



Council

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Tuesday, February 12, 2019
4:00 PM

Agenda

1. Call to Order (at 2:30 p.m. in Boardroom 7)

2. In-Camera Session

2.1 Legal Matter/Privileged Information

(in camera pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*)

2.2. Advice from Officials

(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

2.3. Land Matter

(in camera pursuant to section 25(1) of the *Freedom of Information and Protection of Privacy Act*)

3. Adoption of Agenda (at 4:00 p.m. in Council Chambers)

4. Consent Agenda

4.1. Minutes of Council Meeting – January 22, 2019

4.2. Minutes of Council Meeting – January 28, 2019

4.3. Minutes of Special In-Camera Council Meeting – January 28, 2019.

4.4. Bylaw No. 19/003 - Committees Bylaw Amendment re Wood Buffalo Development Advisory Committee

THAT Bylaw No. 19/003, being a bylaw to amend the Committees Bylaw No. 17/024, specific to establishing the Wood Buffalo Development Advisory Committee, be read a first time.

4.5. Q3 & Q4 Fiscal Amendments

THAT the 2018 Q3 & Q4 Capital Budget Fiscal Amendments update, as summarized on Attachment #1 (2018 Capital Budget Fiscal Amendments, dated December 31, 2018), be accepted as information.

5. Presentations

5.1. Joanne Fisher and Qasim Malik re: Wood Buffalo Communities in Bloom - 2018 Annual Report

5.2. Nabil Malik re: Public Art Committee - 2018 Annual Report

6. Unfinished Business

The following matter (6.1. in its entirety) will be deferred to come back to Council at a later date to coincide with the proposed bylaw to impose the project accommodation moratorium. Therefore, there will be no public hearing held on February 12, 2019.

6.1. Bylaw No. 19/002 Land Use Bylaw Amendment - Definition and General Regulations Related to Project Accommodations
- public hearing

7. New Business

7.1. 2018-2019 Community Plan on Homelessness Grant Amendment

THAT an additional \$55,000 be allocated to the 2018-2019 Community Plan on Homelessness programs as follows:

Organization (Program)		Recommended
1	Centre of Hope Non-Profit Society of Fort McMurray (Eviction Prevention Program)	\$15,000
2	The Governing Council of the Salvation Army in Canada (Housing First)	\$40,000
TOTAL		\$55,000

7.2. 2019-2020 Community Plan on Homelessness Grant Allocation

THAT \$3,986,013 be allocated to the 2019-2020 Community Plan on Homelessness programs as follows:

	Organization	Program	2019 - 2020 Recommended	
			Total	Source
1	Centre of Hope Non-Profit Society of Fort McMurray	Housing First	\$806,354	Prov
2	Centre of Hope Non-Profit Society of Fort McMurray	Permanent Supportive Housing	\$844,459	Prov
3	The Governing Council of the Salvation Army in Canada	Housing First	\$717,578	Prov
4	Wood Buffalo Wellness Society	Rapid Rehousing Program	\$474,446	Both
5	YMCA of Northern Alberta	Housing First	\$636,900	Prov
6	Wood Buffalo Wellness Society	Centralized Intake Services	\$295,796	Fed
7	Centre of Hope Non-Profit Society of Fort McMurray	Eviction Prevention Coordinator	\$125,601	Prov
8	Wood Buffalo Wellness Society	Outreach Program	\$84,879	Fed
	TOTAL		\$ 3,986,013	

7.3. Shell Place Concept Study

THAT Administration be directed to proceed with design of the Shell Place stadium concept;

THAT \$7M be allocated from the Capital Infrastructure Reserve for completion of the design work; and

THAT a proposed budget for construction of the Shell Place stadium project be brought forward for Council's consideration as soon as design is complete.

7.4. Bylaw No. 19/004 - Emergency Management Bylaw Amendment

1. THAT Bylaw No. 19/004, being a bylaw to amend the Emergency Management Bylaw No. 18/006, be read a first time.
2. THAT Bylaw No. 19/004 be read a second time.
3. THAT Bylaw No. 19/004 be considered for third reading.
4. THAT Bylaw No. 19/004 be read a third and final time.
5. THAT Councillors Sheila Lalonde and Verna Murphy be appointed to the Emergency Advisory Committee effective immediately until the 2021 Organizational Meeting.

7.5. Application to Host Creative City Summit

THAT Administration prepare and apply by March 15, 2019, to host one of five Creative City Summits between 2020-2024 with the preference to host the 2022 Twenty Year Anniversary Summit in Fort McMurray; and

THAT the Mayor be authorized, on behalf of Council, to provide a letter of support for inclusion in the submission as outlined in the application requirements.

8. **Councillors' Motions**

8.1. Land Use Bylaw Amendment re Cannabis Retail Store

THAT Administration bring forward to Council, at the next Council meeting, an amendment to allow a separation distance of 100 metres and amend the definition of separation distance so that the measurement is from the property line of the sensitive use to the door of the proposed cannabis retail store.

Adjournment

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, January 22, 2019, commencing at 4:00 PM.

Present:

Don Scott, Mayor
 Mike Allen, Councillor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Phil Meagher, Councillor
 Verna Murphy, Councillor
 Jeff Peddle, Councillor
 Jane Stroud, Councillor
 Claris Voyageur, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jamie Doyle, Deputy Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Marc Fortais, Director, Public Works
 Matthew Hough, Director, Engineering
 Elsie Hutton, Director, Corporate and Community Services
 Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations
 Brad McMurdo, Director, Planning and Development
 Linda Ollivier, Director, Financial Services
 Susan Trylinski, Director, Legal Services
 Anita Hawkins, Legislative Officer

1. Call to Order

Mayor D. Scott called the meeting to order at 3:00 p.m.

2. In-Camera Session

MOTION:

THAT Council close agenda items 2.1 and 2.3 to the public pursuant to sections 17, 24(1), 25, and 27 of the *Freedom of Information and Protection of Privacy Act*.

RESULT: CARRIED [UNANIMOUS]
MOVER: Bruce Inglis, Councillor
SECONDER: Krista Balsom, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

2.1 Land Matter – Disclosure Harmful to Economic and Other Interest of a Public Body

(in camera pursuant to section 25(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Lynda McLean	Director, Communications, Stakeholder, Indigenous & Rural Relations
Brad McMurdo	Director, Planning and Development
Elsie Hutton	Director, Corporate and Community Services
Matthew Hough	Director, Engineering
Barbara Walsh	Supervisor, Procurement

2.2. Labour Relations – Advice from Officials

(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Lynda McLean	Director, Communications, Stakeholder, Indigenous & Rural Relations
Kari Westhaver	Director, Human Resources

Recess

A recess occurred between 3:45 p.m. and 4:20 p.m., at which time the meeting was reconvened in public in the Council Chamber.

MOTION:

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]
MOVER: Phil Meagher, Councillor
SECONDER: Krista Balsom, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

3. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Keith McGrath, Councillor
SECONDER: Claris Voyageur, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

4. Consent Agenda

MOTION:

THAT the recommendations contained in items 4.1 and 4.2 be approved.

4.1. Council Meeting - January 8, 2019

THAT the minutes of the Council Meeting held on January 8, 2019 be approved as presented.

4.2. Setting of Special Council Meeting re: Anzac Community Hall - 90 Day Report Back

THAT a Special Council Meeting be held at 4:00 p.m. on February 19, 2019 at the Anzac Recreation Centre.

RESULT: CARRIED [UNANIMOUS]
MOVER: Mike Allen, Councillor
SECONDER: Claris Voyageur, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

5. Recognition

5.1. Family Literacy Day

Mayor D. Scott recognized January 27, 2019 as Family Literacy Day.

5.2 United Nations Interfaith Harmony Week

Mayor D. Scott recognized February 1 to February 7, 2019 to be United Nations Interfaith Harmony Week.

6. New Business

Pecuniary Interest

Councillor P. Meagher declared a pecuniary interest in relation to the Games Legacy Grant Allocation and exited the meeting at 4:25 p.m.

6.1. 2019 Games Legacy Grant Allocation

Elsie Hutton, Director, Community and Corporate Services, and Toni Elliott, Manager, Community Investment Branch, provided background information on the grant allocation process.

Bob MacKay, MI Dance Competitive Teams Parent Association, spoke to the matter and requested that Council overturn the decision of Administration and provide the MI Dance Competitive Teams Parent Association with the requested funding.

MOTION:

THAT \$24,670 in Games Legacy Grants be allocated as follows:

Organization/ Individual		Recommended
1	Bunmi Akinyede	\$1,411
2	Justin Breen	1,500
3	Fort McMurray Chess Club	2,510
4	Andrew Germain	1,500
5	Ellie Germain	1,500
6	Ray Jiang	1,500
7	Shawn Jiang	1,500
8	Norfort Gymnastics Association	2,854
9	Ptarmigan Nordic Ski Club	3,000
10	Jared Reitz	1,500
11	Leah Rae Reitz	1,500
12	Brooke Voight	1,500
13	Westwood Improv Team	2,895
TOTAL		\$24,670

RESULT: CARRIED
MOVER: Jane Stroud, Councillor
SECONDER: Mike Allen, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle, Stroud, Voyageur
PECUNIARY INTEREST: Meagher

MOTION:

THAT Administration be directed to fund MI Dance to the amount of \$12,000 as per their request for 2019.

RESULT: CARRIED
MOVER: Jeff Peddle, Councillor
SECONDER: Verna Murphy, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle, Stroud, Voyageur
PECUNIARY INTEREST: Meagher

Return

Councillor P. Meagher returned to the meeting at 4:54 p.m.

6.2. 2019 Community Impact Grant (New Events) Allocation

Ron Quintal, Fort McKay Métis, spoke in support of the grant allocations as presented within items 6.2, 6.3 and 6.4.

MOTION:

THAT \$105,700 of the Community Impact Grant – New Events stream be allocated as follows:

Organization		Recommended
1	BrainSTEM Alliance Ltd.	\$5,000
2	Camp Yogi Society	25,700
3	Fort McKay Metis Community Association	50,000
4	Rehoboth Alliance	25,000
Total New Events Stream		\$105,700

RESULT: CARRIED [UNANIMOUS]
MOVER: Sheila Lalonde, Councillor
SECONDER: Jeff Peddle, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

6.3. 2019 Community Impact Grant (Community Events) Allocation

Pecuniary Interest

Councillor K. Balsom declared pecuniary interest in relation to four organizations within Item 6.3, namely FuseSocial Wood Buffalo Society, Keyano College, Kings' Kids Promotion and United Way of Fort McMurray, and exited the meeting at 4:58 p.m.

Councillor S. Lalonde declared that she serves on the Board of Directors for Habitat for Humanity and noted that the organization receives funding through the United Way. It was noted that following consultation with legal counsel, she has no pecuniary interest on this matter and will be participating in deliberations.

MOTION:

THAT \$76,050 of the Community Impact Grant – Community Events stream be allocated as follows:

Organization		Recommended
1	FuseSocial Wood Buffalo Society	\$17,800
2	Keyano College	18,250
3	King's Kids Promotions Outreach Ministries Incorporated	20,000
4	United Way of Fort McMurray	20,000
Total Community Events Stream		\$76,050

RESULT: CARRIED
MOVER: Jeff Peddle, Councillor
SECONDER: Phil Meagher, Councillor
FOR: Scott, Allen, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
PECUNIARY INTEREST: Balsom

Councillor V. Murphy put forward the motion “that Item 6.3 be deferred to the February 12, 2019 meeting for Administration to review these applications”. The motion was subsequently withdrawn.

Return

Councillor K. Balsom returned to the meeting at 5:17 p.m.

MOTION:

THAT \$118,800 of the Community Impact Grant – Community Events stream be allocated as follows:

Organization		Recommended
1	Alzheimer Society Alberta and Northwest Territories	\$20,000
2	Anzac Family Community Support Society	11,350
3	BrainSTEM Alliance Ltd.	10,000
4	Fort McKay Métis Community Association	20,000
5	Fort McMurray Chess Club	9,850
6	Fort McMurray Society of the Friends of Music	20,000
7	Rehoboth Alliance	20,000
8	Willow Lake Community Association	7,600
Total Community Events Stream		\$118,800

RESULT: CARRIED [UNANIMOUS]

MOVER: Phil Meagher, Councillor

SECONDER: Claris Voyageur, Councillor

FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

6.4. 2019 Community Impact Grant (Community Programs and Projects) Allocation

Councillor K. Balsom advised that as she may have pecuniary interest with some of the delegations, she may be leaving the Chamber.

Kouame Adie, Centre d'Accueil & d'Etablissement, spoke to the services offered by this group and requested that Council approve their grant application for \$20,000.

Exits

Councillor K. McGrath exited the meeting at 5:21 p.m.

Councillor K. Balsom exited the meeting at 5:26 p.m.

Chantal Beaver, FuseSocial, spoke in support of the recommendations, and raised questions relative to the new grant allocation process and eligibility criteria.

Return

Councillor K. Balsom returned to the meeting at 5:32 p.m.

Arianna Johnson, SPCA, spoke to how their organization would be affected by the cuts in grant funding.

Nicole Gardner, Willow Lake Community Association, spoke to how their Association would be affected by the proposed funding cuts.

Return

Councillor K. McGrath returned to the meeting at 5:37 p.m.

Chelsea Van Ee, Camp Yogi and Willow Lake Community Association, spoke to how these Associations would be affected.

Pecuniary Interest

Councillor K. Balsom declared pecuniary interest with five organizations within Item 6.4, namely Big Brothers Big Sisters Association of Wood Buffalo, FuseSocial Wood Buffalo Society, King's Kids Promotions, Some Other Solutions Crisis for Prevention Society and The Hub Family Resource Centre, and exited the meeting at 5:45 p.m.

Elsie Hutton, Director, Community and Corporate Services, and Toni Elliott, Manager, Community Investment Branch, answered questions of Council related to the new grant streams, eligibility criteria and how the previous and current grant programs were integrated.

MOTION:

THAT \$470,700 of the Community Impact Grant – Community Programs and Projects stream be allocated as follows:

Organization		Eligible	Recommended
1	Big Brothers Big Sisters Association of Wood Buffalo	78,300	72,400
2	FuseSocial Wood Buffalo Society	92,600	85,600
3	King's Kids Promotions Outreach Ministries Incorporated	62,400	57,700
4	Some Other Solutions Crisis for Prevention Society	225,000	225,000
5	The Hub Family Resource Centre	32,500	30,000
Total Community Programs and Projects Stream		\$490,800	\$470,700

RESULT: **CARRIED**
MOVER: Mike Allen, Councillor
SECONDER: Phil Meagher, Councillor
FOR: Scott, Allen, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
PECUNIARY
INTEREST: Balsom

Return

Councillor K. Balsom returned to the meeting at 6:00 p.m.

MOTION:

THAT \$1,228,750 of the Community Impact Grant – Community Programs and Projects stream be allocated as follows:

Organization		Eligible	Recommended
1	2803 Fort McMurray RCACC (Army Cadets)	\$38,000	\$31,500
2	Anzac Family Community Support Society	91,800	84,900
3	BrainSTEM Alliance Ltd.	4,000	4,000
4	Conklin Community Association	58,200	48,300
5	Fort McKay Métis Community Association	33,500	27,800
6	Fort McKay Recreation and Cultural Society	65,500	54,350
7	Fort McMurray Assessment & Referral Center Society / Borealis Counselling	17,300	14,400
8	Fort McMurray Boys and Girls Club	81,200	67,400
9	Fort McMurray Golden Years Society	41,000	37,900
10	Fort McMurray Society for the Prevention of Cruelty to Animals	100,000	92,500
11	Friends of the Suncor Energy Centre for the Performing Arts	97,300	90,000
12	Girls Incorporated of Northern Alberta	94,000	94,000
13	Janvier Dene Wood Buffalo Community Association	143,000	143,000
14	Janvier Sekweha Youth Centre	57,500	57,500
15	Saprae Creek Residents Society	39,200	32,500
16	St. Aidan's Society	77,400	71,600
17	Support Through Housing Team	80,000	74,000

18	Willow Lake Community Association	39,200	32,500
19	Wood Buffalo Safe/Healthy Community Network	149,400	149,400
20	Wood Buffalo Senior Support Society	23,000	21,200
Total Community Programs and Projects Stream		\$1,330,500	\$1,228,750

RESULT: CARRIED [UNANIMOUS]
MOVER: Verna Murphy, Councillor
SECONDER: Phil Meagher, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Pecuniary Interest

Councillor K. Balsom noted that based on the nature of the upcoming supplemental funding allocation she is declaring pecuniary interest as funding may be allocated to some of the organizations in which she has a pecuniary interest with, and exited the meeting at 6:03 p.m.

MOTION:

THAT Administration be directed to use the Community Initiatives Reserve to cover the shortfall for the groups that were eligible for funding but did not receive it.

RESULT: CARRIED
MOVER: Verna Murphy, Councillor
SECONDER: Jeff Peddle, Councillor
FOR: Scott, Allen, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur
PECUNIARY INTEREST: Balsom

Return

Councillor K. Balsom returned to the meeting at 6:05 p.m.

Vacating and Assuming of Chair

Mayor D. Scott vacated the Chair and Deputy Mayor K. McGrath assumed the Chair at 6:06 p.m.

MOTION:

THAT Administration fund the Centre d'Accueil & d'Etablissement in the sum of \$20,000.00.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Don Scott, Mayor
SECONDER:	Bruce Inglis, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Resuming of Chair

Mayor D. Scott resumed the Chair at 6:11 p.m.

Exits

Councillor S. Lalonde exited the meeting at 6:11 p.m.

Councillor J. Peddle exited the meeting at 6:11 p.m.

6.5. 2019 Capital Budget Amendments - New Project

Linda Ollivier, Director, Financial Services, spoke to the recommendation before Council.

Returns

Councillor S. Lalonde returned to the meeting at 6:14 p.m.

Councillor J. Peddle returned to the meeting at 6:15 p.m.

MOTION:

THAT the 2019 Capital Budget Amendment as summarized on Attachment 1 (2019 Capital Budget Amendment – New Project, dated January 22, 2019) be approved; and

THAT the revised Cash Flow of Capital Projects as summarized on Attachment 2 (2019 Capital Budget Amendment – New Project - Cash Flow Summary, dated January 22, 2019) be approved.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Phil Meagher, Councillor
SECONDER:	Mike Allen, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

Recess

A recess occurred from 6:16 p.m. to 6:34 p.m.

7. Councillors' Motions

MOTION:

THAT Item 7.2 – Land Use Bylaw Amendment re Cannabis Retail Store be deferred to the February 12, 2019 Council meeting.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Mike Allen, Councillor
SECONDER:	Krista Balsom, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Meagher, Murphy, Peddle, Stroud, Voyageur

7.1. Camp Accommodations - Moratorium

Vacating and Assuming of Chair

Mayor D. Scott vacated the Chair and Deputy Mayor K. McGrath assumed the Chair at 6:37 p.m.

Jade Brown, Chief Legislative Officer, provided an overview of the procedural process to be followed for this item.

Mayor D. Scott put the following motion forward and provided opening comments on the matter. The motion was seconded by Councillor J. Peddle.

MOTION:

THAT Administration be directed to take necessary steps to impose a moratorium on any new camp accommodations and any renewals for existing camp accommodations within 120 kilometers of the Fort McMurray Urban Service Area.

Philipp Gruner, Senior Vice President, Operations, Civeo, spoke in opposition to the recommendation being considered.

Karim Zariffa, Executive Director, Oil Sands Community Alliance, spoke in opposition to the recommendation noting the work that has been done to date and suggested that administrators be given the opportunity to further collaborate on the matter and report back to Council.

Point of Order

Through questions being asked by Mayor D. Scott of the presenter, Deputy Mayor K. McGrath, as Chair, called a Point of Order noting there is no debate at this time.

Exit and Return

Councillor S. Lalonde exited the meeting at 7:33 p.m. and returned at 7:37 p.m.

Councillor S. Lalonde exited the meeting at 8:19 p.m. and returned at 8:22 p.m.

Trent Zacharias, Cenovus, spoke in opposition to the recommendation being considered.

Recess and Exit

A break occurred between 8:49 p.m. and 9:12 p.m., and Councillor P. Meagher exited the meeting.

MOTION:

THAT the meeting recess at 11:00 p.m. and reconvene at 3:00 p.m. on January 23, 2019; and

THAT the individuals that have flown into the community for this meeting who still want to present as delegates be given the opportunity to present tomorrow through teleconferencing.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Mike Allen, Councillor
SECONDER:	Don Scott, Mayor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle, Stroud, Voyageur
ABSENT:	Meagher

Rory O'Connor, MEG Energy, spoke in opposition to the recommendation being considered, suggesting that one all-encompassing approach would not work for project accommodations.

Tom Arisman, Athabasca Oil Corporation, recommended that camps should be considered on a case-by-case basis.

Shawn Kennedy and Peter Koning, ConocoPhillips Canada, spoke in opposition to the recommendation being considered.

Exit and Return

Councillor S. Lalonde exited the meeting at 10:13 p.m. and returned at 10:15 p.m.

It was agreed that the next delegation Pastor Edwin Rideout, Family Christian Centre, which was submitted by way of video, would be heard when the meeting reconvenes on January 23, 2019.

Wayne Sluice, Great White Sand Tiger Lodging Ltd., spoke in opposition of the motion.

Ian Robb, UNITE HERE, spoke in opposition to the recommendation being considered.

Recess

The meeting recessed at 11:00 p.m. and will reconvene at 3:00 p.m. on Wednesday, January 23, 2019.

Reconvene:

The meeting reconvened at 3:14 p.m. on Wednesday, January 23, 2019 with Deputy Mayor K. McGrath assuming the Chair.

Present:

Don Scott, Mayor
Mike Allen, Councillor
Krista Balsom, Councillor
Bruce Inglis, Councillor
Sheila Lalonde, Councillor
Keith McGrath, Councillor
Verna Murphy, Councillor
Jeff Peddle, Councillor
Jane Stroud, Councillor (via teleconference)
Claris Voyageur, Councillor (via teleconference)

Absent:

Phil Meagher, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
Jamie Doyle, Deputy Chief Administrative Officer
Jade Brown, Chief Legislative Officer
Marc Fortais, Director, Public Works
Matthew Hough, Director, Engineering
Elsie Hutton, Director, Corporate and Community Services
Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations
Brad McMurdo, Director, Planning and Development
Linda Ollivier, Director, Financial Services
Susan Trylinski, Director, Legal Services
Anita Hawkins, Legislative Officer

Council viewed the video submitted by Pastor Edwin Rideout, Family Christian Centre, which offered options for industry operations in Northern Alberta to consider.

Pat Hammerschmidt, Horizon North, spoke in opposition of the motion.

David Berrade, Conklin Resource Development Advisory Committee, via teleconferencing, spoke in opposition to the recommendation being considered. Mr. Berrade also read a statement on behalf of Margaret Quintal, Quintal Contracting, who is also in opposition to the proposed moratorium.

Mark Graham, Osler, Hoskin & Harcourt LLP, on behalf of the Canadian Association of

Petroleum Producers (CAPP), spoke in opposition to the recommendation, while referencing sections 619 and 620 of the *Municipal Government Act*.

Joshua Gogo, LDCS Consulting Inc., spoke in support of the recommendation as a first step, but noted further work is required to develop a sustainable community.

Exit and return

Councillor K. Balsom exited at 4:24 pm and returned at 4:30 p.m.

Recess

The meeting recessed at 4:49 p.m. and reconvened at 5:12 p.m.

Michele Power, Imperial Oil, indicated that although they support the intent of the moratorium, any changes to project accommodations would impact their ability to operate.

Exit and Return

Councillor M. Allen exited the meeting at 5:34 p.m. and returned at 5:36 p.m.

Bryce Kumka, Fort McMurray Chamber of Commerce, spoke to the unique position in which the Chamber finds itself, as their membership includes both local businesses as well as larger industry noting that both would be impacted by the proposed moratorium.

Exit and Return

Councillor S. Lalonde exited the meeting at 6:00 p.m. and returned at 6:04 p.m.

Tracey Wolsey, Suncor, spoke in opposition to the recommendation as project accommodations are critical to their operation.

Exit and Return

Councillor J. Peddle exited the meeting at 7:21 p.m. and returned at 7:28 p.m.

Recess and Exit

A recess occurred from 7:35 p.m. until 7:57 p.m., at which time Councillor M. Allen exited the meeting.

Keith Plowman, Construction Association, spoke in opposition to the motion as presented.

Exit and Return

Councillor K. Balsom exited the meeting at 8:03 pm. and returned at 8:12 p.m.

Jim Webb, Alliance Vending Services, spoke in opposition to closing project accommodations as these should be utilized for turnaround purposes only.

Return

Councillor M. Allen returned to the meeting at 8:26 p.m.

Adele Thompson, Canadian National Resources Limited, suggested the groups need to work together to position industry and the Municipality for sustainable growth.

Exit and Return

Councillor S. Lalonde exited the meeting at 8:53 p.m. and returned at 8:54 p.m.

Jean Marc Guillamot, Fort McMurray Hotel Group, spoke in support of the recommendation based on the impact of camps on the local hotel industry.

Exit and Return

Councillor K. Balsom left the meeting at 8:56 p.m. and returned at 8:59 p.m.

Del Keating, ROH Properties Inc. and long-term resident, spoke in support of the moratorium for full-time workers, however in opposition of a moratorium being applied to project accommodations used for turnaround, shutdown, emergencies or explorations purposes.

Gilles Huizinga, BILD Wood Buffalo, spoke in support of the motion as presented.

Exit and Return

Mayor D. Scott exited the meeting at 9:38 p.m. and returned at 9:40 p.m.

Recess and Exit

A recess occurred between 9:54 p.m. and 10:09 p.m., at which time Councillor M. Allen exited the meeting.

Bilal Abbas, resident, spoke in support of the recommendation.

J. Paul McLeod, resident, spoke in opposition of the motion as presented, suggesting that industry and government need to work together to find solutions.

Marty Giles, local businessman, indicated support for the intent of the motion, but spoke in opposition to establishing a task force to address the matter.

Exit and Return

Councillor K. Balsom exited the meeting at 10:53 pm and returned at 10:59 p.m.

Justin Ellis, resident, did not indicate either support or non-support for the recommendation but suggested possible incentives for people to relocate to the community.

Ron Quintal, Fort McKay Métis, via teleconference, spoke in opposition to the recommendation as presented.

Recess

The Chair indicated that this concluded the delegation portion of the meeting and that no further delegations would be received on this matter.

The meeting recessed at 11:23 p.m. to be reconvened at 3:00 p.m. on Monday, January 28, 2019 for Council deliberations.

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Monday, January 28, 2019, commencing at 3:00 PM.

Present:

Don Scott, Mayor
 Mike Allen, Councillor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Verna Murphy, Councillor
 Jeff Peddle, Councillor
 Jane Stroud, Councillor
 Claris Voyageur, Councillor (via teleconference)

Absent:

Phil Meagher, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Jamie Doyle, Deputy Chief Administrative Officer
 Marc Fortais, Director, Public Works
 Matthew Hough, Director, Engineering
 Elsie Hutton, Director, Corporate and Community Services
 Lynda McLean, Director, Communications, Stakeholder, Indigenous and Rural Relations
 Brad McMurdo, Director, Planning and Development
 Linda Ollivier, Director, Financial Services
 Susan Trylinski, Director, Legal Services
 Anita Hawkins, Legislative Officer

Reconvene

The meeting reconvened at 3:02 p.m. with Deputy Mayor McGrath assuming the Chair.

Moment of Silence

A moment of silence was observed for the passing of Battalion Chief Kelly Kelly, long time municipal employee.

Statements

Councillor S. Lalonde declared that although she has close family members working with industry, she does not have pre-conceived opinions on this matter and is entering this debate with a fair and open mind.

Councillor V. Murphy also declared that although she has family members working in industry, she is also entering the debate with a fair and open mind.

Councillor B. Inglis declared that although his son is a fly in fly out worker, based on legal counsel, he has no pecuniary interest on the matter being discussed therefore, will hear and engage in debate with a fair and open mind.

Councillor K. Balsom also declared that based on the advice of legal counsel, she is able to participate in deliberations today.

2. Councillors' Motions

2.1. Camp Accommodations - Moratorium

MOTION:

THAT Administration be directed to take necessary steps to impose a moratorium on any new camp accommodations and any renewals for existing camp accommodations within 120 kilometers of the Fort McMurray Urban Service Area.

Members of Administration were called upon to answer questions raised by individual Council Members.

Exits and Returns

Councillor S. Lalonde exited the meeting at 3:34 p.m. and returned at 3:36 p.m.

Councillor J. Peddle exited the meeting at 3:49 p.m. and returned at 3:51 p.m.

Councillor M. Allen exited the meeting at 3:57 p.m. and returned at 4:04 p.m.

Councilor K. Balsom exited the meeting at 4:32 p.m. and returned at 4:34 p.m.

Councillor J. Stroud exited the meeting at 4:34 p.m. and returned at 4:38 p.m.

