results to allow for a local, provincial and national analysis of homelessness in Canada.
- We agree to report our monthly housing placement directly to the campaign.
- We commit to using common definitions and measurements.
- We agree to have our aggregate (i.e., not client-level) monthly housing placement data and aggregate survey assessment data shared publicly on the campaign website.
- We agree to adhere by all relevant local, provincial and national privacy legislation and the 20,000 Homes Campaign privacy policy.

4. **Improving housing placement and working toward building a coordinated local homelessness system of care focused on ending homelessness**

We are asking communities participating in the 20,000 Homes Campaign to undertake a community self-assessment to support improved housing placement rates and to begin the process of streamlining community processes toward the development of a coordinated homelessness system of care.

20,000 Homes Campaign commitments:

- ✓ The 20,000 Homes Campaign will provide a community self-assessment tool designed to walk communities through their progress and needs in key competencies critical to ending homelessness. The tool is set up as a workbook that enables you to gauge your community's status in meeting the essential elements of system planning in a housing first context. Elements include assessment, outreach, prioritization, housing placement

and retention, coordinated systems delivery, and information and performance management. The community self-assessment tool will be available in fall 2015.

- ✓ The 20,000 Homes Campaign will analyze the self-assessment results with communities and identify opportunities for systems and process improvements. Where requested, we will work with communities to support the development of local homeless system plans.
- ✓ The 20,000 Homes Campaign will aggregate national findings from the community self-assessments to inform advocacy, training & technical assistance activities and peer exchange efforts.

Community commitments:

- We agree to undertake the community self-assessment as a basis for building on our assets and defining our gaps in precise and actionable terms.
- We will not get stuck on what we do not have – scarcity. We will unpack and apply the resources we have – our abundance - to house people while educating and informing decision-makers on practical investments and policy changes they can make to support our work.
- We agree to work with the campaign toward the development of a coordinated system of care focused on ending homelessness in our community.

5. Learning from other communities across Canada.

Every community has something they can teach other communities and things they can learn from others. Rather than working in relative isolation, the campaign will provide multiple avenues for sharing best practices and developing new solutions together.

20,000 Homes Campaign commitments:

- ✓ The 20,000 Homes Campaign will host and animate a national learning platform – including online, video, face-to-face gatherings and through the CAEH national conference on ending homelessness - where participating Campaign communities will pose sticky questions, provide materials, test innovations, and celebrate and support each other.



Community commitments:

- We're in! We will willingly give away our tested ideas and smart tools, enthusiastically support our peers in solving sticky problems and will happily 'steal' ideas and practices that support our work.
- 6. Providing a united voice at a national and provincial level to secure the housing and resources necessary to end homelessness in Canada.

Communities can become part of a grassroots non-partisan advocacy effort to build public and political support for ending homelessness

20,000 Homes Campaign commitments:

- ✓ The 20,000 Homes Campaign will develop an adaptive national housing advocacy strategy focused on re-engaging federal and provincial governments in meaningful investments in affordable housing and supports focused on ending homelessness.
- ✓ Any advocacy effort will be non-partisan, respectful and constructive.
- ✓ The campaign will specifically track and report on youth and Aboriginal homelessness as assessed through registry weeks in order to expose and begin to resolve these critical issues.
- ✓ The campaign will specifically track and report public system use by vulnerable homeless people in order to advocate for public policy changes and funding in support of ending homelessness.
- ✓ The 20,000 Homes Campaign will provide a communications toolkit and support communities with activities connected to the Registry Week and our national advocacy efforts.

Community commitments:

- We will help spread the word about the 20,000 Homes Campaign and are proud to acknowledge our participation in it.
- We commit to coordinating local communication efforts and messaging with the 20,000 Homes Campaign.
- We agree to share anonymous individual assessment survey results to allow for a local, provincial and national analysis of homelessness in Canada.



- We agree to have our aggregate (i.e., not client-level) monthly housing placement data and aggregate survey assessment data shared publicly on the campaign website.

Last but not least...together:

- ✓ We will celebrate achievements
- ✓ We are not interested in assigning credit or blame
- ✓ We will favour action over perfection.
- ✓ We know that what we are doing is full of joy – we will laugh and create a fun, welcoming movement.
- ✓ We are resolutely focused on our mission. We will find a way to meet our objective despite the challenges that will come.