MOTION:

THAT the meeting move in camera to receive legal advice pursuant to section 27 of the *Freedom of Information and Protection of Privacy Act*.

RESULT: CARRIED [UNANIMOUS]
MOVER: Jeff Peddle, Councillor
SECONDER: Don Scott, Mayor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle,
Stroud, Voyageur
ABSENT: Meagher

MOTION:

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]
MOVER: Krista Balsom, Councillor
SECONDER: Bruce Inglis, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle,
Stroud, Voyageur
ABSENT: Meagher

Council met in camera between 5:00 p.m. and 5:31 p.m.

Susan Trylinski, Director, Legal Services and Lindsay Parcels, Lidstone & Company Law Corporation, provided information related to sections 619 and 620 of the *Municipal Government Act*, confirming that since 2012, no permits were issued through Alberta Energy Regulators to which sections 619 and 620 apply.

Councillor J. Stroud put forward the following amendment for consideration: THAT “120 kilometers” be changed to “100 kilometers” and the words “public road driving distance” be inserted after “100 kilometers” and the words “with the limited exception of scheduled maintenance periods (also known as shut downs) be added after the words “Urban Service Area”.

A friendly amendment to insert “capital projects and exploratory projects” as exceptions was agreed to.

MOTION:

THAT “120 kilometers” be changed to “100 kilometers” and the words “public road driving distance” be inserted after “100 kilometers” and the words “with the exception of limited scheduled maintenance periods (also known as shut downs) capital projects and exploratory projects” be added after the words “Urban Service Area”. to have the motion read as follows:

“THAT Administration be directed to take the necessary steps to impose a moratorium on any new camp accommodations and any renewals for existing camp accommodations within 100 kilometers public road driving distance of the Fort McMurray Urban Service Area, with the limited exception of scheduled maintenance periods (also known as shut downs), capital projects and exploratory projects.”

RESULT: **DEFEATED [5 TO 5]**
MOVER: Jane Stroud, Councillor
SECONDER: Bruce Inglis, Councillor
FOR: Scott, Balsom, Inglis, Peddle, Stroud
AGAINST: Allen, Lalonde, McGrath, Murphy, Voyageur
ABSENT: Meagher

Recess:

A recess occurred from 7:35 p.m. to 7:54 p.m.

Voting then occurred on the original motion:

RESULT: **DEFEATED [3 TO 7]**
MOVER: Don Scott, Mayor
SECONDER: Jeff Peddle, Councillor
FOR: Scott, Inglis, Peddle
AGAINST: Allen, Balsom, Lalonde, McGrath, Murphy, Stroud, Voyageur
ABSENT: Meagher

Resuming of Chair

Deputy Mayor K. McGrath vacated the Chair and Mayor D. Scott resumed the Chair at 7:59 p.m.

Councillor V. Murphy presented the following supplemental motion for consideration:

THAT Administration be directed to:

- (a) take the necessary steps to not renew or approve new camp accommodation permits within 75 km of the urban service area unless needed for turnaround, exploration, maintenance periods and capital projects;
 - (b) revisit the memorandums of understanding that have been signed in the last 10 years to see if they are still relevant;
 - (c) undertake a community engagement initiative related to rotational workforce;
 - (d) look at the individual project accommodation camps when they come up for approval and or renewal applications and work directly with industry partners to reduce the number of people utilizing camp accommodations as much as possible with the aim of reaching the MDP target of 10% by the year of 2030;
 - (e) Work with industry to bring flights through the Fort McMurray International Airport
- AND THAT Administration report back to Council quarterly on progress to date.

It was agreed that section (a) of the motion would be severed and voted on separately.

A friendly amendment was proposed and accepted to change the words “report back to Council quarterly on progress to date” to “report back to Council by June 30, 2019”.

Councillor V. Murphy presented the following recommendation for consideration: THAT Administration be directed to take the necessary steps to not renew or approve new camp accommodation permits within 75 km of the urban service area unless needed for turnaround, exploration, maintenance periods and capital projects.

Recess

A recess occurred from 8:17 p.m. to 8:24 p.m.

Councillor V. Murphy withdrew the recommendation put forward prior to the recess and submitted a revised version as follows:

MOTION:

THAT Administration be directed to take the necessary steps to bring forward a bylaw to impose a moratorium within 75 km of the urban service area allowing for extraordinary circumstances that include turnaround, exploration, maintenance periods and capital projects. This shall not apply to any project accommodations not accessible by road.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Verna Murphy, Councillor
SECONDER:	Krista Balsom, Councillor
FOR:	Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle, Stroud, Voyageur
ABSENT:	Meagher

MOTION:

THAT Administration be directed to:

- (a) revisit the memorandums of understanding that have been signed in the last 10 years to see if they are still relevant;
- (b) undertake a community engagement initiative related to rotational workforce;
- (c) look at the individual project accommodation camps when they come up for approval and or renewal applications and work directly with industry partners to reduce the number of people utilizing camp accommodations as much as possible with the aim of reaching the MDP target of 10% by the year of 2030;
- (d) Work with industry to bring flights through the Fort McMurray International Airport;

AND THAT Administration report back to Council by June 30, 2019.

RESULT: CARRIED [UNANIMOUS]
MOVER: Verna Murphy, Councillor
SECONDER: Krista Balsom, Councillor
FOR: Scott, Allen, Balsom, Inglis, Lalonde, McGrath, Murphy, Peddle,
Stroud, Voyageur
ABSENT: Meagher

Adjournment

The meeting adjourned at 8:37 p.m.

Mayor

Chief Legislative Officer

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Jubilee Centre, 7th Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Monday, January 28, 2019, commencing at 12:00 PM.

Present:

Don Scott, Mayor
 Krista Balsom, Councillor
 Bruce Inglis, Councillor
 Sheila Lalonde, Councillor
 Keith McGrath, Councillor
 Verna Murphy, Councillor
 Jane Stroud, Councillor
 Claris Voyageur, Councillor (via teleconference)

Absent:

Mike Allen, Councillor
 Phil Meagher, Councillor
 Jeff Peddle, Councillor

Administration:

Annette Antoniak, Chief Administrative Officer
 Jamie Doyle, Deputy Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Lynda McLean, Director, Communications & Stakeholder Relations

1. Call to Order

Mayor D. Scott called the meeting to order at 12:00 p.m.

2. In-Camera Session

MOTION:

THAT Council close agenda items 2.1, 2.2 and 2.3 to the public pursuant to sections 17, 24(1), 25, and 27 of the *Freedom of Information and Protection of Privacy Act*.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Keith McGrath, Councillor
SECONDER:	Bruce Inglis, Councillor
FOR:	Scott, Balsom, Inglis, Lalonde, McGrath, Murphy, Stroud, Voyageur
ABSENT:	Allen, Meagher, Peddle

2.1. Policy Options - Advice from Officials(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*.)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Lynda McLean	Director, Communications & Stakeholder Relations
Marc Fortais	Director, Public Works
Kelly Colbourne	Manager, Roads
Darin Murphy	Supervisor, Traffic Operations

2.2. Legal Matter - Privileged Information(in camera pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*.)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Lynda McLean	Director, Communications & Stakeholder Relations
Susan Trylinski	Director, Legal Services
Kari Westhaver	Director, Human Resources

Exit

Councillor K. Balsom exited the meeting at 12:45 p.m.

Recess

A recess occurred between 1:20 p.m. and 1:30 p.m., at which time Councillor Balsom rejoined the meeting.

2.3. Council Dialogue - Advice from Officials(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*.)

Name	Reason for Attending
Annette Antoniak	Chief Administrative Officer
Jamie Doyle	Deputy Chief Administrative Officer
Jade Brown	Legislative Advice/Clerk
Lynda McLean	Director, Communications & Stakeholder Relations

MOTION:

THAT the meeting reconvene in public.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Keith McGrath, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Scott, Balsom, Inglis, Lalonde, McGrath, Murphy, Stroud, Voyageur
ABSENT:	Allen, Meagher, Peddle

Adjournment

The meeting adjourned at 2:45 p.m.

Mayor

Chief Legislative Officer



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

January 24, 2019

NOTICE OF SPECIAL IN-CAMERA MEETING

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special In-Camera Council Meeting is hereby scheduled to take place at 12:00 p.m. on the 28th day of January, 2019, in the 7th Floor Boardroom in the Jubilee Centre, to consider the following:

1. Policy Options - Advice from Officials
(In camera pursuant to Section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
2. Legal Matter - Privileged Information
(In camera pursuant to Section 27(1) of the *Freedom of Information and Protection of Privacy Act*)
3. Council Dialogue – Advice from Officials
(In camera pursuant to Section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

*Following adjournment of the Special In-Camera Meeting, Council will reconvene in the Council Chamber at 3:00 p.m. for a continuation of the January 22/23, 2019 Council Meeting.

Don Scott, QC
Mayor
Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of Jan 28, 2019 12:00 PM (Consent Agenda)



COUNCIL REPORT

Meeting Date: February 12, 2019

**Subject: Bylaw No. 19/003 - Committees Bylaw No. 17/024
Amendment Specific to the Establishment of the Wood Buffalo
Development Advisory Committee**

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Bylaw No. 19/003, being a bylaw to amend the Committees Bylaw No. 17/024, specific to establishing the Wood Buffalo Development Advisory Committee, be read a first time.

Summary:

In response to Council's Strategic Plan, more specifically Strategic Priority #2 - Downtown Revitalization, Administration is proposing the creation of the Wood Buffalo Development Advisory Committee (WBDAC).

Background:

The WBDAC will be established to advise Administration on matters related to the development initiatives of the Regional Municipality of Wood Buffalo. The WBDAC is one method to follow through on the RMWB's commitment for regular public input through relationship building and reflecting on Council's Strategic Plan 2018-2021 to share information by working together to create an efficient development process and reduce unwarranted red-tape.

The WBDAC will review current requirements for the development of commercial properties set out in the Land Use Bylaw (including the sign provisions), and other applicable bylaws to aid in identifying areas of assistance for small businesses and ways in which the RMWB, WBEDC and the business community can evaluate and track continuous improvements in the local business environment.

Budget/Financial Implications:

Any costs associated with administering this Committee would be covered from the supporting department's budget.

Rationale for Recommendation:

To ensure the business and development community has the appropriate avenue to share ideas, address concerns and/or provide feedback on development processes, business processes and red tape reduction initiatives.

Strategic Priorities:

Responsible Government
Downtown Revitalization
Regional Economic Development
Rural and Indigenous Communities and Partnerships

Attachments:

Bylaw No. 19/003 - Committees Bylaw Amendment to Establish the Wood Buffalo Development Advisory Committee

BYLAW NO. 19/003**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND
BYLAW NO. 17/024, THE COMMITTEES BYLAW**

WHEREAS, in accordance with section 191(1) of the *Municipal Government Act*, R.S.A. 2000, c M- 26 and amendments thereto ("Act"), the Council for a Municipality may amend its bylaws;

NOW THEREFORE the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts the following:

1. The Committees Bylaw is amended by adding Appendix G – Wood Buffalo Development Advisory Committee attached to and forming part of this Bylaw.
2. This Bylaw comes into force the date it is passed.

Read a first time this ____ day of _____, 2019.

Read a second time this ____ day of _____, 2019.

Read a third time and final time this ____ day of _____, 2019.

Signed and Passed this ____ day of _____, 2019

Mayor

Chief Legislative Officer

Appendix G – Wood Buffalo Development Advisory Committee

Membership: 13 members, appointed from the public-at-large with knowledge of and experience in the following local sectors:

- 2 – Business community;
- 2 – Land Development industry;
- 1 – Oil and Gas industry;
- 1 – Health & Wellness field;
- 1 – Affordable Housing sector;
- 1 – Arts, Culture and Recreation sector;
- 1 – Education sector;
- 1 – Community Development sector; and
- 3 – Public-at-Large members

Members will not be expected to represent a sector or organization but are expected to have knowledge and experience with issues that impact the interests of the sector. Public-at-large members will possess skills, local experience, interests, or geographic or demographic representation that would support strategic planning and land use development in the Municipality.

Term of Appointment: 2 years

Appointment Process: Recruitment for members of the Development Advisory Committee will be conducted in accordance with Council's Selection Committee Policy. The Chief Administrative Officer will be responsible for reviewing applications and making recommendations to Council regarding appointments to the Committee.

Mandate: To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities.

To deal with all matters referred to it by Council and on its own initiative, deal with matters that are within its mandate.

Identified Initiatives:

The Development Advisory Committee will:

1. research how Council, municipal administration and the Wood Buffalo Economic Development Corporation (WBEDC) currently work with business developers to build and develop new businesses and expand existing ones and recommend changes that will improve the overall business and economic environment of the Municipality.
2. review current requirements for the development of commercial properties set out in the Municipality's Land Use Bylaw (including the sign provisions), and other applicable bylaws.
3. engage with the public and provide feedback on the Municipality's processes with a view to reducing "red-tape" where possible and decreasing barriers to development in the region.
4. identify and recommend opportunities and incentives to encourage and facilitate development in the Municipality.
5. assist the Municipality engage with members of the public who may have been underrepresented in past planning processes, to ensure that everyone in the region has an opportunity to participate in its development in a meaningful way.
6. review the municipality's bylaws and recommend changes to the regulatory framework with a view to encouraging development in the Municipality.

Meetings:

The Development Advisory Committee will endeavor to hold one meeting a month.

Reporting:

Where the Committee wishes to make a recommendation or provide advice to Council, the matter will be submitted and considered through Council's agenda review and approvals process. Any requests by the Committee to provide recommendations and advice for presentation to Council will be approved at the Municipality's discretion. On an annual basis, the Committee will work with municipal administration to prepare an annual report to Council summarizing its progress.



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: 2018 Q3 & Q4 Capital Budget Fiscal Amendments Update

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2018 Q3 & Q4 Capital Budget Fiscal Amendments update, as summarized on Attachment #1 (2018 Capital Budget Fiscal Amendments, dated December 31, 2018), be accepted as information.

Summary:

This report provides a summary of capital budget amendments implemented by Administration within the provisions of the Fiscal Responsibility Policy (FIN-160) for the third and fourth quarters ending December 31, 2018.

There were two (2) capital projects amended in the second half of 2018 as listed on Attachment #1, resulting in a net decrease of \$126,022 to the capital budget. All amended projects are at various stages of their completion and the savings will be used to fund other fully tendered projects.

There were no additions, cancellations or changes in scope for these amended projects.

These amendments were reviewed and recommended by the Capital Projects Steering Committee.

Background:

Two capital project amendments are outlined below:

- Anzac Community Centre Upgrades allocating grant funds to the project
- Building Life Cycle revising cash flow requirement

Within the Fiscal Responsibility Policy (FIN-160), Administration is authorized to re-allocate capital budget funds provided that:

- The change will result in efficient administrative and project delivery process;

- The change will not result in addition or cancellation of the capital project;
- The underlying scope change does not alter the nature and type of capital project, where additional funding is required, funds available from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects will be utilized, and
- Council set debt and debt service limits are not exceeded.

Budget/Financial Implications:

Attachment 1 shows the net budget impact of these amendments. The original approved budget and the revised budget are presented with the net budget impact by project and funding source.

Attachment 2 summarizes the impact of cash flows and the source of funding from the proposed amendments by years.

Rationale for Recommendation:

The Q3 & Q4 2018 Capital Budget Fiscal Amendments satisfy all the above conditions as stated in the Fiscal Responsibility Policy (FIN-160) with a net decrease of \$126,022 to the 2018 the approved capital budget and prior capital budgets approved by Council.

Strategic Priorities:

Responsible Government

Attachments:

- 1. 2018 Capital Budget Fiscal Amendments**
- 2. 2018 Capital Budget Fiscal Amendments - Cash Flow**
- 3. 2018 Capital Budget Fiscal Amendment - Building Lifecycle**
- 4. 2018 Capital Budget Fiscal Amendment - Anzac Community Centre**

Regional Municipality of Wood Buffalo
2018 Capital Budget Fiscal Amendment - December 31, 2018

Attachment 1

Project Description	Nature of Amendments	Total Project Cost	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture	Att.
Original Project Budget								
1 Anzac Community Centre Upgrades	Original Budget	1,850,000	-	-	1,850,000	-	-	3
2 Building Life Cycle 2017-2021	Original Budget	14,510,880	-	-	14,510,880	-	-	4
Total Original Project Budget		\$ 16,360,880	\$ -	-	\$ 16,360,880	\$ -	\$ -	
Revised Project Budget								
1 Anzac Community Centre Upgrades	Project Amendment	1,850,000	126,022	-	1,723,978	-	-	3
2 Building Life Cycle 2017-2021	Cashflow change	14,510,880	-	-	14,510,880	-	-	4
Total Revised Projects		\$ 16,360,880	\$ 126,022	\$ -	\$ 16,234,858	\$ -	\$ -	
NET INCREASE/(DECREASE) IN CAPITAL FUNDING REQUIRED		\$ -	\$ 126,022	\$ -	\$ (126,022)	\$ -	\$ -	

Regional Municipality of Wood Buffalo
2018 Cash Flow by Year - December 31, 2018

Attachment 2

	Funding Sources					
	Total Project Cost (Accumulative)	Federal Grants	Provincial Grants	Reserves (CIR)	Other Sources	Debenture
Original Funding Sources						
2017 and prior	9,122,000	-	-	9,122,000	-	-
2018	2,412,960	-	-	2,412,960	-	-
2019 and thereafter	4,825,920	-	-	4,825,920	-	-
Original Funding Sources Total (a)	\$ 16,360,880	\$ -	-	\$ 16,360,880	\$ -	\$ -
Revised Funding Sources						
2017 and prior	6,612,000	126,022	-	6,485,978	-	-
2018	2,412,960	-	-	2,412,960	-	-
2019 and thereafter	7,335,920	-	-	7,335,920	-	-
Revised Funding Sources Total (b)	\$ 16,360,880	\$ 126,022	-	\$ 16,234,858	\$ -	\$ -
Revision / Difference (b) - (a)	\$ 0	\$ 126,022	\$ -	\$ (126,022)	\$ -	\$ -



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Fiscal

CURRENT PROJECT NAME: Building Life Cycle 2017-2021

AMENDED PROJECT NAME:

ORDER CODES (if assigned): Group I/O Revenue I/O Expense I/O Project Amendment
0052017 700860 601447 Group

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2018 & Prior	\$ 7,272,000	\$ -	\$ -	\$ 7,272,000	\$ -	\$ -
2019	2,412,960	-	-	2,412,960	-	-
2020	2,412,960	-	-	2,412,960	-	-
2021	2,412,960	-	-	2,412,960	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 14,510,880	\$ -	\$ -	\$ 14,510,880	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
7/24/2018	\$ 14,510,880	\$ 869,175	\$ 824,582	\$ 12,817,123

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

Facilities has further assessed the condition of the anticipated work and has deemed the building condition satisfactory and can push out some projects to 2022; therefore, Facilities is requesting that we move \$2,510,000 from 2018 to 2022.

The total project value will remain the same.

AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2018 & Prior	\$ 4,762,000	\$ -	\$ -	\$ 4,762,000	\$ -	\$ -
2019	2,412,960	-	-	2,412,960	-	-
2020	2,412,960	-	-	2,412,960	-	-
2021	2,412,960	-	-	2,412,960	-	-
Thereafter	2,510,000	-	-	2,510,000	-	-
TOTAL	\$ 14,510,880	\$ -	\$ -	\$ 14,510,880	\$ -	\$ -

Budget Change

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process? Yes
 Will the change result in an addition or cancellation of a capital project? No
 Will the underlying scope change alter the nature and type of capital project? No

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects? n/a
 Will the change result in Council set debt and debt service limits being exceeded? No

In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

CAPITAL BUDGET AMENDMENT

Fiscal

CURRENT PROJECT NAME: Anzac Community Centre Upgrades

AMENDED PROJECT NAME:

Group I/O

Revenue I/O

Expense I/O

Project Amendment

ORDER CODES (if assigned):

0082015

700637

601034

CURRENT PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2018 & Prior	\$ 1,850,000	\$ -	\$ -	\$ 1,850,000	\$ -	\$ -
July 11, 1905	-	-	-	-	-	-
July 12, 1905	-	-	-	-	-	-
July 13, 1905	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 1,850,000	\$ -	\$ -	\$ 1,850,000	\$ -	\$ -

CURRENT COST AND COMMITMENT

As at	Current Budget	Actual to Date	Commitments	Available
9/10/2018	\$ 1,850,000	\$ 338,085	\$ 1,030,739	\$ 481,176

DESCRIPTION/RATIONALE FOR BUDGET AMENDMENT

The Municipality has received funding of \$126,022 from the Federal Government under the Canada 150 Grant Program, which is administered by Western Economic Diversification.

This amendment is to allocate the grant funding to the project and reduce Capital Infrastructure Reserve.

AMENDED PROJECT BUDGET

Year	Annual Cost	Fed Grants	Prov Grants	Reserves	Other Sources	Debtenture Financed
2018 & Prior	\$ 1,850,000	\$ 126,022		\$ 1,723,978	\$ -	\$ -
July 11, 1905	-	-	-	-	-	-
July 12, 1905	-	-	-	-	-	-
July 13, 1905	-	-	-	-	-	-
Thereafter	-	-	-	-	-	-
TOTAL	\$ 1,850,000	\$ 126,022	\$ -	\$ 1,723,978	\$ -	\$ -

Budget Change

TOTAL	\$ (0)	\$ 126,022	\$ -	\$ (126,022)	\$ -	\$ -
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FISCAL RESPONSIBILITY POLICY CRITERIA:

Will the change result in an efficient administrative and project delivery process?

Yes

Will the change result in an addition or cancellation of a capital project?

No

Will the underlying scope change alter the nature and type of capital project?

No

Where additional funding is required, are the funds from a combination of savings from fully tendered projects, other uncommitted sources such as grants and offsite levies, and cash flow management with other capital projects?

n/a

Will the change result in Council set debt and debt service limits being exceeded?

No

In order for this to be a Fiscal Management Policy Amendment the questions above must answer, Yes, No, No, Yes, No, respectively.

Wood Buffalo Communities in Bloom



Presented by Joanne Fisher and Qasim Malik
January 22, 2019

www.rmwb.ca



Community Engagement



www.rmwb.ca

Community Planting Day



Business Beautification



www.rmwb.ca

4

Residential Beautification



www.rmwb.ca

National Communities in Bloom Judges Visit



www.rmwb.ca

6



COMMUNITIES IN BLOOM
**National Awards and
Symposium**

September 23 to 26 in
Fort McMurray, Alberta



Public Art Committee

2018 Annual Report



Presenter: Nabil Malik, Chair of the Public Art Committee

Date: Tuesday, February 12, 2019

2018 Annual Report Agenda

1. Plan Alignment

RMWB 2018-2021 Strategic
Plan

→ Strategy & Initiative #3f:
Support Arts and
Culture



2018 Annual Report Agenda

5.2.a

2. Activities to Date

- I. Additions to the Municipal Public Art Collection
- II. Community Engagement & Awareness
- III. Regional Public Art Plan



Shades of Seven
Kritsana Naowakhun
igNIGHT 2017

2018 Annual Report

Plan Alignment

RMWB 2018-2021 Strategic Plan

Strategy & Initiative #3f: Support Arts and Culture

- Two additions to the Municipal Public Art Collection
- RFP is currently posted on Alberta Purchasing Network to source support for the development of a multi-year regional public art plan

2018 Annual Report

Activities to Date

I. Additions to the Municipal Public Art Collection

YMM Keep Smilin' by Liam Renner

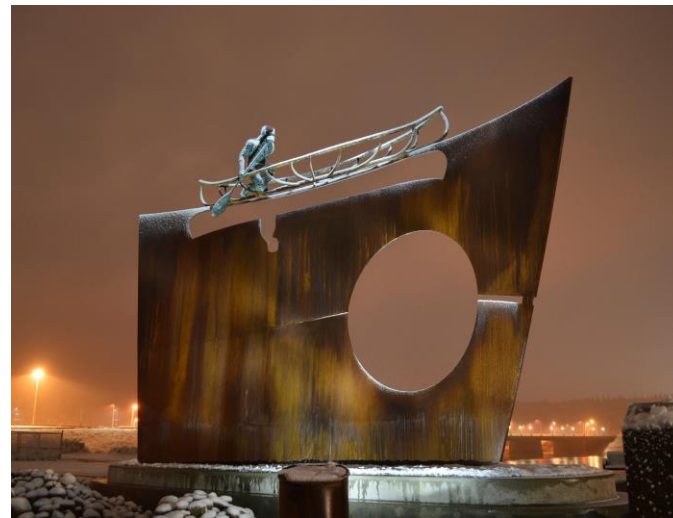
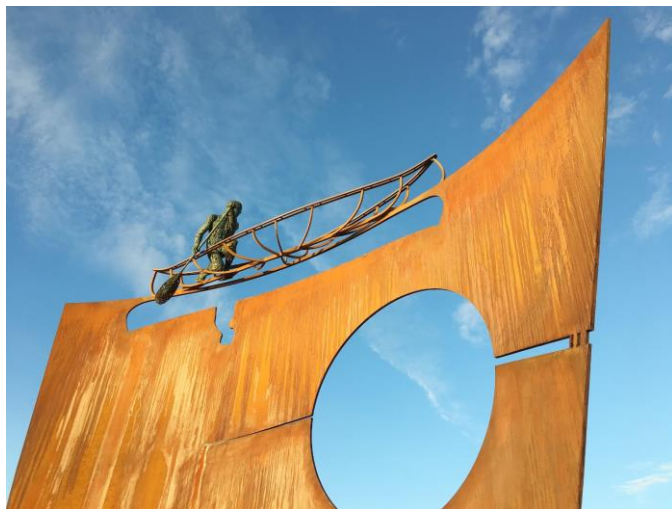


2018 Annual Report

Activities to Date

I. Additions to the Municipal Public Art Collection

Reflections on the River by David Robinson



2018 Annual Report

Activities to Date

II. Community Engagement & Awareness

Social Media

- July to Sept: 9 x 30 second public art awareness videos
- 43,247 Lifetime Post Impressions



2018 Annual Report

Activities to Date

II. Community Engagement & Awareness

Engagement

- The Public Art Committee welcomed four presentations from individuals and groups
- June 27: Public Art Committee hosted a booth at the Urban Market



2018 Annual Report

Activities to Date

II. Community Engagement & Awareness

Engagement

- The Public Art Committee participated in guiding and supporting the development of the Wood Buffalo Culture Plan.



2018 Annual Report

Activities to Date

II. Community Engagement & Awareness

Publication

→ Public Art Wood Buffalo was featured in Canada's premier planning magazine, [Plan Canada](http://www.plan.ca), sharing the unique approach of the selection of Reflections on the River



2018 Annual Report

Activities to Date

II. Community Engagement & Awareness

2018 Wood Buffalo Excellence in Arts Awards:

- Theresa Buller was the 2018 recipient of the 2018 “Buffy” for Arts Administration.



2018 Annual Report

Activities to Date

III. Regional Public Art Plan

→ Supported scope of work development for the creation of a Regional Public Art Plan



Four Seasons, Layla Folkmann and Lacey Jane Willburn, 2017

Public Art Wood Buffalo Collection

2018 Annual Report

Anticipated Projects for 2019

- Regional Public Art Plan
- igNIGHT - Art Illuminated
- Mural Project
- Youth Project
- Birchwood Trail Project
- Proposal Program
- Community Engagement



Wreck to the Seaman, Tempest to the Field

Robert Cram & Nathaniel Wong

igNIGHT 2015

The Public Art Committee
would like to thank Mayor
and Council for their
continued support in
promoting a culturally
vibrant community





COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: Bylaw No. 19/002 - Amendments to the Land Use Bylaw (Bylaw 99/059): Definition and General Regulations Related to Project Accommodations

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 19/002, being an amendment to the Land Use Bylaw No. 99/059 specific to Project Accommodations, be read a second time.
2. THAT Bylaw No. 19/002 be read a third time.

Summary:

Project Accommodations are a common form of housing for the region's industrial workforce. Over time, concerns have arisen with respect to accommodating this population, officially termed the region's "shadow population." Currently accounting for roughly 31% of the region's population, there is inadequate municipal regulatory oversight of the project accommodations that serve this segment of the population.

Administration is proposing amendments to the Land Use Bylaw to introduce new provisions that better regulate project accommodations in the region and align with policy direction.

Background:

Project accommodations are intended to provide housing for industrial workers in remote areas where operations are significantly distant from urban and rural centres. The Land Use Bylaw currently allows project accommodations in almost all land use districts with little supporting regulation, which is inconsistent with direction provided in several Area Structure Plans.

There is a need to revise the provisions in the Land Use Bylaw to provide more robust direction to the Development Authority when reviewing development permit applications for project accommodations. Relevant definitions are out of date, and there is currently insufficient direction given to identifying appropriate locations for project accommodations, duration of the permit approval, and application submission criteria.

The Bylaw also lacks sufficient language surrounding the need for a business case providing a firm rationale for the project accommodation.

The Land Use Bylaw's Fee Schedule is also outdated, and permit fees for project accommodations remain low, with a base fee of \$250 plus \$1.25 for each proposed bed. Planning and Development has been working closely with the Finance Department to update the Fee Schedule, and this work will include an amended application fee for project accommodations. This will be presented to Council in a separate report by the Finance Department.

Budget/Financial Implications:

The new fee structure for project accommodations will likely generate more revenue for the Municipality through application fees. However, this may be offset by any decline in the number of applications.

Rationale for Recommendation:

The proposed amendments to the Land Use Bylaw will provide better regulatory oversight for project accommodations, allowing the Municipality to exercise a greater degree of control over the applications it receives.

Strategic Priorities:

Responsible Government
Regional Economic Development

Attachments:

1. Bylaw 19/002 Land Use Bylaw Amendment for Project Accommodations

BYLAW NO. 19/002

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE LAND USE BYLAW NO. 99/059

WHEREAS Section 191(1) and 639 of the empower a council both to pass and to amend a land use bylaw.

NOW THEREFORE the Regional Municipality of Wood Buffalo, in council assembled, enacts as follows:

1. Land Use Bylaw No. 99/059 is amended as set out in sections 2 to 7 of this bylaw.
2. Section 10 is amended by deleting the definitions of “Oil Sands Mining, Extraction and Upgrading”, “Oil Sands Pilot Project” and “Tourism Commercial” and replacing them with the following:

OIL SANDS MINING, EXTRACTION and UPGRADING means commercial oil sands mining and upgrading operations, including but not limited to associated industrial infrastructure, offices, laboratories, on-site security, processing of by-products and utilities and co-generation facilities.

OIL SANDS PILOT PROJECT means pilot operations to test oil sands extraction technologies, including but not limited to monitoring and laboratory functions, upgrading and test drilling programs.

TOURISM COMMERCIAL means a Development designed, intended or used to attract people visiting an area, or provide sleeping accommodation for the travelling public, and includes associated services and facilities. **TOURISM COMMERCIAL** includes but is not limited to: **APARTMENT HOTEL**; **BED AND BREAKFAST**; **CARNIVAL**; **COUNTRY INN**; **HOSTEL**; **HOTEL**; and **MOTEL** as defined in Section 10 of this Bylaw.

3. Section 10 is amended by deleting the definition of **TEMPORARY PROJECT ACCOMMODATION**.
4. Section 20 is amended by deleting section 20.1 (s) “project accommodation housing 20 or fewer workers and located on a site for 28 days or less;”
5. Section 87 is amended by deleting subsections 87.1 to 87.5 and replacing with the following:
 - 87.1 All project accommodations require a development permit.
 - 87.2 A development permit for a project accommodation may be issued for up to a maximum of two (2) years, at which time a new development permit application will be required.

- 87.3 A development permit may only be considered valid if all the conditions of the development permit, as imposed by the Development Authority, have been complied with and met to the satisfaction of the Development Authority.
- 87.4 A project accommodation may only be approved in the Rural Service Area on lands located outside of the Urban Service Area and hamlet boundaries.
- 87.5 A development permit application for a project accommodation must be submitted with the following information:
- (a) Development Permit application form, filled and signed by the applicant or its representative;
 - (b) Business case and operational details including the type and purpose of the project accommodation and number of persons proposed to live in the project accommodation;
 - (c) A context plan showing location of the proposed project accommodation with latitude and longitude information and adjacent land uses. This plan must also provide information about transportation to and from the site and must include access routes, travel distance in kilometers, and bussing. A plan showing on-site traffic accommodation, loading and ingress/egress roads is also required to be submitted;
 - (d) Site Plan;
 - (e) Building Plans (floor plan, elevations, and sections);
 - (f) Servicing Statement that includes information on how the site will be serviced with fresh water, water distribution systems, sewage disposal systems, and a waste management plan showing solid waste disposal systems;
 - (g) Emergency Management Plan;
 - (h) FireSmart Plan;
 - (i) Abandoned well-site information;
 - (j) Signage;
 - (k) Certificate of title or land dispositions/lease documents issued by the owner/authority;
 - (l) Anticipated start date for construction, date of occupancy and removal date for the project accommodation;
- 87.6 Project Accommodations must be removed on the date of expiry of the development permit.

- 87.7 At the discretion of the Development Authority, the applicant may be required to provide a grading plan, a traffic impact assessment study and/or any such technical documents or studies required to decide on a development permit application.
- 87.8 Project Accommodations must provide on-site parking to the satisfaction of the Development Authority.
6. The following sections are amended by deleting the use "Project Accommodation" under the subsection titled "Discretionary Uses - Development Officer":

93.	R1	Single Detached Residential District
94.	R1E	Single Family Estate Residential District
95.	R 1M	Mixed Form Single Detached Residential District
96.	R1S	Single Family Small Lot Residential District
97.	R2	Low Density Residential District
98.	R3	Medium Density Residential District
99.	R4	High Density Residential District
100.	RMH	Manufactured Home Residential District
101.	RMH-2	Small Zero Lot Line Manufactured Home Residential District
105.	C1	Community Commercial District
106.	C2	Mixed/Transitional Commercial District
107.	C3	Shopping Centre Commercial District
108.	C4	Highway Commercial District
109.	C5	Central Business District
111.	BI	Business Industrial District
113.	PS	Public Services District
114.	PR	Parks and Recreation District
118.	DC	Direct Control District
119.	R 1P	Planned Unit Residential District
121.	RMH-1	Modified Manufactured Home District
123.	DC-R4	Direct Control High Density Residential District
124.	C4A	Arterial Commercial District
125.	DC-R2	Direct Control Low Density Residential
126.	R3-1	Medium Density Residential District
127.	DC-RMH	Direct Control Manufactured Home District
200.	DC-UER	Direct Control Urban Estate Residential District
201.	R3-2	Special Medium Density Residential District
202.	R2-1	Modified Medium Density Residential District
203.	DC-R3	Direct Control Medium Density Residential District
204.	C3A	Timberlea Shopping Centre Commercial District

7. The following sections are amended by deleting the use “Temporary Project Accommodation” under the subsection titled "Discretionary Uses - Development Officer":

115	UE	Urban Expansion District
117	HG	Hamlet General District

8. This Bylaw comes into force on the day it is passed.

READ a first time this 8th day of January, 2019.

READ a second time this _____ day of _____, 2019.

READ a third time this _____ day of _____, 2019.

SIGNED and PASSED this _____ day of _____, 2019.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: 2018-2019 Community Plan on Homelessness Grant Amendment

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT an additional \$55,000 be allocated to the 2018-2019 Community Plan on Homelessness programs as follows:

Organization (Program)		Recommended
1	Centre of Hope Non-Profit Society of Fort McMurray (Eviction Prevention Program)	\$ 15,000
2	The Governing Council of the Salvation Army in Canada (Housing First)	40,000
TOTAL		\$ 55,000

Summary:

The Regional Municipality of Wood Buffalo receives funding from the federal government (Service Canada) and provincial government (Ministry of Community and Social Services) to support homelessness initiatives. The funds are administered through the Community Investment Program and distributed to non-profit organizations whose goals and objectives align with the Municipality's Council-approved 10-Year Plan to End Homelessness 2010-2020, *Heading Home: The Right Thing to Do* (The full plan can be found at http://www.rmwb.ca/living_2227/Social-Support-Services/Asset1316.aspx).

Background:

COUNCIL REPORT – 2018-2019 Community Plan on Homelessness Grant Amendment

The year-to-date actuals and projections to year end for all 2018-2019 grants were reviewed at the Homelessness Initiatives Strategic Committee (HISC) meeting on January 8, 2019. It was determined that these two organizations/programs would experience significant shortfalls, jeopardizing client service (potentially causing individuals and families to enter into homelessness) without an adjustment to the current allocations.

To ensure that client needs are met by these organizations/programs for the remainder of the fiscal year (to March 31, 2019), the HISC recommends that amendments to the current grant allocations and agreements be made as follows:

Organization (Program)	2018-2019 Approved Grant	Recommended Amendment	Total Amended 2018-2019 Grant
Centre of Hope Non-Profit Society of Fort McMurray (Eviction Prevention)	\$159,512	\$15,000	\$174,512
The Governing Council of the Salvation Army in Canada (Housing First)	\$619,639	\$40,000	\$659,639

Budget/Financial Implications:

The CPH grants are funded by the federal and provincial governments, no municipal funding is allocated; the source of the funding for this recommended amendment will be the provincial carryforward from 2017-2018, thereby reducing the total amount available to carry into the 2019-2020 fiscal period by \$55,000.

Rationale for Recommendation:

These amendments to the 2018-2019 CPH grants will allow these Housing First and Eviction Prevention programs to continue to March 31, 2019, supporting individuals and families who are homeless or are at risk of experiencing homelessness.

Strategic Plan Linkages:

The Community Plan on Homelessness grant aligns with the following Strategies and Initiative:

- 1f - Foster equality, diversity and inclusion in the region
- 1i - Partnerships with social profits

Strategic Priorities:

Responsible Government



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: 2019-2020 Community Plan on Homelessness Grant Allocation

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT \$3,986,013 be allocated to the 2019-2020 Community Plan on Homelessness programs as follows:

Organization	Program	2019-2020 Recommended	
		Total	Source
1 Centre of Hope Non-Profit Society of Fort McMurray	Housing First	\$ 806,354	Prov
2 Centre of Hope Non-Profit Society of Fort McMurray	Permanent Supportive Housing	844,459	Prov
3 The Governing Council of the Salvation Army in Canada	Housing First	717,578	Prov
4 Wood Buffalo Wellness Society	Rapid Rehousing Program	474,446	Both
5 YMCA of Northern Alberta	Housing First	636,900	Prov
6 Wood Buffalo Wellness Society	Centralized Intake Services	295,796	Fed

COUNCIL REPORT – 2019-2020 Community Plan on Homelessness Grant Allocation

7	Centre of Hope Non-Profit Society of Fort McMurray	Eviction Prevention Coordinator	125,601	Prov
8	Wood Buffalo Wellness Society	Outreach Program	84,879	Fed
TOTAL			\$ 3,986,013	

Summary:

The Regional Municipality of Wood Buffalo receives funding from the federal government (Service Canada) and provincial government (Ministry of Community and Social Services) to support homelessness initiatives. The funds are administered through the Community Investment Program and distributed to non-profit organizations whose goals and objectives align with the Municipality's Council-approved 10-Year Plan to End Homelessness 2010-2020, *Heading Home: The Right Thing to Do* (which can be found at http://www.rmwb.ca/living_2227/Social-Support-Services/Asset1316.aspx). Funding available for allocation to the community partners for April 2019 - March 2020 is \$3,986,013: \$597,361 from the federal government, \$2,620,163 from the provincial government, and \$768,489 in provincial carryover funds from 2018-2019.

Background:

For the Housing First, Permanent Supportive Housing, Rapid Re-housing initiatives, a Request for Information was issued on November 13, 2018, and closed November 28, 2018. For Preventive, Outreach, Coordinated Access and Diversion initiatives, a Call for Applications opened on November 13, 2018, and closed on December 7, 2018. The Call for Applications was posted on the Municipal website, shared on social media, and circulated via email to past grant applicants.

The submissions were reviewed by Administration for completeness and presented to the Homelessness Initiatives Strategic Committee (HISC) to review and make recommendations. HISC has representatives from the United Way, Wood Buffalo Housing and Development Corporation, Industry, Urban/Rural Metis/First Nation Community, Landlords, and Alberta Health Services. It also includes non-voting members from the federal and provincial governments. Its mandate is to act as a steward of the 10-Year Plan to End Homelessness, and to make CPH funding recommendations to Council. HISC's role is a federal funding requirement.

Eight non-profit organizations applied for a total of 15 different programs, with requests totaling \$5,936,219. Two applicants/programs were deemed ineligible in accordance with the funding restrictions outlined in the federal and provincial partnership agreements. For the 13 remaining eligible programs, only eight programs were able to be funded, due to a shortfall in the federal and provincial funding for the upcoming fiscal

year.

Overarching priorities are determined by the 10-Year Plan to End Homelessness, and HISC ranked the priorities to align with their assessment of the current community need. The HISC ranked the program areas as follows:

1. Housing First / Rapid Re-Housing / Permanent Supportive Housing
2. Coordinated Access
3. Prevention / Outreach
4. Diversion
5. Other Support Programs

The weight of the rank, in combination with the application score determined the priority of the funding; with the current funding available of \$3,986,013, the programs within Ranks 1-3 were able to be recommended for funding, while programs within Ranks 4-5 remain unfunded.

The Governing Council of the Salvation Army in Canada (Housing First) is recommended for approximately \$94,000 more than originally requested. The budget submitted with their RFI documentation reflected Rent Supplements in line with their 2018-2019 approved budget. However, the organization will operate at full capacity in 2019-2020, therefore the recommended grant amount is in alignment with the projected Rent Supplements required to serve that number of clients, an additional \$86,000. The remainder of the recommended addition is also to serve the full complement of clients within their capacity.

Budget/Financial Implications:

The CPH grants are funded by the federal and provincial governments, no municipal funding is allocated. Funding available for allocation to the community partners for April 2019 - March 2020 is \$3,986,013: \$597,361 from the federal government, \$2,620,163 from the provincial government, and \$768,489 in provincial carryover funds from 2018-2019.

Rationale for Recommendation:

The CPH grants are allocated to non-profit organizations that provide Housing First, Rapid Re-Housing, Centralized Intake, Permanent Supportive Housing, Eviction Prevention, and Outreach and Housing supports for people who are homeless or are at risk of experiencing homelessness.

Strategic Plan Linkages:

The Community Plan on Homelessness grant aligns with the following Strategies and Initiative:

- 1f - Foster equality, diversity and inclusion in the region
- 1i - Partnerships with social profits

Strategic Priorities:

Responsible Government

Attachments:

1. CPH Presentation 2019.02.12 v3
2. 2019 CIP Community Plan on Homelessness Summary
3. Centre of Hope Non-Profit Society of Fort McMurray - Housing First
4. Centre of Hope Non-Profit Society of Fort McMurray - Permanent Supportive Housing
5. Salvation Army - Housing First
6. Wood Buffalo Wellness Society - Rapid Re-housing Program
7. YMCA of Northern Alberta - Housing First
8. Wood Buffalo Wellness Society - Centralized Intake Services
9. Centre of Hope Non-Profit Society of Fort McMurray - Eviction Prevention
10. Wood Buffalo Wellness Society - Outreach Program
11. Centre of Hope Non-Profit Society of Fort McMurray - Graduate Community Support
12. Centre of Hope Non-Profit Society of Fort McMurray - Weekend, Statutory Holiday Operations
13. Salvation Army - Diversion Program
14. Wood Buffalo Food Bank Association - Basic Shelf & Financial Literacy Programs
15. CHOICES Association of Fort McMurray - ID Program

16. Fort McKay Metis Community Association - Fort McKay Community Plan on Homelessness**17. Support Through Housing Team - Wrap Around Services, Case Management & Outreach Services**

Community Investment Program

Community Plan on Homelessness 2019-2020 Allocations

Presenter: Toni Elliott

Department: Corporate and Community Services

Meeting Date: February 12, 2019

Background

- The Community Plan on Homelessness Grant is distributed to non-profit organizations in response to the Council-approved 10-Year Plan to End Homelessness 2010-2020
 - Ø *Heading Home: The Right Thing to Do.*
- Funding is provided by partnership agreements with:
 - Ø Government of Canada (\$597K in 2019-2020)
 - Ø Government of Alberta (\$3.4M in 2019-2020)
- Housing vs Homelessness

Background (cont'd)

- Grants are administered through the Community Investment Program Branch, with program monitoring through the Neighbourhood and Community Development Branch
- Request for Information (RFI)/Call for Applications (CFA)
 - Ø Issued November 13, 2018
 - Ø Closed November 28 (RFI) and December 7 (CFA)

Background (cont'd)

- Applications reviewed by Homelessness Initiatives Strategic Committee (HISC) and Administration for compliance with the grant guidelines and restrictions
 - ØFunded programs must be alignment with the federal and provincial partnership agreements
- Total of 15 proposals received from 8 different non-profit organizations
 - ØTwo applicants were ineligible

Administrative Recommendation

- That 2019-2020 Community Plan on Homelessness grants be approved as follows:

Community Plan on Homelessness Grant	Recommendation
Housing First Programs	\$ 2,160,832
Permanent Supportive Housing Program	844,459
Rapid Re-housing Program	474,446
Coordinated Access Program (Centralized Intake)	295,796
Prevention/Outreach Programs	210,480
Total	\$ 3,986,013

Update on Rural Homelessness

- March 7 – Council Motion to undertake a homelessness count in the rural communities and work on a rural homelessness strategy.
- March 2018 – Planning meetings between Neighbourhood & Community Development and the then Indigenous and Rural Relations Municipal departments, Alberta Rural Development Network (ARDN) and other stakeholders to discuss the project.

Update on Rural Homelessness

- November, 2018 - January, 2019 – Homeless count estimates with surveys and ARDN guide in rural communities
- February 2019 – Final collection of surveys, assessment of data and next steps.

Questions?

**Community Investment Program - Community Plan on Homelessness Grant
Recommended 2019 - 2020* Grant Allocation Summary**

	Organization	Program	2017 - 2018 Approved	2018 - 2019 Approved	2019 - 2020 Request	2019 - 2020 Recommended by HISC		
						Federal	Provincial	Total
1	Centre of Hope Non-Profit Society of Fort McMurray	Housing First	954,175	841,754	838,905	-	806,354	806,35
2	Centre of Hope Non-Profit Society of Fort McMurray	Permanent Supportive Housing	649,476	909,918	940,551	-	844,459	844,45
3	Salvation Army	Housing First	639,868	619,639	653,824	-	717,578	717,57
4	Wood Buffalo Wellness Society	Rapid Re-housing Program	293,525	510,623	831,828	216,692	257,755	474,44
5	YMCA of Northern Alberta	Housing First	624,625	585,524	783,940	-	636,900	636,90
6	Wood Buffalo Wellness Society	Centralized Intake Services	266,524	315,195	429,950	295,796	-	295,79
7	Centre of Hope Non-Profit Society of Fort McMurray	Eviction Prevention	125,641	159,512	169,166	-	125,601	125,60
8	Wood Buffalo Wellness Society	Outreach Program	92,624	88,030	210,364	84,879	-	84,87
9	Centre of Hope Non-Profit Society of Fort McMurray	Graduate Community Support	-	-	96,754	-	-	-
10	Centre of Hope Non-Profit Society of Fort McMurray	Weekend / Statutory Holiday Operations	82,610	-	81,255	-	-	-
11	Salvation Army	Diversion Program	-	-	130,359	-	-	-
12	Wood Buffalo Food Bank Association	Basic Shelf & Financial Literacy Programs	122,687	111,604	97,621	-	-	-
13	Choices Association of Fort McMurray	ID Program	187,720	82,532	83,591	-	-	-
14	Fort McKay Metis Community Association	Fort McKay Community Plan on Homelessness	-	-	504,911	-	-	-
15	Support Through Housing Team Society	Wrap Around Supports, Case Management & Outreach Services	-	-	83,200	-	-	-
			4,039,476	4,224,331	5,936,219	597,367	3,388,647	3,986,01

Centre of Hope Non-Profit Society of Fort McMurray

Housing First

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 1 - Housing First/RRH/PSH

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
877,558	954,175	841,754	838,905	806,354	(32,551)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Housing First program aligns within the local 10-Year Plan to End Homelessness under the goals of rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports.
Rank #1

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	329,472	329,472
Operational Costs	69,563	69,387
Client Related Costs	33,606	27,190
Rent Supplement	330,000	307,000
Subtotal	762,641	733,049
Administrative Costs	76,264	73,305
Total Costs	838,905	806,354

**APPENDIX A - INFORMATION FORM**

2019 - 2020 COMMUNITY PLAN ON HOMELESSNESS FUNDING
Heading Home: The Right Thing to Do /
10 Year Plan to End Homelessness 2010 - 2020

Organization Name: Centre of Hope		
Mailing Address		
Street Address / PO Box: 1 Mcleod		
City/Hamlet: Fort McMurray	Province: AB	Postal Code: T9H 1Z4
Location Address:		
(If different than mailing) 9906 Manning Ave, Fort McMurray, AB, T9H 2B9		
Phone Number: 780 531 0189		Email Address: housingfirst@fmcentreofhope.co

Main Contact	
Name: Amanda Holloway	Title: Executive Director
Email Address: execdiretor@fmcentreofhope.co Phone Number: 780 743 3912	

Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Registration #: 829290337
Act Registered Under:	<input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not for-Profit Corporations Act	

Legal signing Officers for Contract / Cheque Purposes		
(According to letters patent or other incorporating documents)		
Name	Title	Position
Amanda Holloway	Exectutive Director	Absent / 17(1)
Debbie Hann	Board Chair	<i>Debbie Hann</i>
Laurie Lee	Vice Chair	<i>Laurie Lee</i>
Please provide signature specimens in the space provided.		
How many of the above signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal agreement? 2		
Which signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal argument? 2 of any of the 3 listed above		
The personal information collected in the request for information is collected under the authority of section 33© of Alberta's Freedom Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or at (780) 743-7918.		

**Category of Program**

Which housing classification of the Wood Buffalo 10 Year Plan to End Homelessness will this program address?

(Please check all that apply)

- ☒ Housing First
☐ Rapid Re-housing
☐ Permanent Supportive Housing

Beneficiaries (Target audience)

(Please check all that apply)

- ☒ Chronically Homeless
☒ Episodically Homeless
☐ Near Homeless

Inputs: (Resources dedicated to, or consumed by, the program)

CPH Funding requested (As per attached budget): \$ 838,905.00

Other Sources of funding: n/a

Staffing: 1 Supervisor / 3 Housing First Coordinators



Appendix B - Schedule A

Program Name: Housing First

Program Description Summary:

All participants are case managed from a collective intensive, home-based as well as community referrals approach. It is our hope to continue servicing those individuals identified as our vulnerable population in the Wood Buffalo area.

****Please attach a program logic model****

Program Activities: (Details of the program)

The Supervisor will monitor and supervise 3 (#) Coordinators, along with attending required meetings and ensuring that all statistical information is submitted to the Municipality on time each month.

The Coordinators will assist the clients in securing income, and obtaining an affordable living space. Once the individuals are housed, the Coordinators will give support to ensure they maintain their residence by doing intensive follow-up visits for at least a year, with the expectation that visits will diminish as self-sufficiency and independence is attained and maintained.

Coordinators will ensure that all relevant and required data is recorded in the Efforts to Outcomes (ETO) Database. All data collected through this program remains the property of the Provincial Government.

All new referrals to the program must be transferred by Centralized Intake Services.

The Team Lead and Coordinators will follow the Community Plan on Homelessness' standard of practice.

Please provide any additional information that may assist in developing a better understanding of your Program's activities?

The following are some but not limited to the responsibilities our program is based on: Providing support, advocacy and resource brokering to individuals living in chronic homelessness. Assessing and addressing client needs as a member of a team in a client focused, holistic fashion. Identifies and executes appropriate referrals for services and supports to outside agencies. Advocates on behalf of clients to ensure services and benefits with internal and external resources, and engages in active problem solving for each client individual barrier. Responds to and investigates inquiries, complaints and emergency situations involving clients and as part of responding assesses the situation and presents and implements short term and long term goals, and documents the outcome Collects documentation and evaluates to determine clients ongoing eligibility, including verifying client information through personal interviews and liaison with client supports, relevant service providers, community agencies, landlords, etc. Maintain case files and complete database requirements. Resolves conflict situations, including client complaints and disputes with other service providers, legal systems, landlords, etc, . Provide Transportation or means of transportation to support goal planning.

**Schedule A****Outcome Indicators/Measures (Provincial Government Mandated):
Monitoring and Evaluation****Describe the change you hope to see as a result of the program:**

- 1 Those persons housed through the program will remain stably housed.
- 2 Those persons housed in the program will show a reduction in use of public systems.
- 3 Those persons accepted into the program will demonstrate improved self-sufficiency.
- 4 Those persons accepted into the program will demonstrate engagement in mainstream services.
- 5 Please provide any additional outcomes:

5. Individuals have developed a safe and positive social network and community
 6. Individuals feel supported in their service and case management plans.
 7. Individuals are building relationships with their landlord and gaining knowledge of tenants rights and responsibilities
 8. Strengthen current landlord relations and build new landlord contacts.
 9. Appropriate service referrals are administered and fostered for positive integration
 10. Up to date and complete profiles entered into ETO data Base.
 11. Program is demonstrating success with diverse and home based, intense case management and continues to receive funding for operations

Outcome Indicators/Measures: (How you know the program is successful?)

- 1 At any given reporting period, 85 percent of the people housed will still be permanently housed.
- 2 Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
- 3 Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
- 4 Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.)
- 5 Please provide any additional indicators:

5. Participants have some form of engagement with volunteer work / recreation / spiritual development / neighbors / community events.
 6. Positive feed back from participants in focus groups and reflective surveys.
 7. A decreased need for mediation between the landlord and the participant.
 8. New landlord relationships formed and an increase of diversity for housing options.
 9. Efficient referral system established allowing for easier navigation for participants.
 10. Completed and up to date ETO data Base for each participant.
 11. Positive and productive feedback from quarterly reports.



Schedule A

Outputs: (Direct products of program activities)

It is estimated that 45 (#) clients will be housed and maintain permanent housing.

Program will report using the ETO data collection system.

The organization will remain a partner with those involved and committed to the Housing First model.

Those housed will demonstrate a reduction in use of public systems (i.e., Emergency shelters, hospital emergency rooms, RCMP/judicial services).

Those housed will demonstrate increased independence and self-sufficiency.

Those housed will achieve support through assistance in obtaining appropriate identification, financial and medical supports required to achieve independence.

Please provide any additional outputs.

The program will have established relationships built with various community resources to provide opportunities for participants when establishing social networks.

Dates for Focus Groups established.

Simple surveys established to be collected on a quarterly basis encompassing 75% of client caseload.

Participants and Landlords will resolve minor tenancy issues without mediation.

More efficient and diverse housing options for participants.

Awareness created amongst community agencies serving Housing First participants.

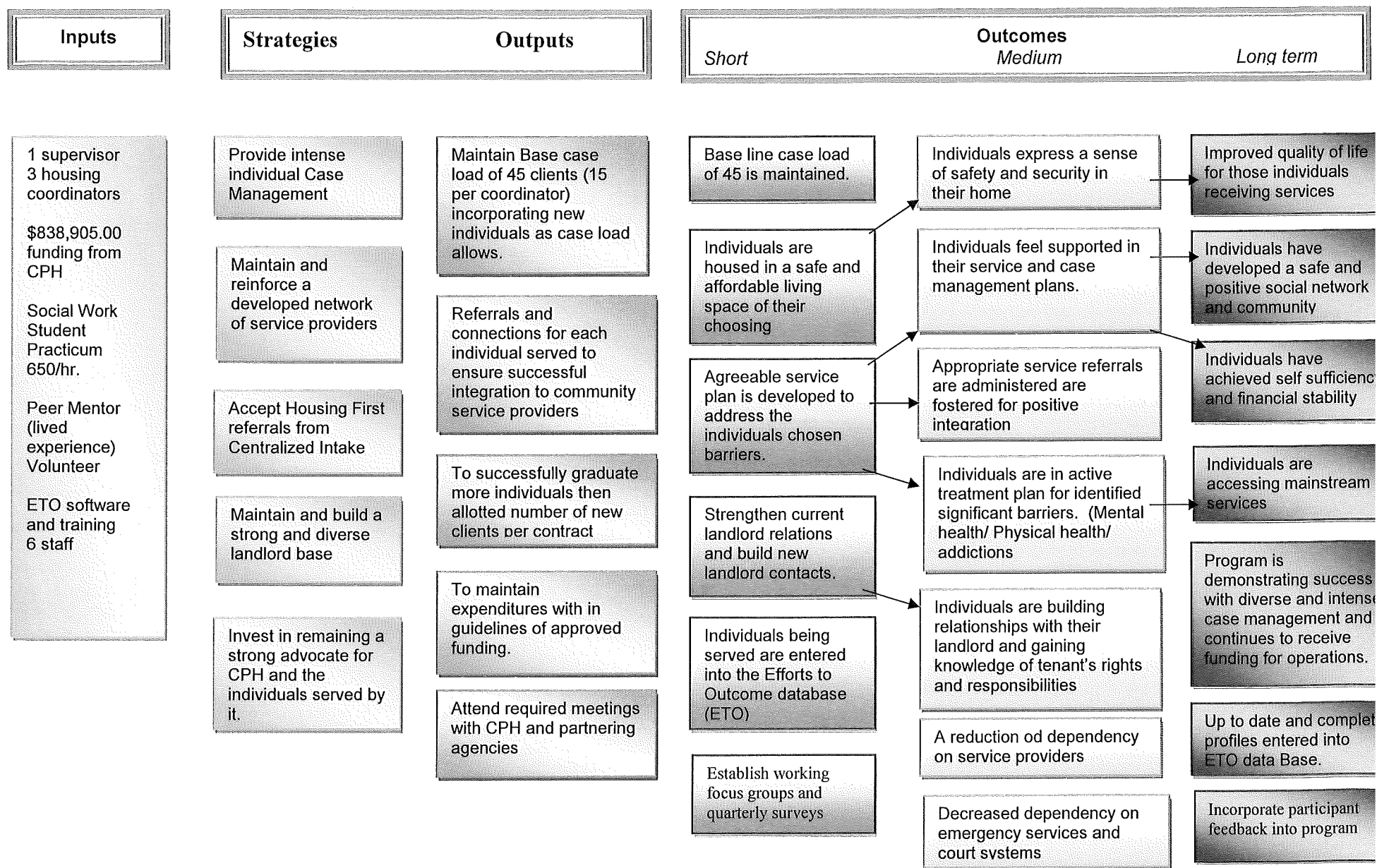
Continued funding established.

**APPENDIX C - BUDGET FORM****Operational Budget Overview**

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item		
	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	329,472.00	1 supervisor / 3 coordinators
Client Needs (# of clients)	363,606.00	Based on 8 new + rent sup
Operating Costs	69,563.00	
Administrative Costs (10% of Total)	76,264.00	
Total Program Costs	\$ 838,905.00	

Program: Housing First**Strategy: To House and Maintain Housing for the Chronic Homeless****Measurements**

- 1) Program has been operated successfully with in outlined budget
- 2) CPH contract requirements have been met
- 3) Aspired number of individuals successfully completing the program
- 4) Complete and up to date Data Collection entered into ETO

Overarching Principal:

- 1) To contribute and assist in developing a functioning community system to move people out of homelessness in a timely manner
- 2) To end Chronic Homelessness and to limit the time frame in which people experience homeless so they do not live in homelessness.

Centre of Hope Non-Profit Society of Fort McMurray

Permanent Supportive Housing

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 1 - Housing First/RRH/PSH

CIP Grant Summary:

April 1, 2016 - March 31, 2017	October 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
	649,476	909,918	940,551	844,459	(96,092)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Permanent Supportive Housing program aligns within the 10-Year Plan to End Homelessness within the goals of Provision of Supports and Re-housing.

It also falls within the Provincial Classifications under Housing Supports.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	791,894	752,646
Operational Costs	56,052	8,024
Client Related Costs	7,100	7,020
Subtotal	855,046	767,690
Administrative Costs	85,505	76,769
Total Costs	940,551	844,459

**APPENDIX A - INFORMATION FORM****2019 - 2020 COMMUNITY PLAN ON HOMELESSNESS FUNDING**
Heading Home: The Right Thing to Do /
10 Year Plan to End Homelessness 2010 - 2020

Organization Name: Centre of Hope Non Profit Society of Fort McMurray		
Mailing Address		
Street Address / PO Box: 1 McLeod St		
City/Hamlet: Fort McMurray	Province: AB	Postal Code: T9H 1Z4
Location Address:		
<i>(If different than mailing)</i>		
Phone Number: 780-743-3912		Email Address: execdiretor@fmcentreofhope.c

Main Contact		Title: Executive Director
Name: Amanda Holloway		
Email Address: execdiretor@fmcentreofhope.co	Phone Number:	17(1)

Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Registration #:		829290337
Act Registered Under:	<input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not for-Profit Corporations Act	

Legal signing Officers for Contract / Cheque Purposes		
<i>(According to letters patent or other incorporating documents)</i>		
Name	Title	Position
Amanda Holloway	Executive Director	Absent (out of Province)
Debbie Hahn	Board Chair	<i>Debbie Hahn</i>
Laurie Lee	Vice Chair	<i>Laurie Lee</i>
Please provide signature specimens in the space provided.		
How many of the above signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal agreement?		
2		
Which signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal argument?		
Any 2 of the above listed		
The personal information collected in the request for information is collected under the authority of section 33© of Alberta's Freedom Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or at (780) 743-7918.		



Category of Program

Which housing classification of the Wood Buffalo 10 Year Plan to End Homelessness will this program address?

(Please check all that apply)

- ☐ Housing First
- ☐ Rapid Re-housing
- ☒ Permanent Supportive Housing

Beneficiaries (Target audience)

(Please check all that apply)

- ☒ Chronically Homeless
- ☐ Episodically Homeless
- ☐ Near Homeless

Inputs: (Resources dedicated to, or consumed by, the program)

CPH Funding requested (As per attached budget): \$ 940,550.34

Other Sources of funding: NA

Staffing: 1 Coordinator, 1 Team Lead, 6 F/T, 4PT



Appendix B - Schedule A

Program Name: Permanent Supportive Housing

Program Description Summary:

Services clients who are chronically homeless. 24/7 support within the homes including life skills, programming, hygiene, social interaction. Case management including goal setting, linkage with community support services, transportation and advocacy.

****Please attach a program logic model****

Program Activities: (Details of the program)

The Supervisor will monitor and supervise 1 (#) Coordinators, along with attending required meetings and ensuring that all statistical information is submitted to the Municipality on time each month.

The Coordinators will assist the clients in securing income, and obtaining an affordable living space. Once the individuals are housed, the Coordinators will give support to ensure they maintain their residence by doing intensive follow-up visits for at least a year, with the expectation that visits will diminish as self-sufficiency and independence is attained and maintained.

Coordinators will ensure that all relevant and required data is recorded in the Efforts to Outcomes (ETO) Database. All data collected through this program remains the property of the Provincial Government.

All new referrals to the program must be transferred by Centralized Intake Services.

The Team Lead and Coordinators will follow the Community Plan on Homelessness' standard of practice.

Please provide any additional information that may assist in developing a better understanding of your Program's activities?

We will continue to practice from a Harm Reduction Model, and support residents in our safe consumption program.

Daily meaningful activities and socialization-Indigenous crafts- including canvas paintings, beading, dream catchers, drum making, cross stitching-6 hours a month

-Baking- pies, cookies, muffins, cakes, bannock-6 hours a month

-Board games and puzzles-6 hours a month

-Meal prep-10 hours a month

-Gardening in the summer months-6 hours a month

The Coordinator will be responsible for the organization and facilitation of support agencies coming into the home (Coordination of Health Services and supports).

Paws visits the homes weekly providing pet therapy.



Schedule A

Outcome Indicators/Measures (Provincial Government Mandated): Monitoring and Evaluation

Describe the change you hope to see as a result of the program:

- 1 Those persons housed through the program will remain stably housed.
- 2 Those persons housed in the program will show a reduction in use of public systems.
- 3 Those persons accepted into the program will demonstrate improved self-sufficiency.
- 4 Those persons accepted into the program will demonstrate engagement in mainstream services.
- 5 Please provide any additional outcomes:

5. Individuals are housed in a safe and supportive environment no longer living in homelessness
6. Service plan will be designed with client to address emergent needs
7. Residents are supported with the adjustment phase for their new environment
8. Individualized safe consumption is introduced.
9. Primary income is obtained
10. Individuals being served are entered into the Efforts to Outcome database (ETO)

Outcome Indicators/Measures: (How you know the program is successful?)

- 1 At any given reporting period, 85 percent of the people housed will still be permanently housed.
- 2 Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
- 3 Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
- 4 Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.)
- 5 Please provide any additional indicators:

5. Individuals will experience safety and security in their homes.
6. Individuals will have daily meaningful activities and goals
7. Intense case management service referrals and wrap around services will better support the individuals.
8. Residents will keep building rapport with the support staff/Coordinator and service providers. Residents will have built relationships with other residents and it is how they would like them.
9. Income is established.
10. Residents are participating in individualized safe consumption program.
11. Residents are providing program feedback.



Schedule A

Outputs: (Direct products of program activities)

It is estimated that 11 (#) clients will be housed and maintain permanent housing.

Program will report using the ETO data collection system.

The organization will remain a partner with those involved and committed to the Housing First model.

Those housed will demonstrate a reduction in use of public systems (i.e., Emergency shelters, hospital emergency rooms, RCMP/judicial services).

Those housed will demonstrate increased independence and self-sufficiency.

Those housed will achieve support through assistance in obtaining appropriate identification, financial and medical supports required to achieve independence.

Please provide any additional outputs.

Improved quality of life for those individuals receiving services

Individuals have developed a safe and positive social network and community in the home and with service providers accessed

Residents have established a proud ownership in their home

Individuals have established harm reduction methods for safe consumption

Program is demonstrating success with diverse and intense case management and continues to receive funding for operations.

Up to date and complete profiles entered into ETO data Base

Incorporate participant feedback into program

Expenditures are maintained within approved funding and client contribution.

**APPENDIX C - BUDGET FORM****Operational Budget Overview**

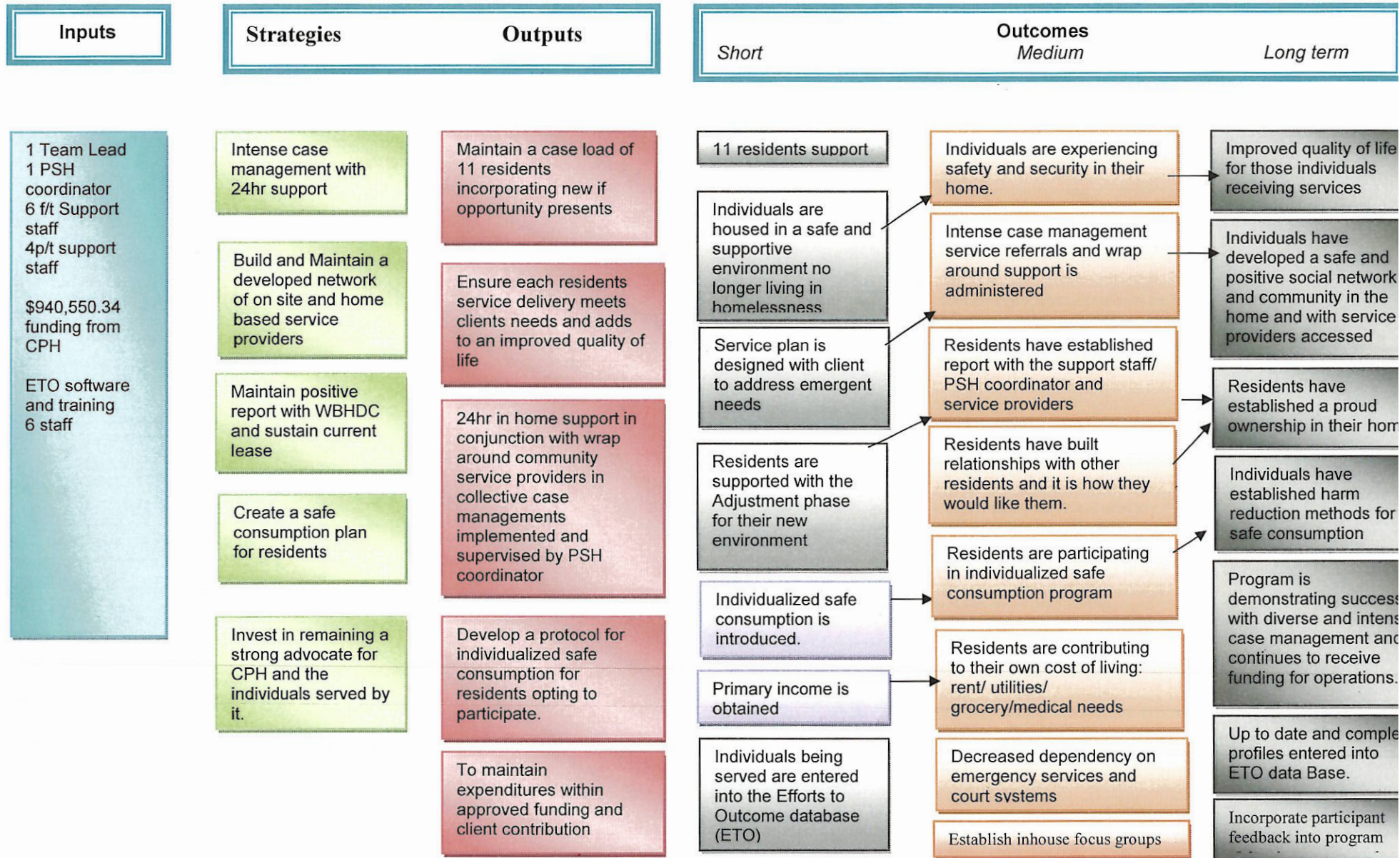
Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item		
	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	791,893.76	12% MERC
Client Needs (# of clients)	7,100.00	4 new @ \$500,maintence/bus
Operating Costs	56,052.00	including rent supplement
Administrative Costs (10% of Total)	85,504.58	
Total Program Costs	\$ 940,550.34	

**Program: Permanent Supportive Housing
Complex Barriers living in Homelessness.**

Strategy: To Provide Permanent Supportive Housing for Individuals with



Measurements

- 1) Program has been operated successfully with in outlined budget
- 2) CPH contract requirements have been met
- 3) Aspired number of individuals successfully accessing the program
- 4) Complete and up to date Data Collection entered into ETO

Overarching Principal:

- 1) To enhance this layer of Housing to meet the demand for PSH in our community.
- 2) To end Homelessness for individuals experiencing Complex

Salvation Army

Housing First

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 1 - Housing First/RRH/PSH

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
468,700	639,868	619,639	653,824	717,578	63,755

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Housing First program aligns within the local 10 Year Plan to End Homelessness under the goals of rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	326,508	306,592
Operational Costs	51,347	44,562
Client Related Costs	28,530	27,190
Rent Supplement	188,000	274,000
Subtotal	594,385	652,344
Administrative Costs	59,439	65,234
Total Costs	653,824	717,578

**APPENDIX A - INFORMATION FORM****2019 - 2020 COMMUNITY PLAN ON HOMELESSNESS FUNDING****Heading Home: The Right Thing to Do /
10 Year Plan to End Homelessness 2010 - 2020**

Organization Name: The Salvation Army Housing First Program		
Mailing Address		
Street Address / PO Box: 9919 MacDonald Dr		
City/Hamlet: Fort McMurray	Province: Alberta	Postal Code: T9H 1S7
Location Address:		
(If different than mailing) Katherine_Penney@can.salvationarmy.org		
Phone Number:		Email Address:

Main Contact	
Name: Kate Penney	Title: Programs Manager
Email Address: as above	Phone Number: 780-743-4175

Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Registration #: 263385-0
Act Registered Under:	<input type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input checked="" type="checkbox"/> Canada Not for-Profit Corporations Act	

Legal signing Officers for Contract / Cheque Purposes		
<i>(According to letters patent or other incorporating documents)</i>		
Name	Title	Position
Any name on authorized		
Signing/Officers/The Governing	Territorial HQ-Toronto	
Governing Council T.S.A. CAN.	See sheet included	
Please provide signature specimens in the space provided.		
How many of the above signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal agreement?		
Which signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal argument?		
Two of the Governing Council Board Members		
<small>The personal information collected in the request for information is collected under the authority of section 33© of Alberta's Freedom Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or at (780) 743-7918.</small>		



Category of Program

Which housing classification of the Wood Buffalo 10 Year Plan to End Homelessness will this program address?

(Please check all that apply)

- ☒ Housing First
- ☐ Rapid Re-housing
- ☐ Permanent Supportive Housing

Beneficiaries (Target audience)

(Please check all that apply)

- ☒ Chronically Homeless
- ☒ Episodically Homeless
- ☐ Near Homeless

Inputs: (Resources dedicated to, or consumed by, the program)

CPH Funding requested (As per attached budget):

Other Sources of funding:

Staffing: 4 : One Team Lead and 3 Housing First Coordinators



Appendix B - Schedule A

Program Name: The Salvation Army Housing First Program

Program Description Summary:

The Salvation Army Housing First Program will provide service to 45 chronic homeless adults who have high acuity; within a one year time period. Services to the chronic homeless will be provided by 1 Housing First Team Lead and 3 Housing First Coordinators

****Please attach a program logic model****

Program Activities: (Details of the program)

The Supervisor will monitor and supervise 3 (#) Coordinators, along with attending required meetings and ensuring that all statistical information is submitted to the Municipality on time each month.

The Coordinators will assist the clients in securing income, and obtaining an affordable living space. Once the individuals are housed, the Coordinators will give support to ensure they maintain their residence by doing intensive follow-up visits for at least a year, with the expectation that visits will diminish as self-sufficiency and independence is attained and maintained.

Coordinators will ensure that all relevant and required data is recorded in the Efforts to Outcomes (ETO) Database. All data collected through this program remains the property of the Provincial Government.

All new referrals to the program must be transferred by Centralized Intake Services.

The Team Lead and Coordinators will follow the Community Plan on Homelessness' standard of practice.

Please provide any additional information that may assist in developing a better understanding of your Program's activities?

Under the umbrellas of The Salvation Army our program has immediate access to:
Community and Family Services
Thrift Store
Mat Program
Men's Emergency Shelter
Spiritual and Religious Care/Pastoral Counselling

These programs all compliment the Housing First Program.

The Salvation Army Housing First program will continue to facilitate quarterly focus group meetings. Clients will be invited to attend the meetings, where a craft will be undertaken, which the clients can bring home. Lunch will be served. A questionnaire that was previously designed by the RMWB will be confidentiality filled in by those clients who wish to do so. Questionnaires will be put in a sealed envelope and forwarded to the Municipality.

Page 6**Program Description**

The Salvation Army Housing First Program will provide service to 45 chronic homeless adults who have high acuity; within a one year time period. Services to the chronic homeless will be provided by 1 Housing First Team Lead and 3 Housing First Coordinators.

Housing First Program: The Salvation Army Housing First Program fosters Alberta's 10 year plan to end homelessness and aims to provide the chronic homeless population with stabilized housing, intensive case management and community outreach, while empowering patron's to recognize their strengths and become self-sufficient.

The Salvation Army Housing First Program currently consist of a team of one Supervisor and three Coordinator's. Each Coordinator will maintain a caseload of 15 clients. These clients will all have high acuity.

The Program utilizes a client-centered, strength-based, and holistic approach in service delivery. Over a period of approximately twelve months, the Program provides the chronic and episodic homeless population with stabilized housing through intensive case management, advocacy, referrals and support in accordance with the Housing First Model and Alberta's 10 Year Plan to End Homelessness. In addition, the Program utilizes scattered site housing in the private rental marketplace and housing in mixed affordable housing to house clients. As well, The Salvation Army Housing First Program facilitates tools for patrons to recognize their strengths and empower themselves to become self-sufficient. Additionally, the Program facilitates referrals in accordance with client's needs to various support services within our community. Within the new year Housing First clients will be invited to all groups that The Salvation Army will be facilitating.

Program Activities.

Under the umbrellas of The Salvation Army our program has immediate access to:

Community and Family Services

Thrift Store

Mat Program

Men's Emergency Shelter

Spiritual and Religious Care/Pastoral Counselling

These programs all compliment the Housing First Program.

The Salvation Army Housing First program will continue to facilitate quarterly focus group meetings. Clients will be invited to attend the meetings, where a craft will be undertaken, which the clients can bring home. Lunch will be served. A questionnaire that was previously designed by the RMWB will be confidentiality filled in by those clients who wish to do so. Questionnaires will be put in a sealed envelope and forwarded to the Municipality.

All client in the new year 2019-2020 will be afforded the opportunity to take part in groups that will be facilitated through The Salvation Army. Lunch will be provided. If clients miss a week of group this will not disqualify them from attending. They can always feel free to drop in for group.

All families who are on the Coordinators caseload had child welfare involvement before coming to Housing First. None of the families on caseload currently have child welfare involvement.

We will continue to build up our list of private landlords. We currently have landlords who call our team when they have vacancies.

We continue to closely follow the Standards of Practice as established.



Schedule A

Outcome Indicators/Measures (Provincial Government Mandated): Monitoring and Evaluation

Describe the change you hope to see as a result of the program:

- 1 Those persons housed through the program will remain stably housed.
- 2 Those persons housed in the program will show a reduction in use of public systems.
- 3 Those persons accepted into the program will demonstrate improved self-sufficiency.
- 4 Those persons accepted into the program will demonstrate engagement in mainstream services.
- 5 Please provide any additional outcomes:

Families accepted into the program will no longer require the services of child welfare or child welfare involvement will lessen.

Outcome Indicators/Measures: (How you know the program is successful?)

- 1 At any given reporting period, 85 percent of the people housed will still be permanently housed.
- 2 Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
- 3 Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
- 4 Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.)
- 5 Please provide any additional indicators:

Those persons involved in the program will be engaged in recreation and cultural activities.



Schedule A

Outputs: (Direct products of program activities)

It is estimated that 45 (#) clients will be housed and maintain permanent housing.

Program will report using the ETO data collection system.

The organization will remain a partner with those involved and committed to the Housing First model.

Those housed will demonstrate a reduction in use of public systems (i.e., Emergency shelters, hospital emergency rooms, RCMP/judicial services).

Those housed will demonstrate increased independence and self-sufficiency.

Those housed will achieve support through assistance in obtaining appropriate identification, financial and medical supports required to achieve independence.

Please provide any additional outputs.

Team Lead and Program Coordinators will practice and use Motivational Interviewing effectively.

Team Lead and Program Coordinators will "build up" an inventory of private landlords.

**APPENDIX C - BUDGET FORM****Operational Budget Overview**

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item		
	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	326,508.00	.50 raise for 4 staff
Client Needs (# of clients)	216,530.00	\$500.00 x 5 families included
Operating Costs	51,347.00	includes 28,575.00 for lease
Administrative Costs (10% of Total)	59,438.50	
Total Program Costs	\$ 653,823.50	

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Wood Buffalo Wellness Society

Rapid Re-housing Program

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 1 - Housing First/RRH/PSH

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
288,264	293,525	510,623	831,828	474,446	(357,382)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Rapid Rehousing program aligns within the local 10 Year Plan to End Homelessness under the goals of rapidly Rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	255,944	167,024
Operational Costs	82,113	46,401
Client Related Costs	94,150	27,890
Rent Supplement	300,000	180,000
Damages	24,000	10,000
Subtotal	756,207	431,315
Administrative Costs	75,621	43,131
Total Costs	831,828	474,446

**APPENDIX A - INFORMATION FORM**

2019 - 2020 COMMUNITY PLAN ON HOMELESSNESS FUNDING
Heading Home: The Right Thing to Do /
10 Year Plan to End Homelessness 2010 - 2020

Organization Name: Wood Buffalo Wellness Society		
Mailing Address		
Street Address / PO Box: Box 5748		
City/Hamlet: Fort McMurray	Province: Alberta	Postal Code: T9H 4V9
Location Address:		
(If different than mailing) 214-9914 Morrison Street, Fort McMurray, AB, T9H 4A4		
Phone Number: 587-537-8477		Email Address: wbwsed@telus.net

Main Contact	
Name: Yvonne Ormson	Title: Executive Director
Email Address: wbwsed@telus.net	Phone Number: 587-537-8477

Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Registration #: 50132022378
Act Registered Under:	<input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not for-Profit Corporations Act	

Legal signing Officers for Contract / Cheque Purposes		
<i>(According to letters patent or other incorporating documents)</i>		
Name	Title	Position
Christine Burton		Board President
Yvonne Ormson	Executive Director	
Chelsey Braun	Clinical Director	
Please provide signature specimens in the space provided.		
How many of the above signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal agreement?		
2		
Which signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal argument?		
any 2		
<small>The personal information collected in the request for information is collected under the authority of section 33© of Alberta's Freedom Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or at (780) 743-7918.</small>		



Category of Program

Which housing classification of the Wood Buffalo 10 Year Plan to End Homelessness will this program address?

(Please check all that apply)

- ☐ Housing First
- ☒ Rapid Re-housing
- ☐ Permanent Supportive Housing

Beneficiaries (Target audience)

(Please check all that apply)

- ☐ Chronically Homeless
- ☒ Episodically Homeless
- ☒ Near Homeless

Inputs: (Resources dedicated to, or consumed by, the program)

CPH Funding requested (As per attached budget): \$ 828,643.00

Other Sources of funding:

Staffing: Three full-time coordinators



Appendix B - Schedule A

Program Name: Rapid Re-Housing (RRH)

Program Description Summary:

The RRH program serves clients experiencing episodic or transitional homelessness, focussing on housing people with low to moderate needs from as quickly as possible, inclusive of the provision of intensive case management and financial supports.

****Please attach a program logic model****

Program Activities: (Details of the program)

The Supervisor will monitor and supervise ____ 3 ____ (#) Coordinators, along with attending required meetings and ensuring that all statistical information is submitted to the Municipality on time each month.

The Coordinators will assist the clients in securing income, and obtaining an affordable living space. Once the individuals are housed, the Coordinators will give support to ensure they maintain their residence by doing intensive follow-up visits for at least a year, with the expectation that visits will diminish as self-sufficiency and independence is attained and maintained.

Coordinators will ensure that all relevant and required data is recorded in the Efforts to Outcomes (ETO) Database. All data collected through this program remains the property of the Provincial Government.

All new referrals to the program must be transferred by Centralized Intake Services.

The Team Lead and Coordinators will follow the Community Plan on Homelessness' standard of practice.

Please provide any additional information that may assist in developing a better understanding of your Program's activities?

The WBWS Rapid Re-Housing Program consists of a Team Lead and three Coordinators providing 2-6 months of intensive case case management within the RMWB. Financial support is given through rental supplements and further resources are available to rectify outstanding barriers that are deemed an impediment to securing housing. Active participation in the program is mandatory with all participants working with their Case Worker on self-determined goals to maintain permanent housing and autonomy.



Schedule A

Outcome Indicators/Measures (Provincial Government Mandated): Monitoring and Evaluation

Describe the change you hope to see as a result of the program:

- 1 Those persons housed through the program will remain stably housed.
- 2 Those persons housed in the program will show a reduction in use of public systems.
- 3 Those persons accepted into the program will demonstrate improved self-sufficiency.
- 4 Those persons accepted into the program will demonstrate engagement in mainstream services.
- 5 Please provide any additional outcomes:

Please see attached Logic Model.
Notable outcomes include:
Structured case plans developed and carried out by and within Housing First system.
Decrease in wait times for clients to receive housing.
Decrease in extensions of clients housed through Housing First programs.
Increase in participants' long term stability and independence.

Outcome Indicators/Measures: (How you know the program is successful?)

- 1 At any given reporting period, 85 percent of the people housed will still be permanently housed.
- 2 Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
- 3 Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
- 4 Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.)
- 5 Please provide any additional indicators:

Achievement of CPH contract requirements.
Program operates within contract budget.
Current and accurate data collection entered into ETO and all other documents as required by CPH.
Satisfactory participant enrollment numbers as per CPH contract.
Participant satisfaction to be measured by surveys and/or oral interviews.
Funder satisfaction to be measured by CPH to Agency reporting.



Schedule A

Outputs: (Direct products of program activities)

It is estimated that 25 (#) clients will be housed and maintain permanent housing.

Program will report using the ETO data collection system.

The organization will remain a partner with those involved and committed to the Housing First model.

Those housed will demonstrate a reduction in use of public systems (i.e., Emergency shelters, hospital emergency rooms, RCMP/judicial services).

Those housed will demonstrate increased independence and self-sufficiency.

Those housed will achieve support through assistance in obtaining appropriate identification, financial and medical supports required to achieve independence.

Please provide any additional outputs.

Increase in supportive relationship for participants via Rapid ReHousing staff and referrals to community supports.
Creation and implementation of participants' self-directed goals.
Increase in number of participants connected to appropriate, stable housing.
Initiation and maintenance of landlord contacts and relationships between participants and landlords.
Increase in number and strength of participants' positive landlord relationships.
Increase in program participants' perceived and actual well-being.
Increase in participants' safety.
Increase in participants' ability to obtain employment and/or a secure income source.

**APPENDIX C - BUDGET FORM****Operational Budget Overview**

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item		
	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	255,944.00	3 coordinators
Client Needs (# of clients)	418,150.00	includes rent supplements
Operating Costs	82,113.00	
Administrative Costs (10% of Total)	75,621.00	
Total Program Costs	\$ 831,828.00	

PROGRAM DESCRIPTION SUMMARY:

The Rapid Re-Housing Program serves individuals, couples and families who are experiencing episodic or transitional homelessness. The program focuses on moving people with low to moderate needs from homelessness and into housing as quickly as possible, inclusive of the provision of intensive case management and financial supports.



WBWS Rapid Re-Housing Program Logic Model

INPUTS	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG-TERM OUTCOMES
<ul style="list-style-type: none"> -Three full-time coordinators. -Supervisor/Team Lead. -Executive Director. -Social Profit Partners. -Funders/Stakeholders. -Program Participants (Clients). -Office space, equipment and supplies. -Computers & access to ETO. -Vehicle(s). 	<ul style="list-style-type: none"> -Accept referrals from Centralized Intake. -Delivery of RRH program according to the Community Plan on Homelessness' Best Practices via: <ul style="list-style-type: none"> --Office visits, --Home visits, --Provision of participant support and referrals with other community resources such as the Food Bank. -Provision of advocacy to participants. --Housing acquisition and maintenance support such as searches, inspections and move-ins, and the 	<ul style="list-style-type: none"> -Each coordinator provides 40 hrs/week of participant support and program delivery. -Estimated 25 clients will be housed and maintain permanent housing. -WBWS will remain a partner with those involved and committed to the Housing First model. -Program supervision provided by Team Lead and Executive Director. -Program will report using the ETO data collection system. 	<ul style="list-style-type: none"> -Increase in supportive relationship for participants via WBWS staff and referrals to community supports. -Creation and initial implementation of participants' self-directed goals. -Increase in number of participants connected to appropriate, stable housing. -Initiation of landlord contacts and relationships. 	<ul style="list-style-type: none"> -Increase in participants' actual and perceived well-being. -Increase in participants' safety. -Increase in participants' social skills. -Increase in participants' demonstrated engagement in mainstream services. -Increase in participants' autonomy—concurrent with resultant decrease in need for and usage of other community supports. -Increase in participants' ability to obtain employment and/or 	<ul style="list-style-type: none"> -Long-term maintenance of appropriate, stable housing for participants. -Decrease in number of homeless or at-risk-of-homeless individuals and families within the RMWB. -Increased community strength and well-being.

	<p>provision of financial support including damage deposits, rent supplements, arrears payments, tenant insurance, and start up supplies/furniture.</p> <p>-Maintaining connections and monitoring participants' progress via intensive follow-up visits for at least a year, with the expectation that visits will diminish as self-sufficiency and independence is attained and maintained.</p> <p>-Data collection and entry into Efforts to Outcomes (ETO) Database.</p> <p>-Networking and relationship building and maintenance with other Social Profit agencies.</p> <p>-Participation in local and regional initiatives focussed</p>	<p>-Staff attendance at relevant and/or required trainings and meetings.</p> <p>-Those housed will demonstrate increased independence and self-sufficiency.</p> <p>-Those housed will achieve support through assistance in obtaining appropriate identification, financial and medical supports required to achieve independence.</p>		<p>a secure source of income support.</p> <p>-Increase in participants' sense of belonging to community.</p> <p>-Increase in number of participants connected to appropriate, stable housing.</p> <p>-Decrease in wait times for participants to receive housing.</p> <p>-Increase in participants' knowledge of RTA guidelines.</p> <p>-Increase in number and strength of positive landlord relationships.</p> <p>-Decrease in participants' usage and dependency on emergency and court services.</p>	
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	on improving the quality of services to individuals and families who are homeless or at risk of homelessness.				
Outcome Indicators of Success: 1: Achievement of CPH Contract requirements. 2: Program operates within contract budget. 3: Current and accurate data collection entered into ETO and all other documents as required by CPH. 4: Satisfactory participant enrollment numbers as per CPH contract. 5: Participant satisfaction to be measured by surveys and/or oral interviews. 6. Funder satisfaction to be measured by CPH to Agency reporting.					

YMCA of Northern Alberta

Housing First

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 1 - Housing First/RRH/PSH

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
605,109	624,625	585,524	783,940	636,900	(147,040)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Housing First program aligns within the local 10 Year Plan to End Homelessness under the goals of rehousing and Provision of Support.

It falls within the Provincial Classifications under Housing Supports.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	298,252	275,847
Operational Costs	37,387	34,963
Client Related Costs	56,034	27,190
Rent Supplement	297,000	231,000
Damages	24,000	10,000
Subtotal	712,673	579,000
Administrative Costs	71,267	57,900
Total Costs	783,940	636,900

**APPENDIX A - INFORMATION FORM**

2019 - 2020 COMMUNITY PLAN ON HOMELESSNESS FUNDING
Heading Home: The Right Thing to Do /
10 Year Plan to End Homelessness 2010 - 2020

Organization Name: Young Men's Christian Association of Edmonton - YMCA of Northern Alberta		
Mailing Address		
Street Address / PO Box: 10211 105 Street		
City/Hamlet: Edmonton	Province: AB	Postal Code: T5J 1E3
Location Address:		
(If different than mailing) 106B 9816 Hardin Street, Fort McMurray, AB T9H 4K3		
Phone Number: 780-588-5035		Email Address: kara.boulton@northernalberta.ymca.ca

Main Contact	
Name: Kara Boulton	Title: Sr Director, Community & Housing Initiatives
Email Address: kara.boulton@northernalberta.ymca.ca	Phone Number: 780-588-5035

Is your organization registered as a not-for-profit society or corporation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Registration #: Special Resolution of Government
Act Registered Under:	<input type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not for-Profit Corporations Act	

Legal signing Officers for Contract / Cheque Purposes		
<i>(According to letters patent or other incorporating documents)</i>		
Name	Title	Position
Nick Parkinson	President & CEO	<i>Nick Parkinson</i>
Ruth Menegozzo	Vice President & CFO	<i>Ruth Menegozzo</i>
Joan Baker	VP Community & Housing	<i>Joan Baker</i>
Please provide signature specimens in the space provided.		
How many of the above signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal agreement? 2		
Which signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal argument? Vice President of corresponding program and one of President or additional Vice President		
The personal information collected in the request for information is collected under the authority of section 33© of Alberta's Freedom Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB, T9H 2K4 or at (780) 743-7918.		



Category of Program

Which housing classification of the Wood Buffalo 10 Year Plan to End Homelessness will this program address?

(Please check all that apply)

- ☒ Housing First
- ☐ Rapid Re-housing
- ☐ Permanent Supportive Housing

Beneficiaries (Target audience)

(Please check all that apply)

- ☒ Chronically Homeless
- ☒ Episodically Homeless
- ☐ Near Homeless

Inputs: (Resources dedicated to, or consumed by, the program)

CPH Funding requested (As per attached budget): \$ 783,940.85

Other Sources of funding: None

Staffing: 4 (1 Supervisor, 3 Coordinators)



Appendix B - Schedule A

Program Name: YMCA Housing First Program

Program Description Summary:

The YMCA Housing First team provides Intensive Case Management to qualifying clientele, which services include initial and on-going assessment, housing placement, tenancy management, landlord relations, evaluation and follow-up, referrals, advocacy, rent supplement administration and preparation for Graduation.

****Please attach a program logic model****

Program Activities: (Details of the program)

The Supervisor will monitor and supervise 3 (#) Coordinators, along with attending required meetings and ensuring that all statistical information is submitted to the Municipality on time each month.

The Coordinators will assist the clients in securing income, and obtaining an affordable living space. Once the individuals are housed, the Coordinators will give support to ensure they maintain their residence by doing intensive follow-up visits for at least a year, with the expectation that visits will diminish as self-sufficiency and independence is attained and maintained.

Coordinators will ensure that all relevant and required data is recorded in the Efforts to Outcomes (ETO) Database. All data collected through this program remains the property of the Provincial Government.

All new referrals to the program must be transferred by Centralized Intake Services.

The Team Lead and Coordinators will follow the Community Plan on Homelessness' standard of practice.

Please provide any additional information that may assist in developing a better understanding of your Program's activities?

The YMCA Housing First Program will manage an annual caseload of up to 45 chronically and episodically homeless households, with the goal to help them achieve and maintain permanent, safe, suitable and affordable housing. Staff partner with community agencies to coordinate meaningful referrals and assist clients to access a variety of clinical supports and community programs to effectively support their needs. Additional supports may include mental health and addiction supports, skills for independent living, employment and financial assistance, pre and post-natal care, socialization and community integration, identification, criminal justice supports, and cultural supports. YMCA of Northern Alberta has delivered Housing First programs and supports since 2009. Our teams share knowledge and collaborate to ensure they are utilizing best practices in service delivery across all program areas in all three regions (Edmonton, Grande Prairie and Wood Buffalo). The Association's Leadership Team provides strategic leadership and high-level oversight of programming to ensure staff are effectively meeting the needs of the diverse populations who are served.



Schedule A

Outcome Indicators/Measures (Provincial Government Mandated): Monitoring and Evaluation

Describe the change you hope to see as a result of the program:

- 1 Those persons housed through the program will remain stably housed.
- 2 Those persons housed in the program will show a reduction in use of public systems.
- 3 Those persons accepted into the program will demonstrate improved self-sufficiency.
- 4 Those persons accepted into the program will demonstrate engagement in mainstream services.
- 5 Please provide any additional outcomes:

SPDAT and follow-up interviews are completed at 90-day intervals to identify further supports. As individuals progress in the program, their SPDAT scores should decrease as they gain self-sufficiency. Some challenges to achieving our target outcomes include minimal social housing subsidy and limited private market landlord partnerships. To address these challenges, Housing First staff provide connections to relevant community, professional and required supports, maintain regular contact with participants, conduct regular assessment activities with participants, regularly communicate with landlords, support participants to understand and meet their obligations and exercise their rights and responsibilities as tenants.

Outcome Indicators/Measures: (How you know the program is successful?)

- 1 At any given reporting period, 85 percent of the people housed will still be permanently housed.
- 2 Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
- 3 Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
- 4 Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.)
- 5 Please provide any additional indicators:

* The SPDAT assessment scores of those persons housed will decrease throughout their time on caseload.
* As participants gain independence and self-sufficiency their monthly rental contributions will increase.
* Staff will receive positive reports and feedback regarding client's participation from community agencies where meaningful referrals were completed.
* Newly referred clients successfully obtain affordable housing within 21 days.
* When appropriate and eligible, participants successfully obtain employment through partnerships with Alberta Works and Choices.



Schedule A

Outputs: (Direct products of program activities)

It is estimated that 45 (#) clients will be housed and maintain permanent housing.

Program will report using the ETO data collection system.

The organization will remain a partner with those involved and committed to the Housing First model.

Those housed will demonstrate a reduction in use of public systems (i.e., Emergency shelters, hospital emergency rooms, RCMP/judicial services).

Those housed will demonstrate increased independence and self-sufficiency.

Those housed will achieve support through assistance in obtaining appropriate identification, financial and medical supports required to achieve independence.

Please provide any additional outputs.

* The use of Emergencies Services will be tracked through incident reports submitted to the CBO.

* ETO reports client acuity through the SPDAT Scores.

* Participants monthly contributions to rent are tracked in monthly financial reporting.

**APPENDIX C - BUDGET FORM****Operational Budget Overview**

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item		
	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	298,252.50	1 Team Lead 3 Coordinators
Client Needs (# of clients)	377,034.00	12clients/month; 45 caseload
Operating Costs	37,387.00	increase in office lease
Administrative Costs (10% of Total)	71,267.35	
Total Program Costs	\$ 783,940.85	

YMCA of Northern Alberta - Wood Buffalo Region Housing First Logic Model

Goal of Program: To end an individual's homelessness and then support them to address physical and mental health, addiction, employment, social, familial, spiritual and other needs that may present barriers to remaining stably housed.

Inputs	Activities	Outputs	Outcomes
Program Participants: Individuals, couples and families who are chronically homeless	<ul style="list-style-type: none"> * Accept referrals from Centralized Intake service in Fort McMurray * House chronically homeless individuals, couples and families following Housing First Principals * Engage and communicate with landlords and other program/participants stakeholders * Complete Individual assessments of participants (Initial, ongoing) * Provide 12-month intensive case management (see page 3 - program milestones) * Make referrals to other community resources * Ensure Data management using ETO and SPDAT * Network with other relevant community agencies 	* Minimum of 45 unique households (with over 60 individuals) housed	Homeless and at-risk persons are meaningfully engaged
Facility: Administrative offices, services and equipment and meeting spaces		* Minimum of 100 individuals served annually	People placed in permanent housing and provided supports to remain housed
Staff		* 80-85% if households remain housed	Reduction in the length of time persons are homeless
Financial Resources: Funding		* Maintain 1:15 staff to client ratio	Improved relationships and engagement with mainstream service providers and private sector landlords
YMCA Association Services and Technology		# of participants who successfully exit the program	Formerly homeless individuals demonstrate improved self-sufficiency and access mainstream community services
Legislation, Regulations and Standards of Practice		# of in-home visits completed	Chronic homelessness is reduced in the community
External partners, landlords and service providers		# of contacts with landlords	The data management system is used to support client data collection, trend analysis and progress reporting
Database Management System (ETO)		# of community referrals provided	
		# of supportive counselling hours	
		# of clients rehoused	
		% of rental supplement spent	

YMCA of Northern Alberta - Wood Buffalo Region Housing First Logic Model

Theory of Program: The YMCA Housing First program in Wood Buffalo utilizes a recovery-oriented Housing First approach to homelessness that involves moving people who experience homelessness into independent and permanent housing as quickly as possible, with no preconditions, and then provides them with additional supports and services as needed. It is a proven intervention, moving people from an experience of homelessness to stability with support to access services to achieve long-term success. The Housing First model has five core principles which include: immediate access to permanent housing with housing readiness requirements; customer choice and self-determination; recovery orientation, individualized and client-driven support; and social and community integration. Housing First has shown to: increase housing stability; improve quality of life as well as health and addictions outcomes; reduce involvement with police and the justice system; reduce costs associated with the justice system and health expenditures; and reduce hospitalization and emergency visits.

Outcomes	Indicators	Data Method
Homeless and at-risk persons are meaningfully engaged	* Housing First targets chronically homeless and priority populations	* ETO * SPDAT * Client Surveys
People placed in permanent housing with on-going supports remain housed	* Participants move on to successful outcomes * Participants have 25% reduction in SPDAT scored after 12-months in housing	
Reduction in the length of time persons are homeless	* Homeless people accepted for intake are housed as quickly as possible (21 days or less)	
Improved client relationships with mainstream service providers and private sector landlords	* Housing First staff provide connections to relevant community, professional and other required supports * Housing First staff maintain regular contact and conduct regular assessments with participants * Housing First staff regularly communicate with landlords * Housing First staff support participants to understand and meet their obligations and exercise their rights as tenants	
Formerly homeless individuals demonstrate improved self-sufficiency and access mainstream community services	* Participants experience a significant reduction in acuity after 12-months of service * Participants reduce their use of Emergency Services	
Chronic homelessness is reduced	* Participants become more stable in their housing	
Improved data management system to support client data collection, trend analysis	* ETO paper records and SPDAT are kept up to date * Data is shared appropriately with the YMCA, the Municipality and the Province	

YMCA of Northern Alberta - Wood Buffalo Region Housing First Logic Model

Program Milestone	Goal
0-3 months: housing, assessment, goal planning , case management	<ul style="list-style-type: none"> * Clients will attain appropriate and affordable housing * Clients will build supportive relationships with staff * Clients will complete initial assessments * Clients will create goals and action plans
3-6 months: housing orientation, on-going assessment and case management	<ul style="list-style-type: none"> * Clients will be supported to gain independent living skills * Clients will be supported to understand their roles, rights and responsibilities regarding their lease and landlord relationship * Clients will be supported to progress through their goal action plans * Clients will be supported to optimize their income
6-9 months: on-going assessment, case management and support, referrals to on-going supports as required	<ul style="list-style-type: none"> * Clients will prepare for independence * Clients will have sustainable sources of income * Clients will be connected to ongoing, longer-term supports, as required * Clients will commit to the completion of long-term goals
12 months: final assessment; review of goal attainment; graduation	<ul style="list-style-type: none"> * Clients will have achieved independence and are successfully discharged from the Housing First program

Wood Buffalo Wellness Society

Centralized Intake Services

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 2 - Coordinated Access

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
302,409	266,524	315,195	429,950	295,796	(134,154)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

The Centralized Intake program aligns within the 10 Year Plan to End Homelessness with under Goal III: Prevention. This program is being restructured to make available more opportunities for referrals from other services which will alleviate some of the demand on the current system.

It falls within under the Federal Homelessness Partnering Strategy Directives under Chronically and episodically homeless populations.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	364,780	260,832
Operational Costs	20,684	8,073
Client Related Costs	5,400	
Subtotal	390,864	268,905
Administrative Costs	39,086	26,891
Total Costs	429,950	295,796



2019-2020 Community Plan on Homelessness

Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Wood Buffalo Wellness Society

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

[Handwritten signatures and initials for five board members or the executive director, each followed by a line for initials.]

[Handwritten signature of Christine Burton]

Signature of Board Member
(must have signing authority)

Christine Burton
Print Name

2018/11/23

Date: (YYYY-MM-DD)

[Handwritten signature of Yvonne Ormson]

Signature of Board Member or Executive Director
(must have signing authority)

Yvonne Ormson
Print Name

2018-11-20

Date: (YYYY-MM-DD)



2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details
Organization Name: Wood Buffalo Wellness Society
Street Address: 214-9914 Morrison Street, Fort McMurray
Province: AB
Postal Code: T9H 4A4
Phone Number: 587-537-8477
Email Address: wbwsed@telus.net
Website Address: www.woodbuffalowellnesssociety.com
Main Contact
Name: Yvonne Ormson
Title: Executive Director
Daytime Phone: 17(1)
Email Address: wbwsed@telus.net
Board Chair/President
Name: Christine Burton
Daytime Phone:
Email Address:
Executive Director
Name: Yvonne Ormson
Daytime Phone: 17(1)
Email Address: wbwsed@telus.net
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> <div> Registration Number: 50132022378 </div> <div> Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act </div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-top: 1px solid black; margin-top: 5px; text-align: center;"> Christine Burton Print Name </div> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;"> 2018/11/23 Date: (Year-Month-Day) </div> </div> <div style="width: 45%;"> <div style="border-top: 1px solid black; margin-top: 5px; text-align: center;"> Yvonne Ormson Print Name </div> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;"> 2018-11-20 Date: (Year-Month-Day) </div> </div> </div>



Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws:

2. Number of board members: Currently: 5 2018: 5 2017: 5

3. How often does the Board of Directors meet? 6-8 times per year

4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Christine Burton	Chair	12
Dave Hill	Vice-Chair	10
Ryan Pruden	Treasurer	3
Amber Fort	Director	1
Curtis Hilman	Director	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☐ Yes

☒ No

6.

Board member name	Paid role in the board / organization	Amount received

.....

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

.....



7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☐ Prevention
- ☐ Outreach
- ☒ Coordinated Access
- ☐ Diversion

8.

Describe, **in detail**, how **the program** will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

The Wood Buffalo Wellness Society Centralized Intake program fits into all priority areas of the Ten Year Plan to End Homelessness.

Usage of this program results in homeless services becoming less fragmented, access to services is more seamless, and results in more effective and responsible use of scarce resources.

This project addresses the Education Priority by providing information to those interested in the Housing First programs as well as information to other community resources. We continue to source and utilize all professional development opportunities available and within our budget to align with the Change Management priority. In alignment with the Provision of Supports priority, CI staff refer individuals who do not meet Housing First placement criteria to other community resources.



Community Plan on Homelessness Proposed Program Details

9. Program Name: CENTRALIZED INTAKE

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

The Centralized Intake Program would employ three (3) Centralized Intake Workers and one (1) Team Lead, with supervision provided by the Executive Director. Centralized Intake is the first point of contact or entry into the Housing First system.

Highly trained staff, under the supervision of a Team Lead provide Intake and Assessment to individuals requesting Housing First services, as well as providing information and education about the Housing First Programming to the community at large.

Triage services are provided five days per week, with more in-depth assessments completed 2 days of the week. Intake workers also attend local shelters and work closely with other community support agencies such as the Salvation Army, Marshall House and the Soup Kitchen to screen clients. Centralized Intake completes intake and assessments with all individuals and families that present as homeless. One eligibility and prioritization is determined, a warm transfer is set up and clients are transferred to Housing First or Rapid Re-Housing programs.

The Wood Buffalo Wellness Society provides Triage and Intake services under standardized guidelines through this Centralized Intake (single point of entry model) where a person's first contact or entry into the Housing First system is done through either an emergency shelter, a dedicated assessment facility, or where people come into contact with key workers in the community, hospital, justice or social service settings.

This program prioritizes the chronic homeless population, regardless of ethnicity. Chronicity is determined by a set criteria (Prioritization Chart)--Homeless Individuals and families and those at risk of homelessness, and Indigenous individuals and families who are homeless or at risk of homelessness.

Usage of the Centralized Intake system ensures consistency of assessment, a reduction in duplication of services, and an enhanced and effective evaluation of the appropriateness of services.



11. What is your organization's vision and mandate? (If your organization received funding for **this program** in 2018/19, skip to Question 13)

12. How does the program align with your organization's vision and mandate?

13. What will be the positive impacts to the community?

Increased consistency and quality of assessment services provided to homeless and at risk of homelessness individuals and families within the RMWB;
Increased responsible usage of funds;
Decreased number of homeless or at-risk-of-homelessness individuals and families within the RMWB;
Increased communication between social service agencies;
Increased strength of relationships between agencies and partners within the Housing First model;
Increased community strength and well-being.



14. List community partners and include letters of support.

WBWS internal-agency partnerships: Mark Amy Treatment Centre, WBWS Rapid Re-Housing & Outreach Programs;
Inter-agency partnerships: Waypoints; Centre of Hope (Drop in/Intake, HF, Outreach, PSH); Regional Municipality of Wood Buffalo (Landlord/Tenant Support); YMCA; CHOICES; STHT; Salvation Army (Mat & HF Programs); SOS; FNIHB; HIV North; Alberta Works; Mental Health Diversion Program; Canadian Mental Health Association; Northern Lights Regional Health Centre; Fort McMurray Recovery Centre; Athabasca Tribal Council; NEAFAN; Wood Buffalo Housing Development Corporation; Fort McMurray First Nation Band Office; Nistawoyou Friendship Centre; Soup Kitchen; Wood Buffalo Food Bank; Public Health; JSYF; St. Aiden's Society; Pastew Place Detox;

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

Please see attached Logic Model.
Notable Outcomes:
Increased consistency and quality of assessment;
Decreased duplication of services; Increased coordination of CPH partnering agencies and ability of agencies to work together to actively prevent and reduce homelessness within the RMWB; Increased number of participants securing appropriate, stable housing;
Increased appropriateness of supports and services for Indigenous citizens;
Decreased number of homeless or at-risk-of-homelessness individuals and families within the RMWB;
Increased community strength and well-being.

Outcome Measures:

16. How will you know the program is working?

Achievement of CPH contract requirements;
Program operates within contract budget;
Current and accurate data collection as required by CPH;
Satisfactory participant enrollment numbers as per CPH contract;
Participant satisfaction to be measured by surveys and/or oral interviews;
Funder satisfaction to be measured by CPH to Agency reporting.



Outputs:

17. What are the direct results of the program activities? (percentages, numbers)

Each Centralized Intake (CI) Worker provides 40 hours/week of participant support and program delivery. Program supervision provided by full-time Team Lead, and Executive Director. Staff attendance at relevant and required trainings and meetings. CI workers accept clients from all coordinated access points and cross reference names on By-Name list to determine duplicity. Clients are ranked according to chronicity, VI-SPDAT score, current location, mental & physical health. CI workers determine appropriate CPH agency and transport client and client's file to selected agency and recommend a course of action. CI workers support and inform the RMWB CPH coordinators of program status, results and activities. CI workers meet reporting requirements, including use of ETO database. CI workers ensure the participation and representation of Indigenous homeless population. CI workers engage other local CPH partnering agencies, to actively work together to prevent and reduce homelessness.

18. How will you identify this program or project to the public as funded by the Municipality?

With required permissions, we will identify program funders via usage of approved statements on documentation, in social media (including website), and other agency promotions.



19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	364,780.00	3 staff and 1 supervisor
Client Needs (# of clients)	5,400.00	
Operating Costs	20,684.00	
Rent Supplement		
Administrative Costs (10% of Total)	39,086.00	
Total Program Costs	\$ 429,950.00	



20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

The Wood Buffalo Wellness Society, operates both the Community Services (Homeless and Housing Programs) and the Mark Amy Treatment Centre (an in-community Life Skills and Addictions Program accredited with "Excellence in Service"). Within the last 5 years, we have seen marked growth in our programming and our ability to further our mandate of quality client care.

Through our Housing First service delivery we have positively impacted and assisted hundreds of clients to improve the quality of their lives through attaining housing, addressing mental health and addictions barriers, gaining employment/training and measurably improving their emotional well-being and physical safety. We have now been able to assist clients through much of their professional continuum of care in accessing service for addictions and mental health as well as securing safe, stable and appropriate long-term housing.

We pride ourselves on our skilled employees, our commitment to client-centered, strengths-based approach to client care and adherence to our core values of the 7 Traditional Aboriginal Teachings of wisdom, love, respect, courage, humility, honesty and truth.

There is genuine caring and dedication of our staff for the people we serve.

All staff continually utilize professional development opportunities within our budget, and Senior staff have attended Leadership Training with Org Code and the T3 institute to ensure program fidelity and compliance with Housing First best practices.

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Attachment: 8. Wood Buffalo Wellness Society - Centralized Intake Services (2019-2020 CPH Grant Allocation)



WBWS Centralized Intake Program Logic Model

INPUTS	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG-TERM OUTCOMES
<ul style="list-style-type: none"> -Three full-time Intake workers. -Supervisor/Team Lead. -Executive Director. -Social Profit Partners. -Funders/Stakeholders. -Program Participants (Clients). -Office space, equipment and supplies. -Computers & access to ETO. -Vehicle(s). 	<ul style="list-style-type: none"> -Accept referrals from all coordinated access points (community and social profit agencies, Government and NGOs, shelters), as well as self-referrals; -Determine chronicity via set criteria (Prioritization Chart), VI-SPDAT scores, current location, mental and physical health; -Delivery of Program (Triage and Intake Services) via In-Office visits, community interactions, staff attendance at 	<ul style="list-style-type: none"> -Each coordinator provides 40 hrs/week of participant support and program delivery. -Program supervision provided by Team Lead and Executive Director. -Staff attendance at relevant and/or required trainings and meetings. 	<ul style="list-style-type: none"> -Increase in supportive relationship for participants via referrals and transfers to social profit agencies and community supports. -Decreased duplication of services. -Creation and initial implementation of participants' self-directed goals towards housing. -Increase in number of participants connected to appropriate, stable housing. 	<ul style="list-style-type: none"> --Increased efficiency for participants and agency workers accessing the Housing First systems. -Increased responsible usage of Housing First program-wide funding. -Increase in participants' actual and perceived well-being. -Increase in participants' safety. -Increase in participants' social skills. -Increase in participants' autonomy—concurrent with resultant decrease in need for and usage 	<ul style="list-style-type: none"> -Long-term maintenance of appropriate, stable housing for participants. -Decrease in number of homeless or at-risk-of-homeless individuals and families within the RMWB. -Increased number of individuals and families having long-term stability and independence. -Increased community strength and well-being. -Culturally relevant responses given to

	<p>Marshal House, MATC, Salvation Army Mat program, COH, Soup Kitchen, etc.;</p> <p>-Determine appropriate CPH agency able to accept client;</p> <p>-Transport client and client's file to selected agency, and recommend a course of action for the client;</p> <p>-Provision of community services support to participants and community via education and advocacy;</p> <p>-Completion and maintenance of required documentation as per CPH guidelines, including utilizing the ETO database;</p>		<p>-Increase in identification and supports offered to Homeless citizens identifying as Aboriginal.</p>	<p>of other community supports.</p> <p>-Increase in participants' ability to obtain employment and/or a secure source of income support.</p> <p>-Increase in participants' sense of belonging to community.</p> <p>-Increase in number of participants connected to appropriate, stable housing.</p> <p>-Decrease in wait times for participants to receive housing.</p> <p>-Increase in participants' knowledge of RTA guidelines.</p> <p>-Increase in number and strength of positive landlord relationships.</p> <p>-Decrease in participants' usage and dependency on emergency and court services.</p>	<p>Indigenous population.</p>
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	<p>-Support and inform the RMWB Community Plan on Homelessness Coordinators about program status and other activities related to the prevention and reduction of homelessness within the RMWB;</p> <p>-Ensure the participation and representation of homeless and at-risk-of-homelessness individuals; identifying as Indigenous;</p> <p>-Staff attendance at relevant and/or required trainings and meetings;</p>				
<p>Outcome Indicators of Success:</p> <p>1: Achievement of CPH Contract requirements.</p> <p>2: Program operates within contract budget.</p> <p>3: Current and accurate data collection entered into ETO and all other documents as required by CPH.</p> <p>4: Satisfactory participant enrollment numbers as per CPH contract.</p> <p>5: Participant satisfaction to be measured by surveys and/or oral interviews.</p> <p>6. Funder satisfaction to be measured by CPH to Agency reporting.</p>					



Wood Buffalo Food Bank Association

I am pleased to write this letter in support of the Wood Buffalo Wellness Society in their application to provide the Centralized Intake and Outreach Programs.

The Wood Buffalo Wellness Society serves a demonstrated need in our community, especially to our Housing First, homeless, and at risk of homelessness populations.

The continuation of their Outreach and Centralized Intake Programs would be of great benefit to our community as we move forward in our 10 Year Plan to End Homelessness.

This agency has shown a high standard of professionalism and execution of best practices, and I would not only support but encourage the funder to approve their application in its entirety.

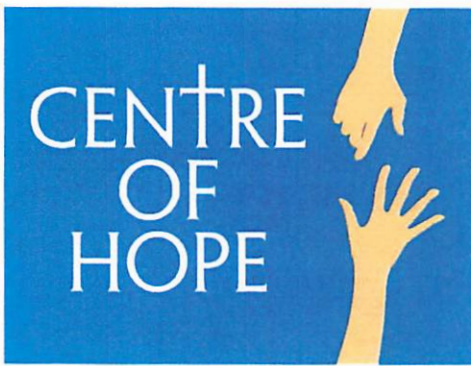
We at the Wood Buffalo Food Bank are very proud to be a supporting agency for the Wood Buffalo Wellness Society as they are to the Food Bank. We look forward to continuing our valued partnership.

If you would like to speak to me in person, please contact me at 780-743-1125.

Regards,

A handwritten signature in black ink that reads "Dan Edwards". The signature is written in a cursive, flowing style.

Dan Edwards
Executive Director
Wood Buffalo Food Bank Association
p.780.743.1125 ext229
f.780.743.9156



*Supporting individuals living in homelessness through
collaboration with the community and its support
systems*

To Whom it May Concern,

I am pleased to offer a letter of support for the Wood Buffalo Wellness Society, particularly their Centralized Intake and Outreach Program. The WBWS is a vital agency in our Community Plan On Homelessness. Having the WBWS Team as member of our service community allows for a more diverse community centered approach. Team Leads of all the CPH programs meet to form a collective approach towards clients case conferencing, community strategies, best practices, agency updates, and to share program successes. The WBWS Team provides insights and linkages to other programs being operated in their agency, which allows for easier client access and services.

The Centre of Hope's Housing Program, Permanent Supportive Housing Models, and Eviction Prevention programs receive and accept referrals from WBWS Centralized Intake program. The relationships between our agencies support staff is positive, and together they create a warm and safe environment for the client transfer. The Centralized Intake Program at WBWS also works closely with the Intake and Outreach services located at the Centre of Hope Drop in Program. The supporting staff maintains a positive and easy rapport with the Outreach Coordinators making communication and case conferencing productive.

The Outreach Program hosted through the WBWS is a key component of supporting individuals living in homelessness who do not meet the requirements for our currently Housing programs in community. It is imperative that these individuals receive the support to ensure that their needs are being met and that they are not moving further into chronic homelessness in this region.

I am happy to offer my support now and in the future for these very worthwhile initiatives. These programs are making a very real and positive impact in the lives of the clients served, and in our community.

Should you have any questions, or require additional information, please feel free to contact me at 780-743-3912 ext 222.

Amanda Holloway, BSW, RSW

Executive Director
Centre of Hope

Centre of Hope Non-Profit Society of Fort McMurray

Eviction Prevention

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 3 - Prevention/Outreach

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	<i>Difference of Recommended vs. Requested</i>
-	125,641	159,512	169,166	125,601	(43,565)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

Eviction Prevention Program aligns with the 10 Year Plan to End Homelessness under Goal III: Prevention. This program provides support and rental arrears to individuals and families facing eviction.

This program falls within the Provincial Project Classifications - Homeless Prevention.

Rent supplement was reduced in the budget due to limited available funds in the Provincial Agreement.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	70,928	70,928
Operational Costs	2,859	2,255
Rent Supplement	80,000	41,000
Subtotal	153,787	114,183
Administrative Costs	15,379	11,418
Total Costs	169,166	125,601

2019-2020 Community Plan on Homelessness

Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Centre of Hope

Declaration: In making this application, we, the undersigned, confirm:

*Board Member(s) and/or
Executive Director Initials:*

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

MR DA

MR DA

MR DA

MR DA

MR DA

Debbie Hahn
Signature of Board Member
(must have signing authority)

Amanda Holloway/Rosie Keating
Signature of Board Member or Executive Director
(must have signing authority)

Debbie Hahn
Print Name

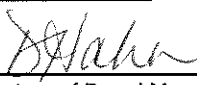

Amanda Holloway/Rosie Keating
Print Name

2018-12-07
Date: (YYYY-MM-DD)

2018-12-07
Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Centre of Hope	
Street Address: 1 McLeod Street	
Province: Alberta	
Postal Code: T9H 1Z4	
Phone Number: 780 743 3912	
Email Address: housingfirst@fmcentreofhope.com	
Website Address: www.fmcentreofhope.com	
Main Contact	
Name: Amanda Holloway	
Title: Executive Director	
Daytime Phone: 780 743 3912	
Email Address: execdirector@fmcentreofhope.com	
Board Chair/President	
Name: Debbie Hann	
Daytime Phone: 17(1)	
Email Address: 17(1)	
Executive Director	
Name: Amanda Holloway or Rosie Keating	
Daytime Phone: 780 743 3912	
Email Address: execdirector@fmcentreofhope.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 829290337	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
Debbie Hahn _____ Print Name	Amanda Holloway/Rosie Keating _____ Print Name
2018-12-07 _____ Date: (Year-Month-Day)	2018-12-07 _____ Date: (Year-Month-Day)

Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 5 2018: 8 2017: 8
3. How often does the Board of Directors meet? 1 time monthly
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Debbie Hahn	Board Chair	4
Laurie Lee	Vice Chair	3
Anthony Sidoroff	Secretary	1
Sandra Lanz	Treasurer	2
Lorraine DeSequin	Member at Large	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☐ Yes

☒ No

6.

Board member name	Paid role in the board / organization	Amount received

.....

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

.....

7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☒ Prevention
- ☐ Outreach
- ☐ Coordinated Access
- ☐ Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

Prevention: Mediation with individual and landlord pending evictions. Addressing barriers causing repeated evictions, Financial support with rent and utility arrears, Budgeting practices, Assistance with school applications, and advocating for funding for required work courses. Referrals to Choices.

Change management is fostered through a service plan agreed upon with the individual. It often occurs based on individual choice. The individual decides their level of change and what is acceptable to them. The program provides the tools and support for the individual to utilize. Individuals are supported with several different methods of change management one being Harm Reduction, this model is often individual choice as it empowers them to preserve self identity. Also Eviction Prevention addresses Change Management in the community, through decreasing activity on emergency services, court systems, health care, shelters, family assistance programs, red cross, etc. The Eviction Prevention Program harnesses the financial supports available to individuals and delivers a community approach.

Assistance for rehousing is provided to individual when eviction occurs and or the client is requesting a move and or the client has been accepted in to a subsidized housing program. Assistance with application process and navigating the administrative components. Financial component is to advocate for assistance with numerous damage deposits for rehousing events. The Eviction Prevention Program involves case management and encompasses a wide range of supports and partnerships with various community agencies: Financially the individual is supported with rent and utility arrears. Basic needs are supported by assisting with access to community agencies such as food bank, soup kitchen, thrift store etc. Socially the client is encouraged and supported at their request for recreation and social activities in the community. Mental and Physical Health is supported through appropriate referrals, attendance with individual to appointment and assisting with follow up appointments. Systemic barriers to housing is addressed with the individual and on their request linkages to community supports are provided and attended with the individuals to ensure successful outcomes. The intensity of supports varies on an individual basis.

Community Plan on Homelessness

Proposed Program Details

9. Program Name: Eviction Prevention

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

The Eviction Prevention Program is designed to address a gap service for individuals facing eviction due to rental and/or utility arrears. It has been identified through outreach supports a number of individuals experience homelessness for what should be a temporary period, however the psychological, financial and physical impacts of becoming homeless can present insurmountable challenges that can result in an individual living in homelessness for a longer period of time. Living in a state of homelessness can cause an individual to adjust to their environment in order to cope. The Eviction Prevention Program gives us the ability to assist individuals who are facing eviction, and through case management and financial support, we can prevent their eviction and in turn prevent them from becoming homeless. The objective is to identify barriers and establish an action plan to maintain tenancy.

The Centre of Hope was successful in receiving CPH support for the 2017-18 / 2018-2019 contract year to implement our communities first ever Eviction Prevention Program. The prevention of homelessness is a key goal/component of the RMWB Community Plan on Homelessness (Heading Home; The Right Thing To Do). This program in its short period of time has already serviced the incredible need in our community as well as an incredible level of success in preventing individuals from entering into homelessness. From April 1 2018 to Nov 30, 2018, 84 individuals have actively accessed the Eviction Prevention Program; 46 individuals have received financial assistance. COH has experienced 52 successful sustainable tenancies. Currently there are 12 clients being assisted. The Eviction Prevention Specialist carries a case load of not exceeding 30 clients at any given time, due to the short nature of the assistance. To date, a total of 410 efforts have been made with direct client contact. The Program has already established a collaborative community financial approach with Alberta Works, Salvation Army, and Red Cross. All of the service plan and case management rest with Centre of Hope while the financial component is shared amongst the above listed supports.

Individual requirements for this program would include: 1. Participants will sign consent to disclose for the purpose of obtaining and verifying information from community service providers accessed. 2. Currently a resident of Fort McMurray. 3. Hold a current and active tenancy agreement. 4. Are 18 years of age or older. 5. Have or will have proof of a permanent consistent source of income. 6. Provide 2 pieces of identification. 7. Provide a 60 day bank statement. 8. Have exhausted all forms of government assistance and agree to collective community approach. 9. Do not meet criteria for Housing First or Rapid Rehousing Programs. 10. Is not currently or will not be a recipient of Residential Social Housing.

Recipients of this service will receive up to the amount of \$2000.00 for either rent and or utilities in arrears. The payment will be made to the creditor directly in the form of a check issued by the Centre of Hope one week upon completion of the request approval. This service can only be accessed on a bi- annual basis. This will enable us to track success of the initiative and assess whether clients have been successful in maintaining tenancy.

11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

Funding received 2018- 2019

12. How does the program align with your organization's vision and mandate?

received funding 2018-2019

13. What will be the positive impacts to the community?

Positive and effective relationships built between landlords, tenants and community services i

Community awareness techniques are successful and individuals are self referring when an eviction is pending.

Individuals sustain tenancy and have an effective plan to maintain tenancy.

Create awareness amongst Landlords and Property management regarding support systems for tenants.

Decrease repetitive financial dependency on community services

14. List community partners and include letters of support.

Salvation Army	WBHDC	508572 Property Management
Alberta Works	Oaksey Investment	
CHOICES	On-Site Solutions	
Wood Buffalo Food Bank	Wood Buffalo Wellness Society	
Career Leap	Big Spirit Rentals	
Red Cross	Alberta Property Management	
480955 Alberta Ltd.	Shelter Canadian	
Argon Property Management	River Ridge Centre Development Ltd.	
Northern Property	Boardwalk Rental Communities	
Residential Remedies	Fort McMurray Housing Inc.	

Outcomes:**15. What is the change you anticipate will happen as a result of the program?**

- 1 Positive connections with property owners and managers to suspend and extend the current tenancy eviction
- 2 Agreeable service plan developed to over turn the eviction and sustain tenancy in a timely manner
- 3 Strengthen partnerships with service providers and landlords.
- 4 Collective Community financial approach to decrease dependability with participant.

Outcome Measures:**16. How will you know the program is working?**

- 1 Positive relationship are intact for individual and landlord
- 2 Appropriate service referrals are administered and fostered for positive integration
- 3 Participants and landlords feel supported in navigating community service partners for skill building and financial assistance.
- 4 Demonstrated decrease of participant use on service providers.
- 5 Individuals gain knowledge surrounding tenant's rights and responsibilities.

Outputs:**17. What are the direct results of the program activities? (percentages, numbers)**

Referrals are received from community partners for individuals facing eviction and services are being rendered.

Community awareness techniques are successful and individuals are self referring when an eviction is pending.

Individuals sustain tenancy and have an effective plan to maintain tenancy.

Decrease financial dependency on community services

Program is demonstrating success in overturning evictions and individuals sustaining tenancy.

The program continues to receive funding for operations.

Up to date and complete profiles entered into ETO data Base.

18. How will you identify this program or project to the public as funded by the Municipality?

The Eviction Prevention Program publicly promotes the municipality Community Plan to End Homelessness through: Brochures, Information booths at various community events, Social-media linked to the Centre of Hope, Information sessions with landlords, Information sessions with partnering community services,

The CPH logo is displayed in conjunction with all promotion materials and activities associated with the program, including banners, brochures and emails.

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	70,928.00	1 Staff
Client Needs (# of clients)		
Operating Costs	2,859.00	
Rent Supplement	80,000.00	
Administrative Costs (10% of Total)	15,378.70	calculated at 10%
Total Program Costs	\$ 169,165.70	

20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

The Centre of Hopes has been in operation since 2005 with the sole agenda of providing program and services for individuals living in homelessness or at risk of living in homelessness. Our agency has grown from solely meeting the basic daily needs of individuals living in homelessness (drop in centre), to offering various comprehensive series and programs designed to meet the unique needs of individuals living in various stage of homelessness. Each and every program is designed based upon a recognized gap area of service in this community and for the population of people we serve. These programs are also carefully implemented to assist with the Community Plan on Homelessness for our region. Our mission statement is aligned with the provincial 10 year plan as well as the RMWB plan on homelessness. It is our goal to continue to improve on the services being delivered to those most marginalized in our region and to continue to strive for an effective collaborative service system in our community.

Our Mission Statement:

"Ending homelessness through collaboration with the community and its support systems"

Our Vision Statement:

"To have a positively impacted community through the prevention of homelessness"

Completed and Signed Applications are to be submitted:

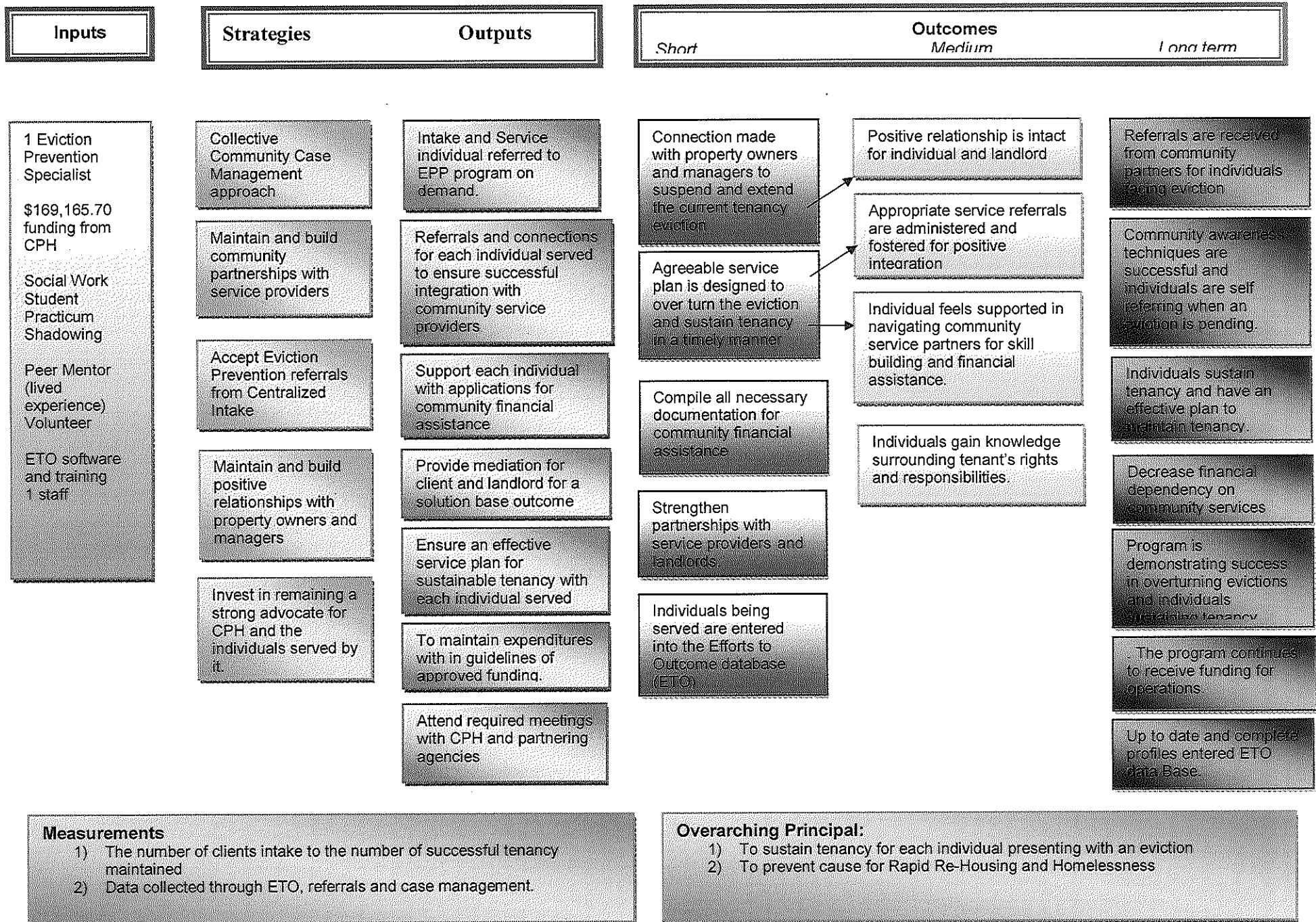
In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)

Program: Eviction Prevention**Strategy: To Prevent Eviction and Sustain Current Tenancy Agreements**



November 28, 2018

To Whom it May Concern:

RE: Request for Continued Funding for the Eviction Prevention Program

Wood Buffalo Housing is pleased to support the Fort McMurray Centre of Hope's request for continued funding for its Eviction Prevention program.

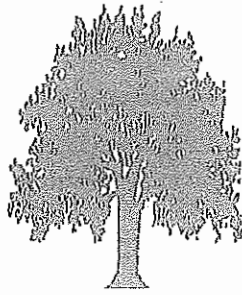
The Eviction Prevention program has assisted us in collecting over \$9,000 in tenant arrears in 2018 alone, and we have housed eight clients this year through their programs.

These are vital programs with a major impact on addressing homelessness in our community. Wood Buffalo Housing strongly supports their continued funding.

I welcome the opportunity to speak with you further about our collaboration and the impact it will have on homelessness in our community. Please contact me at the address below should you have any further questions.

Sincerely,

Henry Hunter
President/CEO



Oaksey Investments Inc.

102 - 196 Signal Road, Fort McMurray AB T9H 3S3 - PH: 780.791-4095 FX: 780.791-4090

November 20-2018

To Whom It May Concern

Eviction Prevention has been a successful program for the tenants that our company has referred. Only one of our tenants that we referred did not have success in keeping up with their rent and ended being evicted.

I have been working in this position for the last three plus years. As you know, changes in the economy, also the 2016 wild fire left several people in the position where they could not afford to pay their rent. This is worst part of my job sending eveiction letters to tenant for non-payment who have really tried. I am fortunate to work for company who gives tenants opportunities to pay their rent. I was going through my list of tenants whose rent was late and received a call about a program called Eviction Prevention. The Eviction Prevention Specialist came to our office informed me all about the program. The eligibility working, rent arrears, current lease agreement, eviction notice, resident of Alberta, bank statements and paystubs.

With this criteria quite a few of our tenants were eligible. Before I had referred some of the tenants to Red Cross, Alberta works and Salvation Army before. Some of our tenants felt ashamed, embarrassed and did not like going to ask for help. Eviction Prevention did an intake on the tenants we referred to see if they were eligible for the program. Also if they needed to talk anyone about any addictions they are given the opportunity. Once the tenants were eligible appointments were at the various community partners for financial assistance and went with them. This makes feel a lot better and less stress having someone supporting them through these intakes with other Community Partner. Some of the tenants were able to pay all their rent arrears through Community Partners and Eviction Prevention also paid off several tenants rent.

Kind Regards

A handwritten signature in cursive script that reads "Louise Bluett".

Louise Bluett
Property Administrator



Dec. 5, 2018

To whom it may concern:

We have been working with the Centre of Hope's Eviction Prevention Program since it's beginning. This program has been very beneficial for many of our residents in providing both financial aid and support services that they require.

I do believe that this program is a much needed service in the community providing support services that are very much lacking. The RMWB is a transient community that requires coaching services to many residents to aid in the prevention of eviction (the majority of evictions that are issued are due to disturbances, which is easily preventable with appropriate coaching). The eviction prevention program provides this coaching to its clients/our residents enabling us to continue with tenancies and aid in the plan to end homelessness. We are very proud of our cooperation with the RMWB's plan to end homelessness, and we will continue to provide support to this initiative. This will continue on our part as long as we are provided with services like this program to support the residents as well as the landlord to protect the peaceful enjoyment for all of our residents.

If you require any future information, please contact me at 780-790-0806, Ext. 226.

Dawn Collier
Northview Apartment REIT
Regional Manager – Fort McMurray

301-9612 Franklin Ave.
Fort McMurray, AB T9H 2J9
Office: 780.790.0806 ext. 226
dcollier@northviewreit.com



Wood Buffalo Wellness Society

214-9914 Morrison Street
 Phone (587) 537-8477 Ext: 15
 Fax (587) 537-8476
 Cell: (780) 713-6337
www.woodbuffalowellnesssociety.com

November 21, 2018

To Whom It May Concern

I am pleased to offer this letter of support of the Centre of Hope, in its application to continue to provide the Eviction Prevention Program, as well as their proposal to introduce a Graduate Community Support Program for the 2019-20 funding year.

The Wood Buffalo Wellness Society continues to enjoy a professional relationship with the Centre of Hope, working in collaboration to support and advocate for the people we are privileged to serve.

I support the continuation of the Eviction Prevention Program as I feel this program has proven to be a valuable tool in our efforts to end homelessness and many of our clients have benefitted from this program.

The introduction of the Graduate Community Support Program would ensure that as a community, we are providing longer-term supports to those individuals and families who have "graduated" from our Housing First programs, but still require some level on ongoing assistance—thus negating the risk of re-entry into homelessness.

We look forward to working more closely with the Centre of Hope in the coming year.

Should you require further information, please feel free to contact me.

Sincerely,

Y Ormson

Yvonne Ormson
 Executive Director
 Wood Buffalo Wellness Society
 214-9914 Morrison Street
 Fort McMurray, AB, T9H 4A4
wbwsed@telus.net
 P: 587-537-8477 Ext: 15
 F: 587-537-8476
 Cell: 17(1)



Wood Buffalo Wellness Society Outreach Program

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 3 - Prevention/Outreach

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
82,425	92,624	88,030	210,364	84,879	(125,485)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This Outreach program aligns within the 10 Year Plan to End Homelessness with Goal III: Prevention.

It falls within the Provincial Classifications under Connection to Long Term Supports.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	150,098	69,784
Operational Costs	9,142	3,879
Client Related Costs	32,000	3,500
Subtotal	191,240	77,163
Administrative Costs	19,124	7,716
Total Costs	210,364	84,879



2019-2020 Community Plan on Homelessness Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Wood Buffalo Wellness Society

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

[Signature] [Initials]

[Signature] [Initials]

[Signature] [Initials]

[Signature] [Initials]

[Signature] [Initials]

[Signature]
Signature of Board Member
(must have signing authority)

[Signature]
Signature of Board Member or Executive Director
(must have signing authority)

Christine Burton
Print Name

Yvonne Ormson
Print Name

2018/11/23
Date: (YYYY-MM-DD)

2018-11-21
Date: (YYYY-MM-DD)



2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Wood Buffalo Wellness Society	
Street Address: 214-9914 Morrison Street, Fort McMurray	
Province: AB	
Postal Code: T9H 4A4	
Phone Number: 587-537-8477	
Email Address: wbwsed@telus.net	
Website Address: www.woodbuffalowellnesssociety.com	
Main Contact	
Name: Yvonne Ormson	
Title: Executive Director	
Daytime Phone: 17(1)	
Email Address: wbwsed@telus.net	
Board Chair/President	
Name: Christine Burton	
Daytime Phone: 17(1)	
Email Address: 17(1)	
Executive Director	
Name: Yvonne Ormson	
Daytime Phone: 17(1)	
Email Address: wbwsed@telus.net	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 50132022378	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
Christine Burton _____ Print Name	Yvonne Ormson _____ Print Name
2018/11/23 _____ Date: (Year-Month-Day)	2018-11-20 _____ Date: (Year-Month-Day)



Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 5 2018: 5 2017: 5
3. How often does the Board of Directors meet? 6-8 times per year
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Christine Burton	Chair	12
Dave Hill	Vice-Chair	10
Ryan Pruden	Treasurer	3
Amber Fort	Director	1
Curtis Hilman	Director	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☐ Yes☒ No

- 6.

Board member name	Paid role in the board / organization	Amount received

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.



7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☐ Prevention
- ☒ Outreach
- ☐ Coordinated Access
- ☐ Diversion

8.

Describe, **in detail**, how **the program** will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

This program aligns with Prevention, Outreach and Diversion classifications within the Regional Municipality of Wood Buffalo 10 Year Plan to End Homelessness 2010-2010 (also referred to as the Community Plan on Homelessness (CPH). It also falls within the connection to long-term supports classification in the agreement with the Province of Alberta for funding under the Outreach Support Services Initiative (Ministry of Community and Social Services). The WBWS Outreach Program has a very high rate of housing success (over 11 %) and serves to divert and prevent clients from becoming chronically homeless. This program has proven to play an integral role in diverting clients from the traditional Housing First programs (Rapid Re-Housing & Housing First). Further, this program has demonstrated significant success in preventing clients from becoming chronically homeless.



Community Plan on Homelessness Proposed Program Details

9. Program Name: OUTREACH

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

The Wood Buffalo Wellness Society (WBWS) Outreach Program provides a short-term crisis response to individuals and families needing housing support but only requiring minimum interventions. Clients assessed by Centralized Intake workers, and deemed to not be in sufficient need for Housing First or Rapid Re-Housing, can be referred to the Outreach worker. The Outreach worker also spends time in the community educating potential clients about the program.

The Outreach worker will assist the client in identifying and addressing any barriers contributing to their current housing situation and some funding is provided for damage deposits and client needs.

If a client's needs increase, or their situation worsens, the client can be re-screened and could enter either the Housing First or Rapid Re-Housing programs.

We feel that the Outreach Program fulfills an integral role in serving to capture individuals and families before they become chronically homeless or at risk of homelessness. In the first 7 months of 2018-19 program year, our Outreach worker served 156 clients HOUSED 17 clients, and made 167 referrals to other agencies and community supports to prevent participants from becoming chronically homeless.

WBWS has been operating with one Outreach worker and has found the demand for Outreach services far exceeds this staffing level. We are asking for funding for two full-time Outreach workers, in order to expand our ability to prevent clients from entering onto the Rapid Re-Housing and Housing First caseloads.



11. What is your organization's vision and mandate? (If your organization received funding for **this program** in 2018/19, skip to Question 13)

12. How does the program align with your organization's vision and mandate?

13. What will be the positive impacts to the community?

The positive impacts to the community include increased community strength and well-being; Decrease in number of homeless or at-risk-of-homelessness individuals and families within the RMWB; Increase in participants' autonomy, concurrent with resultant decreased need for and usage of community services both Governmental and NGO--including emergency health-care, social-profit, police and court systems, etc.; Reduction in Housing First and Rapid Re-Housing caseloads; Increased positive rental experiences for landlords and tenants within the RMWB.



14. List community partners and include letters of support.

WBWS internal-agency partnerships: Mark Amy Treatment Centre, WBWS Rapid Re-Housing & Centralized Intake Programs;
Inter-agency partnerships: Waypoints; Centre of Hope (Drop in/Intake, HF, Outreach, PSH); Regional Municipality of Wood Buffalo (Landlord/Tenant Support); YMCA; CHOICES; STHT; Salvation Army (Mat & HF Programs); SOS; FNIHB; HIV North; Alberta Works; Mental Health Diversion Program; Canadian Mental Health Association; Northern Lights Regional Health Centre; Fort McMurray Recovery Centre; Athabasca Tribal Council; NEAFAN; Wood Buffalo Housing Development Corporation; Fort McMurray First Nation Band Office; Nistawoyou Friendship Centre; Soup Kitchen; Wood Buffalo Food Bank; Public Health; JSYF; St. Aiden's Society; Pastew Place Detox.

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

Please see attached Logic Model:
Notable Outcomes:
Increased number of participants obtaining and maintaining appropriate, stable housing;
Decreased number of homeless or at-risk-of-homelessness individuals and families within the RMWB;
Increase in participants' safety;
Increase in participants' autonomy concurrent with resultant decrease in need for and usage of other community agencies & supports;
Increased community strength and well-being.

Outcome Measures:

16. How will you know the program is working?

Achievement of CPH contract requirements;
Program operates within contract budget;
Current and accurate data collection as required by CPH;
Satisfactory participant enrollment numbers as per CPH contract;
Participant satisfaction to be measured by surveys and/or oral interviews;
Funder satisfaction to be measured by CPH to Agency reporting.



Outputs:

17. What are the direct results of the program activities? (percentages, numbers)

--Two full-time Outreach staff each providing 40 hours/week of program delivery;
--Daily program supervision provided by Team Lead and Executive Director;
--In the first 7 months of 2018-19 program year, our Outreach worker served 156 clients
HOUSED 17 clients, and made 167 referrals to other agencies and community supports to
prevent participants from becoming chronically homeless. We anticipate continued, increasing
housing rates in the 2019-20 program year.
--Decreased number of individuals and families entering the traditional Rapid Re-Housing and
Housing First programs.
--Outreach workers and supervisory staff attendance at trainings and meetings are required by
the CBO.

18. How will you identify this program or project to the public as funded by the Municipality?

With required permissions, we will identify program funders via usage of approved statements
on documentation, and across various media (including social media & website), and other
agency promotions.



19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	150,098.00	2 full-time staff members
Client Needs (# of clients)	32,000.00	400+
Operating Costs	9,142.00	
Rent Supplement		
Administrative Costs (10% of Total)	19,124.00	
Total Program Costs	\$ 210,364.00	



20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

The Wood Buffalo Wellness Society, operates both the Community Services (Homeless and Housing Programs) and the Mark Amy Treatment Centre (an in-community Life Skills and Addictions Program accredited with "Excellence in Service"). Within the last 5 years, we have seen marked growth in our programming and our ability to further our mandate of quality client care.

Through our Housing First service delivery we have positively impacted and assisted hundreds of clients to improve the quality of their lives through attaining housing, addressing mental health and addictions barriers, gaining employment/training and measurably improving their emotional well-being and physical safety. We have now been able to assist clients through much of their professional continuum of care in accessing service for addictions and mental health as well as securing safe, stable and appropriate long-term housing.

We pride ourselves on our skilled employees, our commitment to client-centered, strengths-based approach to client care and adherence to our core values of the 7 Traditional Aboriginal Teachings of wisdom, love, respect, courage, humility, honesty and truth.

There is genuine caring and dedication of our staff for the people we serve.

All staff continually utilize professional development opportunities within our budget, and Senior staff have attended Leadership Training with Org Code and the T3 institute to ensure program fidelity and compliance with Housing First best practices.

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**



WBWS Outreach Program Logic Model

INPUTS	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG-TERM OUTCOMES
<ul style="list-style-type: none"> - Two Full Time Outreach Workers -Supervisor/Team Lead. -Executive Director. -Social Profit Partners. -Funders -Stakeholders. -Program Participants (Clients). -Office space, computer & equipment and supplies. -Vehicle(s). 	<ul style="list-style-type: none"> -Accept referrals from CI, other community agencies, Government and NGOs, shelters, as well as self-referrals; -Delivery of Program via Office visits, community interactions, staff attendance at Marshal House, MATC, Salvation Army Mat program, COH, Soup Kitchen, etc.; -Appropriate housing location search support; Initiation of landlord contacts; 	<ul style="list-style-type: none"> -Each Outreach staff provides 40 hrs/week of participant support and program delivery. -Daily Program supervision provided by Team Lead and Executive Director. -Staff attendance at trainings and meetings as required by CBO; -Relevant and required data recorded into Efforts to Outcomes (ETO) database. 	<ul style="list-style-type: none"> -Increase in supportive relationship for participants via WBWS staff and referrals to community supports; -Increase in number of participants connected to appropriate, stable housing; -Initiation of landlord contacts and relationships; --Creation and initial implementation of participants' self-directed goals and increased number of participants referred to support services; 	<ul style="list-style-type: none"> -Increase in participants' actual and perceived well-being; -Increase in participants' safety; -Increase in participants' social skills; -Increase in participants' autonomy—concurrent with resultant decrease in need for and usage of other community supports; -Increase in participants' ability to obtain employment and/or a secure source of income support; -Increase in participants' sense of 	<ul style="list-style-type: none"> -Long-term maintenance of appropriate, stable housing for participants. -Decrease in number of homeless or at-risk-of-homeless individuals and families within the RMWB. -Increased community strength and well-being.

	<ul style="list-style-type: none"> -Provision of financial supports such as damage deposits, rent supplements, basic client needs, etc.; -Provision of community services support to participants via education and advocacy; -Ongoing support to participants and landlords; -Required documentation as per CBO guidelines; -Staff attendance at relevant and/or required trainings and meetings; 			<ul style="list-style-type: none"> belonging to community; -Increase in number of participants connected to appropriate, stable housing; -Decrease in wait times for participants to receive housing; -Increase in participants' knowledge of RTA guidelines; -Increase in number and strength of positive landlord relationships; -Decrease in participants' usage and dependency on emergency and court services. 	
Outcome Indicators of Success: <ol style="list-style-type: none"> 1: Achievement of CPH Contract requirements. 2: Program operates within contract budget. 3: Current and accurate data collection as required by CPH. 4: Satisfactory participant enrollment numbers as per CPH contract. 5: Participant satisfaction to be measured by surveys and/or oral interviews. 6: Funder satisfaction to be measured by CPH to Agency reporting. 					



Wood Buffalo Food Bank Association

I am pleased to write this letter in support of the Wood Buffalo Wellness Society in their application to provide the Centralized Intake and Outreach Programs.

The Wood Buffalo Wellness Society serves a demonstrated need in our community, especially to our Housing First, homeless, and at risk of homelessness populations.

The continuation of their Outreach and Centralized Intake Programs would be of great benefit to our community as we move forward in our 10 Year Plan to End Homelessness.

This agency has shown a high standard of professionalism and execution of best practices, and I would not only support but encourage the funder to approve their application in its entirety.

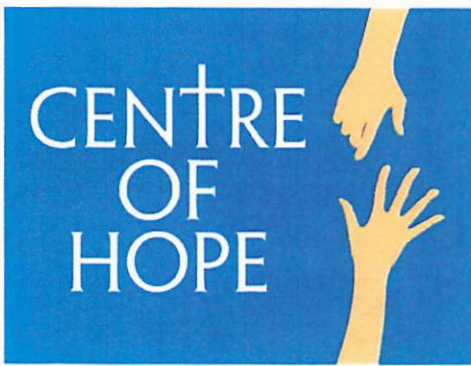
We at the Wood Buffalo Food Bank are very proud to be a supporting agency for the Wood Buffalo Wellness Society as they are to the Food Bank. We look forward to continuing our valued partnership.

If you would like to speak to me in person, please contact me at 780-743-1125.

Regards,

A handwritten signature in black ink that reads "Dan Edwards". The signature is written in a cursive, flowing style.

Dan Edwards
Executive Director
Wood Buffalo Food Bank Association
p.780.743.1125 ext229
f.780.743.9156



*Supporting individuals living in homelessness through
collaboration with the community and its support
systems*

To Whom it May Concern,

I am pleased to offer a letter of support for the Wood Buffalo Wellness Society, particularly their Centralized Intake and Outreach Program. The WBWS is a vital agency in our Community Plan On Homelessness. Having the WBWS Team as member of our service community allows for a more diverse community centered approach. Team Leads of all the CPH programs meet to form a collective approach towards clients case conferencing, community strategies, best practices, agency updates, and to share program successes. The WBWS Team provides insights and linkages to other programs being operated in their agency, which allows for easier client access and services.

The Centre of Hope's Housing Program, Permanent Supportive Housing Models, and Eviction Prevention programs receive and accept referrals from WBWS Centralized Intake program. The relationships between our agencies support staff is positive, and together they create a warm and safe environment for the client transfer. The Centralized Intake Program at WBWS also works closely with the Intake and Outreach services located at the Centre of Hope Drop in Program. The supporting staff maintains a positive and easy rapport with the Outreach Coordinators making communication and case conferencing productive.

The Outreach Program hosted through the WBWS is a key component of supporting individuals living in homelessness who do not meet the requirements for our currently Housing programs in community. It is imperative that these individuals receive the support to ensure that their needs are being met and that they are not moving further into chronic homelessness in this region.

I am happy to offer my support now and in the future for these very worthwhile initiatives. These programs are making a very real and positive impact in the lives of the clients served, and in our community.

Should you have any questions, or require additional information, please feel free to contact me at 780-743-3912 ext 222.

Amanda Holloway, BSW, RSW

Executive Director
Centre of Hope

Centre of Hope Non-Profit Society of Fort McMurray

Graduate Community Support

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 4 - Diversion

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
			96,754	-	(96,754)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This is an ineligible cost under both the Provincial and Federal funding agreements.

Not recommended

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	64,480	
Operational Costs	11,478	
Client Related Costs	12,000	
Subtotal	87,958	-
Administrative Costs	8,796	
Total Costs	96,754	-

2019-2020 Community Plan on Homelessness

Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Centre of Hope Non Profit Society of Fort McMurray

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

NRK DA

NRK DA

NRK DA

NRK DA

NRK DA

Debbie Hahn
Signature of Board Member
(must have signing authority)

Amanda Holloway / Rosie Keating
Signature of Board Member or Executive Director
(must have signing authority)

Debbie Hahn
Print Name


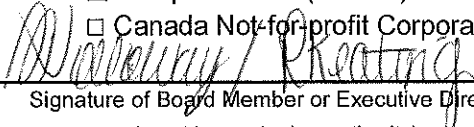
Amanda Holloway / Rosie Keating
Print Name

2018-12-07
Date: (YYYY-MM-DD)

2018-12-07
Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Centre of Hope Non Profit Society of Fort McMurray	
Street Address: 1 McLeod St	
Province: Alberta	
Postal Code: T9H 1Z4	
Phone Number: 780-743-3912 EXT222	
Email Address: execdirector@fmcentreofhope.com	
Website Address: www.fmcentreofhope.com	
Main Contact	
Name: Amanda Holloway or Rosie Keating	
Title: Executive Director	
Daytime Phone: 780-743-3912 ext 222	
Email Address: execdirector@fmcentreofhope.com	
Board Chair/President	
Name: Debbie Hahn	
Daytime Phone: 17(1)	
Email Address: 17(1)	
Executive Director	
Name: Amanda Holloway or Rosie Keating	
Daytime Phone: 780-743-3912 ext 222	
Email Address: execdirector@fmcentreofhope.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 82929 0337 RR0001	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
Debbie Hahn _____ Print Name	Amanda Holloway / Rosie Keating _____ Print Name
2018-12-07 _____ Date: (Year-Month-Day)	2018-12-07 _____ Date: (Year-Month-Day)

Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 5 2018: 8 2017: 8
3. How often does the Board of Directors meet? Once per month
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Debbie Hahn	Chair	4
Laurie Lee	Vice Chair	3
Loraine DeSequin	Member at Large	1
Anthony Sidoroff	Secretary	1
Sandra Lanz	Treasurer	2
Hope Ellis	Member at Large	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☐ Yes

☒ No

- 6.

Board member name	Paid role in the board / organization	Amount received

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

7. Which of the following classifications will your program address?

(Please check the one that applies)

☒ Prevention

☒ Outreach

☐ Coordinated Access

☐ Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

Graduate Community Support Program

Our proposal is to provide a dedicated Full Time Worker who will provide a Graduate Community Support Program. This worker will be tasked to provide dedicated case management to graduates who are referred from Housing First/ Rapid Rehousing agencies and who require continued support in the community to help reduce recidivism back into the program. Although case management will not be as intensive as that provided in Housing First programs, this dedicated position will allow services to be much more intentional and specific to the needs of those referred. Individuals who are set to graduate from Housing First will warm transfer to this Case manager, resulting in a more streamline transition and reducing gap in service during this transition period. Currently our Outreach Team has limited funding/support to meet the needs of graduates in community. Although we as an agency never want to see people reenter in to homelessness, we have very limited capacity to meet the needs of all the individuals who need support within the drop in, Street Reach Support, and in community.

It is our belief that by securing a dedicated position with attached support, we will be able to provide more intentional and effective support to graduates. This position will enable us to provide more meaningful engagement, connection, and service that will help reduce recidivism back into homelessness in this region. To effectively and systematically combat homelessness in our community, we need to provide more strategic and targeted services to meet the identifying needs and gaps experienced by those utilizing our current services and programs. There is no denying that this is a current gap in our current service delivery model. As a community, we have been embarking on incredible collaborative work in an effort to better support individuals living in homelessness or at risk of homelessness, and it is our stance that this program is a much needed resource that will help better the lives of all who call this region home.

Community Plan on Homelessness **Proposed Program Details**

9. Program Name: Graduate Community Support Program

***Note:** The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.*

10. Briefly describe the program proposed.

Our proposal is to provide a dedicated Full Time Worker who will provide a Graduate Community Support Program. This worker will be tasked to provide dedicated case management to graduates who are referred from Housing First agencies and who require continued support in the community to help reduce recidivism back into the program. Service include but not limited to:

- Referral and transportation to Food Bank
- Support purchasing bus tickets
- Identification and health care card replacements
- Tax support
- Assistance with filling out paperwork/documentation
- Transportation and support through legal/court proceedings
- Transportation and support for medical appointments and hospital procedures
- Conversation and connection to combat social isolation
- Connection to meaningful social interaction in community
- Support for prescriptions and medical aids
- Liaisoning and advocating for services from other agencies in community (AOS, NEAFAN, Blue Heron, Bridges, etc)
- Harm Reduction Services/supplies
- Addiction support, treatment applications, relapse prevention
- Tenancy support
- Budgeting support
- Household items/supplies
- Support with purchasing back to work items such as work boots
- Support with expenses such as union dues
- Dental support
- Community Referrals and systems navigation

A key component of this program will include having financial resources to cover the cost of client need items. Support for such things as union dues, medicals, prescription cost, back to work supplies, household items, and bus passes/tickets are often requested from graduates in the community.

11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

Vision Statement:

In 2023 Fort McMurray is an engaged, caring community working together and making a positive difference in the lives of individuals living in homelessness.

Mission Statement:

Supporting the needs of individuals living in homelessness through collaboration with the community and support systems (or at risk of homelessness).

At the Centre of Hope, we believe:

- *Inspiring hope and encouraging change through love, kindness, and acceptance
- *The recognition of the intrinsic value of all people
- *The importance of building and maintaining trust
- *Being transparent and accountable to our stakeholders and community

12. How does the program align with your organization's vision and mandate?

-Wide array of supports and programs are required in community to provide a system of care for people living in homelessness or at risk of reentering homelessness.
 -Movement out of homelessness is not linear or timely, and people can often cycle back into homelessness without the appropriate services and connections in the community.
 -We endeavor to contribute and assist in developing a functioning community system to support people in homelessness and to transition people to independence in the community. Often times many graduates from housing programs still require support in community to prevent their reentry into homelessness, and to ensure that they have appropriate resources to live happily and safely in community. It is our goal as an agency to ensure that people are supported no matter what stage of homelessness, or risk of homelessness, they are currently experiencing.

13. What will be the positive impacts to the community?

It is our belief that by securing a dedicated position with attached support, we will be able to provide more intentional and effective support to graduates of Housing First who are living in community. This position will enable us to provide more meaningful engagement, connection, and service that will help reduce recidivism back into homelessness in this region. This position will also help to increase socialization and reduce the feelings of isolation that individuals often express once they have graduated from the program. It will also ensure that people are appropriately resourced and connected to services in the community.

14. List community partners and include letters of support.

Please see attached letters of support.

Other partner agencies include, but not limited to, Alberta Works, CHOICES, Marshall House, Salvation Army, Pastew Place, Athabasca Tribal Council, Mark Amy Treatment Centre, NEAFAN, Blue Heron, Food Bank, AHS (Street Connect, Public Health, Diversions, Assertive Outreach).

Outcomes:**15. What is the change you anticipate will happen as a result of the program?**

Individuals living in poverty are better supported in community to prevent reentry into homelessness

Individuals maintain housing and do not return to homelessness

Individuals experience reduced social isolation through connection and support

Individuals are connected to required community resources/agencies

Outcome Measures:**16. How will you know the program is working?**

Program coordinator will gather stats, maintain files and report to funder

ETO database

Focus Groups/client feedback

Outputs:**17. What are the direct results of the program activities? (percentages, numbers)**

40 graduates supported in community to prevent reentry into homelessness
 75% of Individuals maintain tenancy / housing
 40 individuals are referred/connected to appropriate community agencies/services

18. How will you identify this program or project to the public as funded by the Municipality?

The Centre will publicly promote the municipality Community Plan to End Homelessness through: Brochures, Information booths at various community events to highlight program, Social-media linked to the Centre of Hope.

Approved logo/or branding from CPH will be followed.

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	64,480.00	1 full time staff-40 hour per
Client Needs (# of clients)	12,000.00	40 clients-\$300 per
Operating Costs	11,478.00	training/merc/cell/insurance
Rent Supplement		
Administrative Costs (10% of Total)	8,795.80	
Total Program Costs	\$ 96,753.80	

20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Completed and Signed Applications are to be submitted:

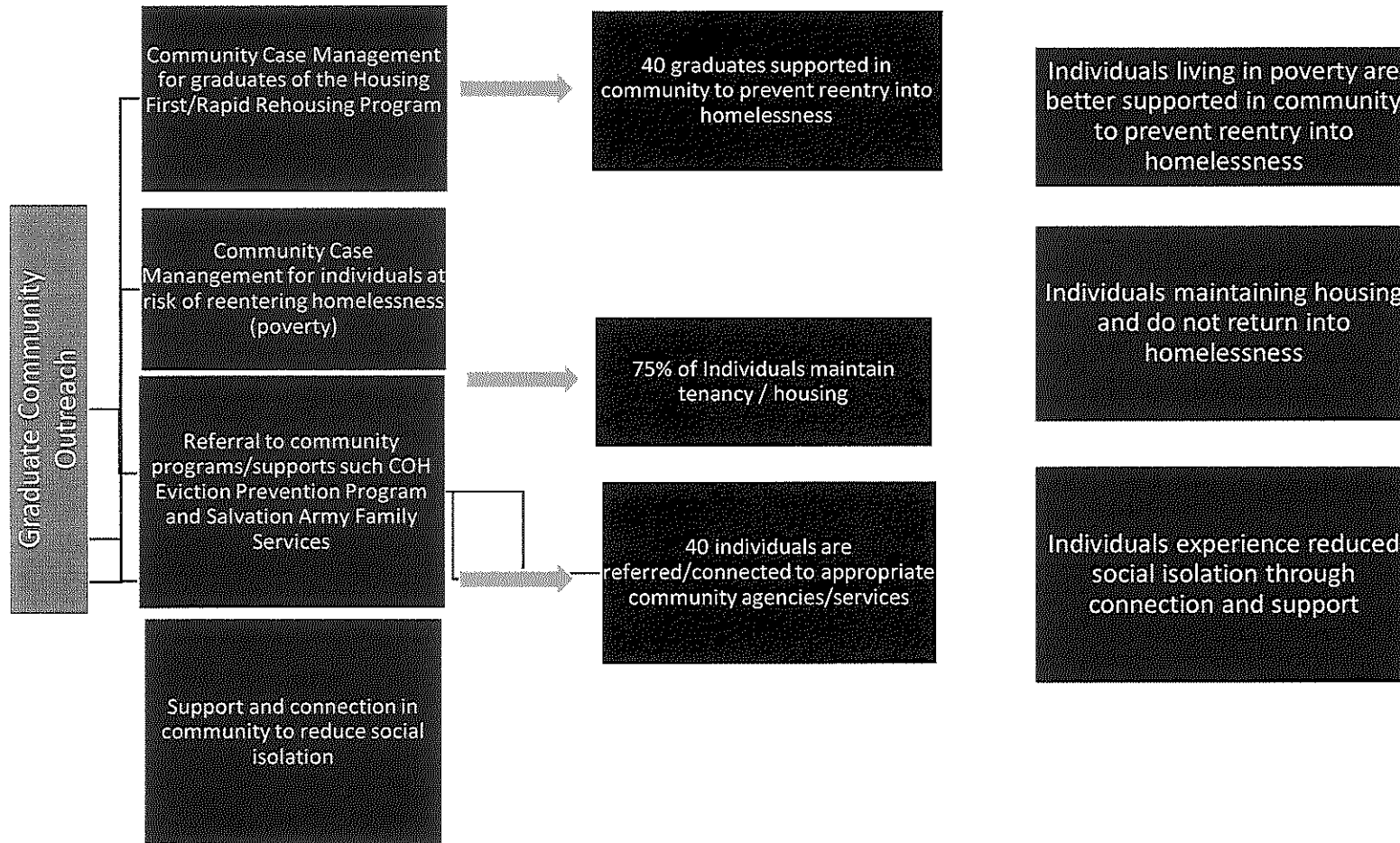
In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)





Wood Buffalo Wellness Society

214-9914 Morrison Street
 Phone (587) 537-8477 Ext. 15
 Fax (587) 537-8476
 Cell: (780) 713-6337
www.woodbuffalowellnesssociety.com

November 21, 2018

To Whom It May Concern

I am pleased to offer this letter of support of the Centre of Hope, in its application to continue to provide the Eviction Prevention Program, as well as their proposal to introduce a Graduate Community Support Program for the 2019-20 funding year.

The Wood Buffalo Wellness Society continues to enjoy a professional relationship with the Centre of Hope, working in collaboration to support and advocate for the people we are privileged to serve.

I support the continuation of the Eviction Prevention Program as I feel this program has proven to be a valuable tool in our efforts to end homelessness and many of our clients have benefitted from this program.

The introduction of the Graduate Community Support Program would ensure that as a community, we are providing longer-term supports to those individuals and families who have "graduated" from our Housing First programs, but still require some level on ongoing assistance—thus negating the risk of re-entry into homelessness.

We look forward to working more closely with the Centre of Hope in the coming year.

Should you require further information, please feel free to contact me.

Sincerely,

Y Ormson

Yvonne Ormson
 Executive Director
 Wood Buffalo Wellness Society
 214-9914 Morrison Street
 Fort McMurray, AB, T9H 4A4
wbwsed@telus.net
 P: 587-537-8477 Ext. 15
 F: 587-537-8476
 Cell: 17(1)





YMCA of Northern Alberta
Wood Buffalo Region
Community Programs
106B 9816 Hardin Street
Fort McMurray, AB
T9H 4K3
780-743-2970

December, 2018

Centre of Hope
9906 Manning Avenue
Fort McMurray, AB
T9H 2B9

To Whom It May Concern,

RE: Letter of Support for Programs under the Community Plan on Homelessness

The Centre of Hope is a pillar of supports in our community that have significant positive impacts on the lives of many individuals. A Graduate Outreach Program would benefit a number of Housing First Graduates in our community who although can maintain their tenancy and navigate their presenting needs independently, still live on a limited and fixed income and require additional supports of an outreach team to attend food bank appointments and court appearances.

With the hard work of its dedicated staff, the Centre of Hope is making a difference in our community as well as in the lives of many individuals. The YMCA of Northern Alberta-Wood Buffalo Region supports the Centre of Hope and its efforts to continue to serve those in need under the Community Plan on Homelessness.

Sincerely,

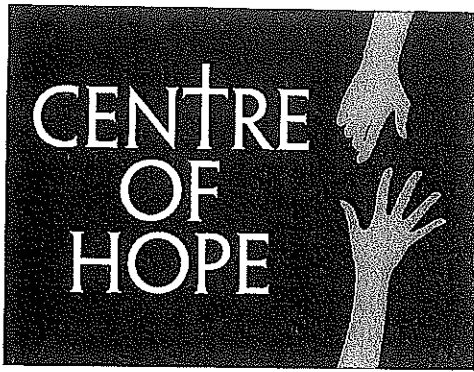
A handwritten signature in cursive script that reads "Kate George".

Kate George
Housing First Team Lead

A handwritten signature in cursive script that reads "Kara Boulton".

Kara Boulton
Senior Director, Community & Housing Initiatives

Building healthy
communities



Ending homelessness through collaboration with the community and its support systems

To Whom it May Concern,

The Centre of Hope is a proud partner of the Community Plan to End Homelessness. Within the operations of the Housing First Program, we service a graduate population. This program is designed to complete follow up interviews and provide minimal support if required. In our region, we recognized several barriers for graduates, where a more structured support is required to assist with sustaining tenancy. Monthly food bank appointments, life skills, taxes, rehousing, bedbug issues, infractions of leases, eviction notices, mediation, and on-going community referral connections are some of the more common issues that arise.

There has been a demand created with such a large number of successful participants from the community housing programs that servicing graduates, along with the high acuity caseload, there has been a strain placed on coordinators. It has become COH Housing First best practice to utilize our outreach services at the day time drop in, to deliver a better service plan to our graduate participants who is struggling. In turn this has placed a strain on the outreach services designed to meet the needs of the patrons who access the day time drop in.

The supporting outreach staff maintains a positive rapport with the Housing Coordinators making communication and case conferencing productive. We have also developed a weekly case management meeting to collaborate and suggest effective solutions for the issues presented.

To ensure this component is delivered to the community and the participants effectively, an additional staff position is encouraged.

Kind Regards,

Jennifer Rideout
Housing First Supervisor

Centre of Hope Non-Profit Society of Fort McMurray

Weekend / Statutory Holiday Operations

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 5 - Other Support Programs

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
	82,610	-	81,255	-	(81,255)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

Does not align under the local 10 Year Plan to End Homelessness (the Plan) or the mandate of the Provincial Government's long term goal to end homelessness. The last two years of the local Plan needs to refocus and emphasize the shift from managing homelessness to ending it.

Shelters/Drop in Centers are not eligible expenses under the Federal Homelessness Partnering Strategy Directives.

Not recommended.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	60,880	-
Operational Costs	12,988	-
Subtotal	73,868	-
Administrative Costs	7,387	-
Total Costs	81,255	-

2019-2020 Community Plan on Homelessness Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Centre of Hope Non Profit Society of Fort McMurray

Declaration: In making this application, we, the undersigned, confirm:

*Board Member(s) and/or
Executive Director Initials:*

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

MRK SH

MRK SH

MRK SH

MRK SH

MRK SH

Debbie Hahn
Signature of Board Member
(must have signing authority)

Debbie Hahn
Print Name

2018-12-07
Date: (YYYY-MM-DD)

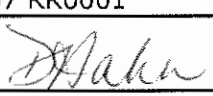

Amanda Holloway/Rosie Keating
Signature of Board Member or Executive Director
(must have signing authority)

Amanda Holloway/Rosie Keating
Print Name

2018-12-07
Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Centre of Hope	
Street Address: 1 McLeod Street Fort McMurray	
Province: Alberta	
Postal Code: T9H 1Z4	
Phone Number: 780-743-3912 ext 222	
Email Address: execdirector@fmcentreofohope.com	
Website Address:	
Main Contact	
Name: Amanda Holloway / Rosie Keating	
Title: Executive Director	
Daytime Phone: 780-743-3912 ext 222	
Email Address: execdirector@fmcentreofohope.com	
Board Chair/President	
Name: Debbie Hahn	
Daytime Phone: 17(1)	
Email Address: 17(1)	
Executive Director	
Name: Amanda Holloway / Rosie Keating	
Daytime Phone: 780-743-3912 ext 222	
Email Address: execdirector@fmcentreofohope.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 829290337 RR0001	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
Debbie Hahn	Amanda Holloway/Rosie Keating
Print Name	Print Name
2018-12-07	2018-12-07
Date: (Year-Month-Day)	Date: (Year-Month-Day)

Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 6 2018: 8 2017: 8
3. How often does the Board of Directors meet? Monthly
4. Please list your current Board of Directors:

[illegible]

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?
- ☐ Yes ☒ No

Board member name	Paid role in the board / organization	Amount received

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

7. Which of the following classifications will your program address?

(Please check the one that applies)

☒ Prevention

☐ Outreach

☒ Coordinated Access

☐ Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

The Centre of Hope is Fort Murray's only day time drop in program for individuals living in homelessness or at risk of living in homelessness. Homelessness does not end Friday at 4pm, and it is imperative for the safety of those people living in homelessness (or at risk) to have a place to go to meet their basic daily needs 365 days a year. By providing this vital service, individuals who enter the system will become more aware of resources in the community to assist with barriers contributing to homelessness.

Due to the nature of our programs and the necessity of our services, we often are the main entry point of referral to the various CPH programs in our community. We send a high volume of referral to our Centralized Intake Program for assessment for Housing First, Rapid Rehousing, and Permanent Supportive Housing services. We also refer to our Prevention program, Eviction Prevention. As a community, we are moving towards a system of having access points for entry into Centralized Intake and the By Name List. The Centre of Hope will be a large player in this new systems approach due to the Drop In and our Outreach Programs. People do not just become homeless or present for services Monday to Friday. By maintaining our operations on the weekends and statutory holidays, we are ensuring to create a better community system of care so that people will have not only their basic daily needs met, but will also be appropriately referred and connected to vital services in community every day of the week. It is also important to note that 30% of the population we serve identify as sleeping rough, meaning they are not accessing shelter services in the night. The Centre of Hope is often the only point of contact these individuals have for service/support in the community.

From a prevention standpoint, our mandate also applies to individuals at risk of homelessness or reentering homelessness. The drop in is often the first point of contact for individuals living in poverty who need referral to various community resources to prevent homelessness. By being open on weekends, we are also able to have our Outreach Team present to provide more intensive supports to individuals who present and are at risk of homelessness.

Community Plan on Homelessness Proposed Program Details

9. Program Name: Intake Weekend/Statutory Holiday Operations

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

We are requesting funding for one (1) full time Intake Worker and one (1) part time Intake Worker. This funding will enable us to keep our drop in open 365 days a year, with this funding supporting weekend and statutory holiday operations.

Despite the amazing successes of our Housing First, Rapid Rehousing, PSH, and prevention Initiatives, we continue to see the need for services such as our day time drop in program in the community. From January 2018 - November 2018, we have seen 196 new individuals utilize our Drop In Program. From April 2018 - November 2018, we have served 472 unique individuals within our Drop In. This number is staggering when you compare it to our last years yearly total of 496 unique individuals. These numbers highlight the necessity of our agency, and that there is still much work to be done in our region to end homelessness. It is imperative that the Centre of Hope continues to be there with our doors wide open 365 days a year as a first contact for those who have no where else to go. We are their support; their safe place; their advocates; and their referral source to connect them to the larger community resources providing supports to help them out of homelessness.

Funding will ensure that patrons have access to services such as:

- *Provide access to shower and laundry facilities
- *Provide individuals with mailing address and phone number for contact
- *Dispense all necessary hygienic items and seasonally appropriate clothing
- *Provide a safe space for individuals by ensuring the appropriate number of staff are working within the drop in
- *Ensure outreach services are available to individuals 7 days a week
- *Access Point for referral/entry into the Centralized Intake Process

Agency snapshots highlight that since April 2018, the drop in provided services to 45 unique individuals each day of our weekend operations (Saturday and Sunday). As previously noted, 30% of the individuals we serve sleep rough, meaning they are not utilizing shelter services at night. Not only do they need a safe space to come and receive vital service, but this may also be their only point of access to referral for centralized intake as they live an incredibly marginalized life and are not appropriately connected to other services in community.

It is also important to acknowledge the vital service the Centre of Hope provides to the Indigenous population in the RMWB. Sadly, our programs continue to highlight a higher number of people who identify as Treaty or Metis. Since April of 2018 50% of the population surveyed in our Intake program identified as Indigenous, with 30% of individuals identifying our outlying communities as their home.

11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

Vision Statement:

In 2023 Fort McMurray is an engaged, caring community working together and making a positive difference in the lives of individuals living in homelessness.

Mission Statement:

Supporting the needs of individuals living in homelessness through collaboration with the community and support systems (or at risk of homelessness).

At the Centre of Hope, we believe:

- *Inspiring hope and encouraging change through love, kindness, and acceptance
- *The recognition of the intrinsic value of all people
- *The importance of building and maintaining trust
- *Being transparent and accountable to our stakeholders and community

12. How does the program align with your organization's vision and mandate?

The centre of Hope is Fort McMurrays only day time drop in program for individuals experiencing homelessness in the RMWB. We have been in operation since September 2005 and have over 13 years of experience in providing direct and strategic client centered service to those most in need in our region. The Centre of Hope has extensive knowledge of the barriers faced by those experiencing homelessness our community. We offer an array of supports and services specifically designed to meet the unique and varying needs of individuals experiencing homelessness. Each of our programs have been designed and implemented based upon gap areas of services noted in our region. Our desire is to ensure that no matter the stage of homelessness one is experiencing, individuals will feel supported and connected to address their barriers and needs. Whether needing access to basic needs, linkage and support to community services, prevention of homelessness, or more intensive case management and housing, the Centre of Hope is there to support those most in need.

13. What will be the positive impacts to the community?

- Individuals living in homelessness or at risk will have a safe space to have their basic daily needs met 7 days a week
- Individuals who are living in homelessness will not have to seek out other places to secure shelter during the day times hours, helping to reduce loitering in our down town core.
- Individuals will be able to receive information and referral to Centralized Intake 7 days per week.
- Outreach support as well as referral / connection to other vital services will be provided 7 days per week
- This program will contribute to a vital part of community systems approach

14. List community partners and include letters of support.

Salvation Army, Marshall House, RCMP (including crime reduction unit), Soup Kitchen, Pastew Place Detox Centre, Mark Amy Treatment Centre, Recovery Centre, and AHS.

Outcomes:**15. What is the change you anticipate will happen as a result of the program?**

Patrons experience improved quality of life from receiving services
 Individuals living in homelessness are safer because they have access to vital shelter and basic daily need items 7 days per week.
 Reduced loitering complaints from residents and business in the downtown core
 More referrals made to Centralized Intake Program
 Individuals are being supported by community agencies due to referral
 Individuals are no longer living in homelessness and have integrated into the community
 Individuals have addressed and overcome barriers contributing to homelessness

Outcome Measures:**16. How will you know the program is working?**

Gathered Statistics captured by Intake of number of patrons on weekends and statutory holidays.
 Gathered statistics of number of referrals to community agencies
 Statistics of number of referrals made to Centralized Intake
 Focus Groups and client feedback.
 Patrons report improved quality of life from receiving services
 Individuals are being supported by community agencies due to referral
 individuals are no longer living in homelessness and have integrated into the community
 Individuals have addressed and overcome barriers contributing to homelessness
 Community has an increased knowledge and awareness of contributing factors to homelessness

Outputs:**17. What are the direct results of the program activities? (percentages, numbers)**

Average of 50 unique individuals utilizing the drop in on a daily basis (Saturday/Sunday/Stat Holidays)

20 individuals daily accessing internal services offered through the drop in on weekends (Outreach Team and Inner City Health clinic).

Number of items dispensed through the program

Trained staff who are able to competently and proficiently manage crisis and behavior within the facility

5-10 referrals daily to other programs and services available in the community.

18. How will you identify this program or project to the public as funded by the Municipality?

The Centre will publicly promote the municipality Community Plan to End Homelessness through: Brochures, Information booths at various community events to highlight program, Social-media linked to the Centre of Hope.

Approved logo/or branding from CPH will be followed.

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	60,880.00	1 full time, 1 part time staff
Client Needs (# of clients)		
Operating Costs	12,988.00	utilities/merc/maintainence
Rent Supplement		
Administrative Costs (10% of Total)	7,386.80	
Total Program Costs	\$ 81,254.80	

20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Completed and Signed Applications are to be submitted:

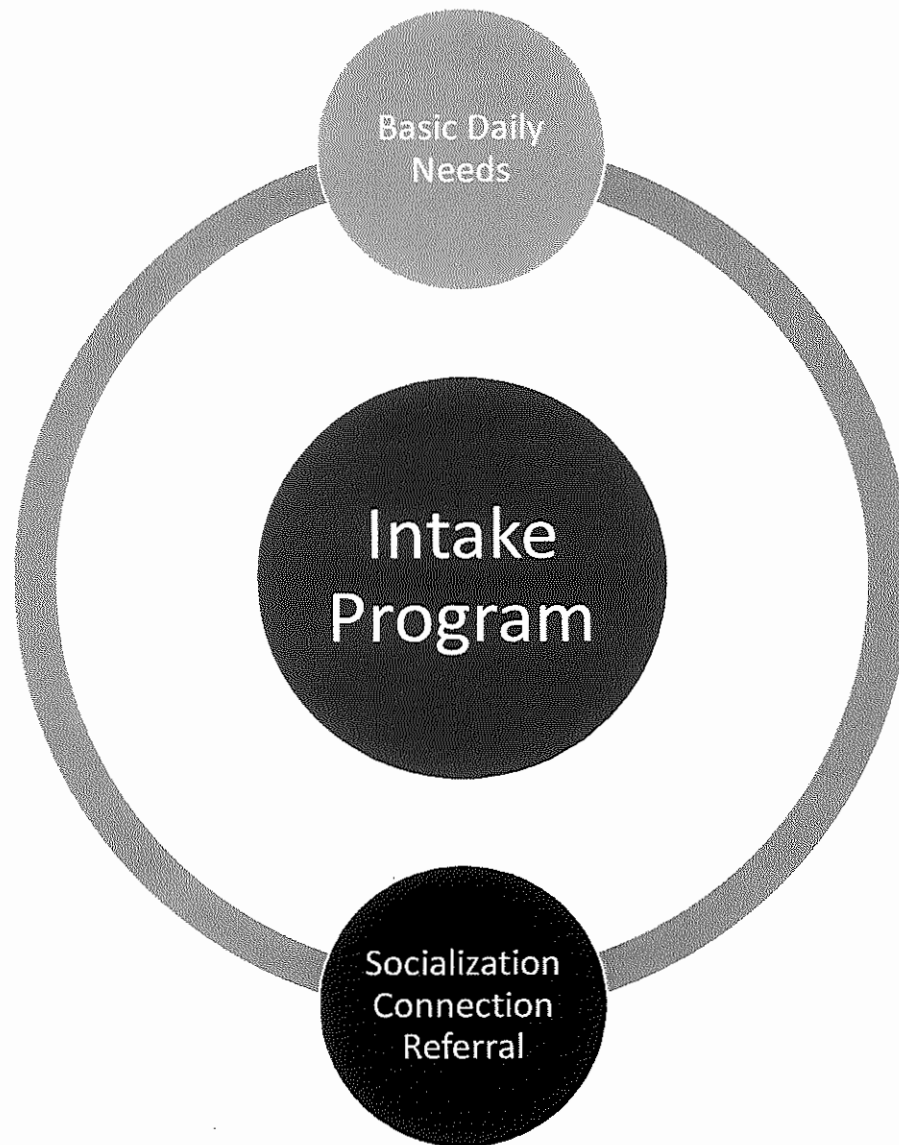
In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)



Inputs

1 Supervisor
 4 Full Time Intake Workers
 1 Part Time / Relief Worker (Nursing and SW students and volunteers)
 Ongoing Training
 Drop In Centre located at 1 McLeod St
 3 Shower Rooms and 1 Laundry Room
 All hygienic items and clothing for distribution
 Food for breakfast and snack program
 1 database for tracking
 3 tablets for data entry and Patron Computer
 United Way Funding
 Other funding sources/fundraising initiatives
 Donations of items from community

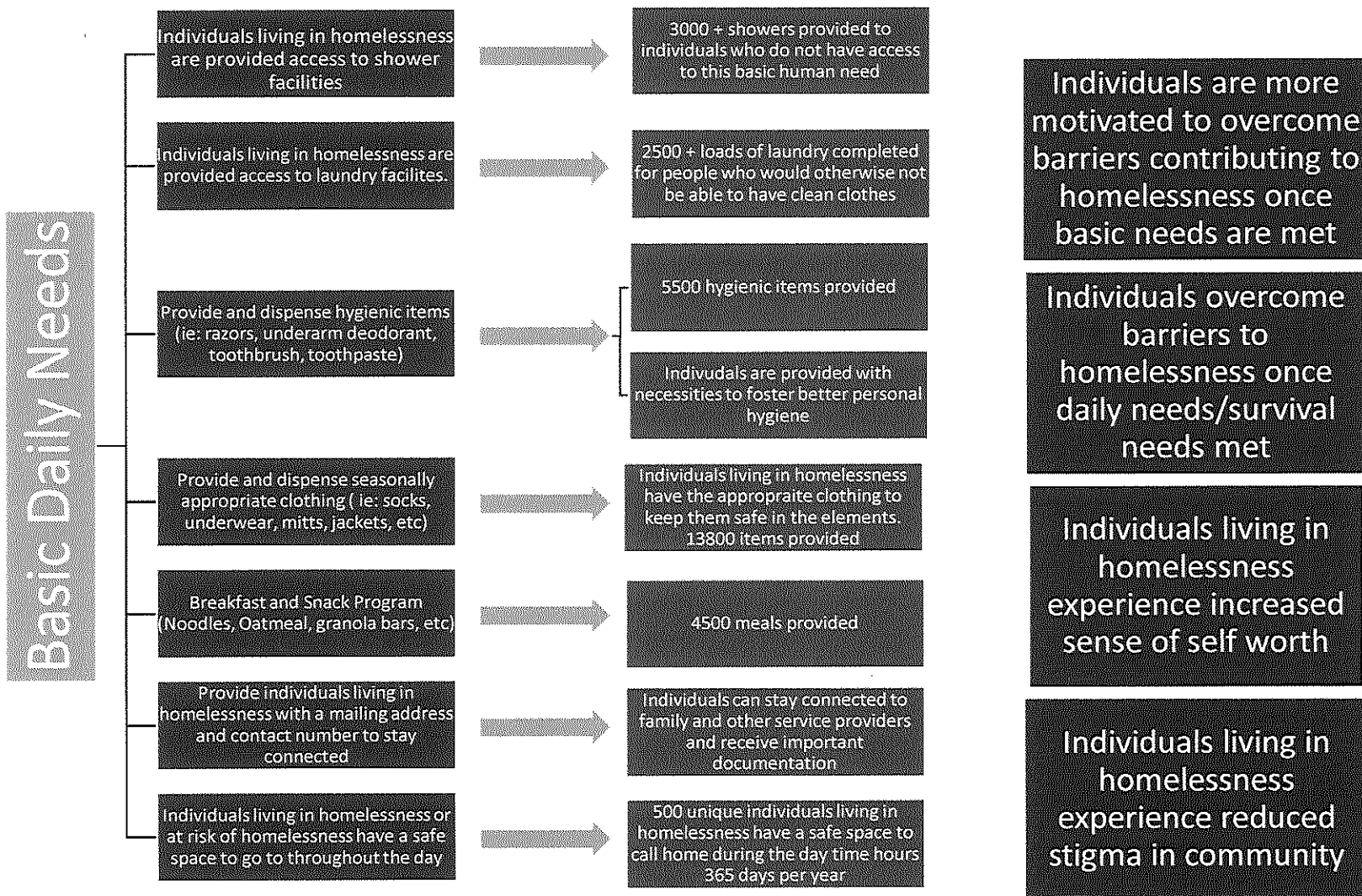
Long Term Outcomes

Improved quality of life for individuals living in homelessness

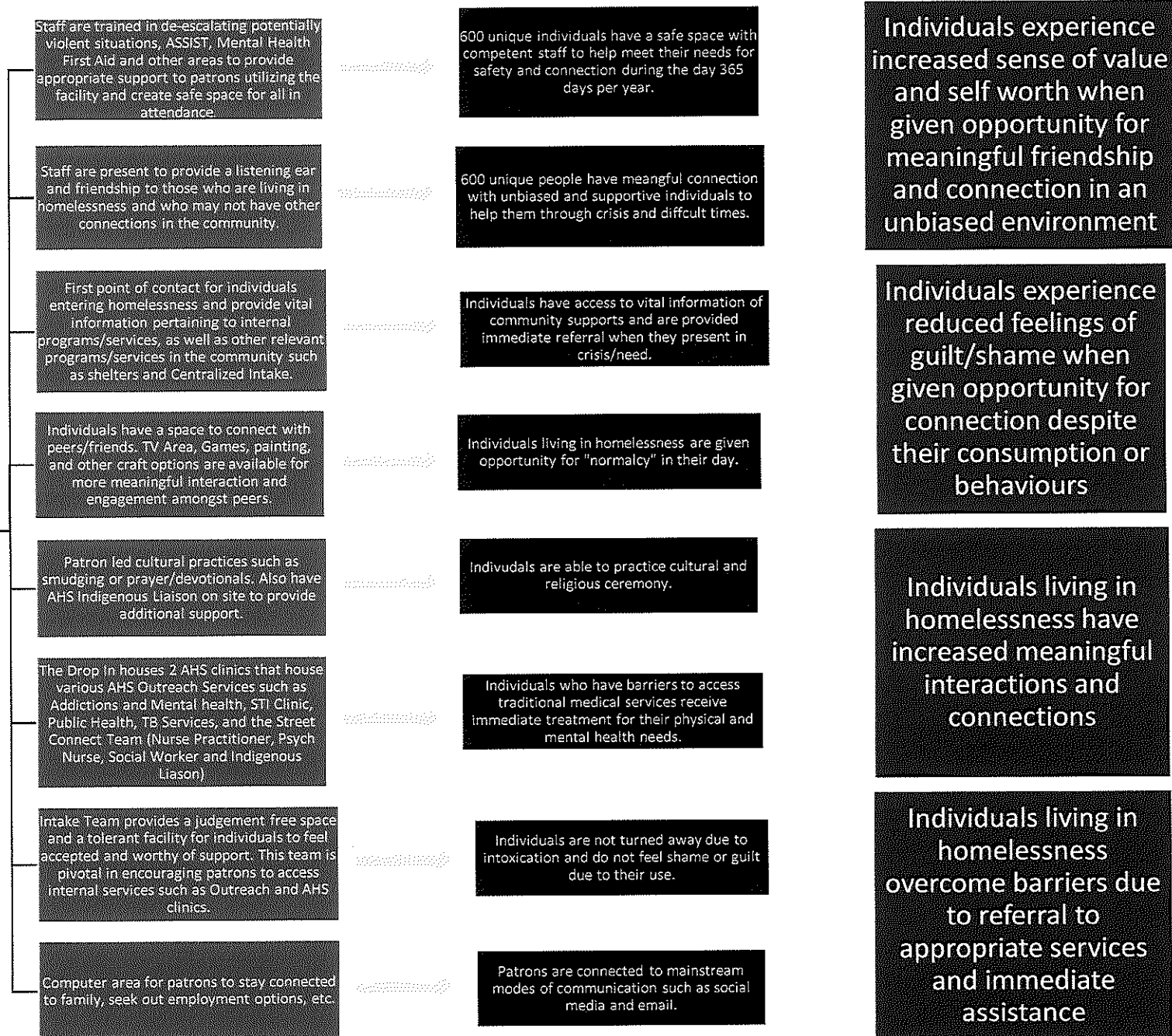
Individuals are no longer living in homelessness due to connection and support received from Centre of Hope

Individuals living in homelessness or poverty feel valued and respected as members of the community

Individuals living in homelessness or poverty experience increased feeling of dignity and self-worth



Socialization, Connection and Referral





December 4, 2018

To Whom it May Concern:

RE: Request for Continued Funding for the Centre of Hope Intake Program

Wood Buffalo Housing (WBH) is pleased to support the Fort McMurray Centre of Hope's Intake Program, which is vital to individuals experiencing homelessness in our community.

As you are no doubt aware, WBH owns and operates Marshall House Emergency Homeless Shelter. Our shelter is the only completely dry shelter in the region, and we operate from 5:00 p.m. to 8:00 a.m., seven days a week, 365 days a year. The Centre of Hope is the only daytime drop-in centre in Fort McMurray and we know that many of our clients that spend the night at Marshall House head straight there in the mornings. As such, it is vital that they also remain open seven days a week, 365 days per year.

The Centre of Hope is often the first point of contact for individuals experiencing homelessness in the community and provides shower and laundry services, as well as breakfast and snacks to our patrons during the daytime. It provides a warm, safe place to sit and watch TV or use the computer as well as sign up for outreach services. We all know that homelessness isn't something that's experienced from Monday to Friday and, as such, it is imperative that our patrons have somewhere to go every day.

This Centre of Hope Intake Program has a major impact on addressing homelessness in our community and WBH strongly supports their continued funding.

Sincerely,

Henry Hunter
President/CEO



Giving Hope Today

The Salvation Army

Community Services Centre
Alberta and Northern Territories Division

9919 MacDonald Avenue, Fort McMurray AB T9H 1S7
Tel: (780) 743-4135
Fax: (780) 791-2909

December 5, 2018

TO WHOM IT MAY CONCERN:

Re: Letter of Support Centre of Hope:

The Centre of Hope is currently the only drop in program in Fort McMurray. It is a place where the homeless and near homeless population of this community can go during 8:30 am and 4:00 pm daily to watch television, stay warm and connect with their services.

Currently the Centre of Hope is being supported through United Way funding to be open Monday to Friday for these services, but have no funding for the weekend. They are requesting funding to allow them to offer services on the weekend to support the homeless individuals in our community.

Kate Penney
Programs Manager
The Salvation Army Community
Services Centre
Fort McMurray AB T9H 1S7

Katherine_penney@can.salvationarmy.org

780-743-4135 ext. 27

William & Catherine Booth
Founders

Brian Peddle
General

Susan McMillan
Territorial Commander

Margaret McLeod
Divisional Commander

Salvation Army

Diversion Program

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 5 - Other Support Programs

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
			130,359	-	(130,359)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

** Not recommended**

Program was submitted as a Diversion program, but did not meet the requirements of a Diversion program.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	96,366	
Operational Costs	13,942	
Client Related Costs	8,200	
Subtotal	<u>118,508</u>	-
Administrative Costs	11,851	
Total Costs	<u><u>130,359</u></u>	-

2019-2020 Community Plan on Homelessness Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: The Salvation Army

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

[Handwritten signatures and initials in blue ink, corresponding to the declaration points.]

[Handwritten signature of Kate Penney]

Signature of Board Member
(must have signing authority)

Kate Penney

Print Name

Dec 5, 2018

Date: (YYYY-MM-DD)

[Handwritten signature of Major Bond Jennings]

Signature of Board Member or Executive Director
(must have signing authority)

Major Bond Jennings

Print Name

2018-12-05

Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: The Salvation Army	
Street Address: #100B-9816 Hardin Street, Fort McMurray, Alberta	
Province: Alberta	
Postal Code: T9H 4K3	
Phone Number: 780-743-4135	
Email Address: bond_jennings@can.salvationarmy.org	
Website Address:	
Main Contact	
Name: Katherine Penney	
Title: Programs Manager	
Daytime Phone: 780-743-4135	
Email Address: katherine_penney@can.salvationarmy.org	
Board Chair/President	
Name: MAJOR Stephen Hibbs	
Daytime Phone: [REDACTED] 17(1)	
Email Address: stephen-hibbs@can.salvationarmy.org	
Executive Director	
Name: Major Bond Jennings	
Daytime Phone: 780-743-4135	
Email Address: bond_jennings@can.salvationarmy.org	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 263385-0	Act Registered Under: <input type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input checked="" type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
Kate Penney _____ Print Name	Major Bond Jennings _____ Print Name
2018-12-05 _____ Date: (Year-Month-Day)	2018-12-05 _____ Date: (Year-Month-Day)



Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws:

2. Number of board members: Currently: 2018: 9 2017: 9

3. How often does the Board of Directors meet? Quarterly

4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Major Stephen Hibbs	Corps Officer/Pastor	7
Major Bond Jennings	Ass. Corps Officer Downtown Ministries	3
Major Elaine Hibbs	Corps Officer/Pastor	7
Major Marina Jennings	Ass. Corps Officer/Chaplim	3
Alyson McAlister	Start Program Director	14
Katherine Penney	Programs Manager/TSA	5
Gerri Rondot	Accounting	1
Major Margaret McLeod	Divisional Commander	1
Major Elaine Bridger	Area Commander DHQ	3
All other THQ Reps by virtue of their	positions	

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☐ Yes

☒ No

6.

Board member name	Paid role in the board / organization	Amount received

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.



7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☐ Prevention
- ☐ Outreach
- ☐ Coordinated Access
- ☒ Diversion

8.

Describe, **in detail**, how **the program** will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

Please see attached Logic and Structure Model.

The Salvation Army is doing its part to create change within the RMWB. The Community Diversion Program is such a project. This Program will utilize a client-centered, strength based and holistic approach in service delivery. This approach is very similar to the RMWB 10 year plan.

The Team Lead will monitor and supervise the Full time Diversion Case Coordinator and the 1/2 time Peer Support worker as well as 3 Housing First coordinators. In addition the Team Lead will attend required meetings and ensuring that all statistical information is submitted to the Municipality on time as required.

The Salvation Army will hire one full time community diversion coordinator (40 hours per week) and one part -time peer partner (20 hours per week). They These individuals would be hired on a contract basis. The community diversion coordinator and peer partner would join an existing team of three (3) housing first case managers and a team lead. The housing first team lead would train, mentor and supervise said community diversion coordinator and peer partner and, as well, the three case coordinators would come alongside the community diversion coordinator and peer partner as mentors.

The Diversion Coordinator and Peer Support Worker, will work a rotating shift to ensure that there will be a coordinator/partner accessible to patrons accessing the shelters on Saturday and Sunday. The community diversion coordinator will work a 11:30 to 7:30 pm shift and the peer partner will work a flexible 20 hour a week schedule.

The Diversion Case Coordinator and Peer Partner will be at the "front-door" of The Salvation Army shelter when the doors open at 4:30 pm. From 4:30 until the end of the shift at 7:30 pm, the community diversion case coordinator and peer partner, will meet with guests and using a specifically designed set of questions developed by the Canadian Alliance to End Homelessness (CAEH), will learn why an individual is seeking shelter services. This will also be the first access point in administering the VI SPDAT.

Attachment: 13. Salvation Army - Diversion Program (2019-2020 CPH Grant Allocation)



Community Plan on Homelessness Proposed Program Details

9. Program Name: The Salvation Army Shelter Diversion Program

***Note:** The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.*

10. Briefly describe the program proposed.

The Diversion Case Coordinator and Peer Partner will be at the "front-door" of The Salvation Army shelter when the doors open at 4:30 pm. From 4:30 until the end of the shift at 7:30 pm, the community diversion case coordinator and peer support worker, will meet with patrons and using a specifically designed set of questions developed by the Canadian Alliance to End Homelessness (CAEH), will learn why an individual is seeking shelter services. This will also be the first access point in administering the VI SPDAT.

Between the hours of 11:30-4:30 the diversion coordinator will seek out services for individuals, complete minimal case management, explore housing options and landlord mediation, connect patrons to service and benefits/referrals and follow through with patrons that they interacted with through the shelter.

The diversion coordinator and peer partner will work with contacts at Marshall Houses' shelter and Unity House to build partnerships and to propose the diversion program be built into their programming and services.

To serve as many individuals/families as possible, coordinator and peer support worker will be creative in working with all sources of possible support within the community. Diversion ensures that emergency shelter beds are accessed only when necessary, and only as part of an intentional process toward securing housing. 4 male beds and 4 female beds will be set up within The Salvation Army shelter specifically for those individuals who are going through the diversion program. These will be short term beds that can be accessed by patrons while the diversion coordinator and peer support worker are interacting and helping the patron find long term solutions to their immediate needs, while preventing homelessness. The shelter beds will be available for those individuals who are "clean" from drug and alcohol use.

Individuals who are experiencing domestic violence will also be able to access these beds immediately.

Some of the support offered to individuals by current shelter staff are; housekeeping, laundry, security, meals, and providing access to basic need items like soaps, clothes or personal hygiene products. The Diversion Coordinator and Peer Support Worker will complement and build on these services.

All individuals and families involved with the Diversion program will be able to access all services provided by The Salvation Army which would include weekly groups.



11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

The Salvation Army is a Christian organization that gives hope and support to vulnerable people in 400 communities across Canada and in 131 countries.

Programs offered strive to meet the spiritual, emotional, social, and practical needs of all who enters its doors. The Salvation Army welcomes all with dignity, respect and exists to be a transforming influence, offering hope.

The Salvation Army's core operational values are:

Compassion, Respect, Excellence, Integrity, Relevance, Co-operation and Celebration.

12. How does the program align with your organization's vision and mandate?

The Salvation Army operates a 35 bed wet mat program and 32 operational dry shelter beds, plus 24 additional and accessible shelter beds. A Diversion Program would be a natural fit for The Salvation Army.

The Salvation Army has provided and continues to provide a diversity of projects and services to address the needs of our communities vulnerable population. Such projects include (but are not limited to): Family Services, Thrift Stores, Mat Program, Shelter Program, Community Meals, Soup Kitchen, Housing First Program and Pastoral Care.

All individuals accessing the Diversion program will have access to The Salvation Army's services in addition to community programs and services.

13. What will be the positive impacts to the community?

Effective diversion programs focus on quick solutions that have priority to keep the household in current housing if it's safe. Diversion may also provide limited financial, utility, and/or rental assistance; short-term case management; conflict mediation; connection to mainstream services and/or benefits; and housing search."

The Salvations Army's diversion program will: Target individuals coming into shelters, Work one on one with individuals coming into shelter, Explore alternate housing arrangements and keep the household in tact if it is safe, Reduce the number of families in our community becoming homeless, Reduce the need for or number of shelter beds used, Reduce the size of wait lists for shelter, Provide limited case management, financial management and referral to mainstream services as required.



14. List community partners and include letters of support.

Canadian Mental Health	Wood Buffalo Wellness Society
AHS/Mental Health and Addictions	WBH/Marshall House
Multicultural Association	Fort McMurray Food Bank
St. Aidan's	Alberta Works/AISH
Stepping Stones for Youth	Pastew Place Detox Centre
Mark Amy	HIV North
Fort McMurray Treatment Facility	
Centre of Hope	
YMCA	
CHOICES	

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

Prevention of Homelessness.
Individuals/families facing homelessness and seeking shelter services will be assisted in identifying immediate alternative housing arrangements.
Individuals/families facing homelessness and seeking shelter services will be connected to services and financial programs to assist them in returning to permanent housing. All options will be explored.
Decrease in individuals/families becoming homeless.
Decrease in the demand for shelter beds.
Decrease in the size of program wait lists for shelter beds.
Community and services will "buy in" to the diversion program/process.

Outcome Measures:

16. How will you know the program is working?

Decrease in the number of shelter beds being used nightly.
Decrease in the wait list for shelter beds.
Decrease in the number of individuals/families returning seeking shelter beds.
Individuals and families are accessing alternative housing solutions.
Agencies providing shelter space will use a Diversion model.
Community has adopted a coordinated access philosophy.
Feedback, focus groups, one on one interviews.
Measure and compiling analysis of the services monthly.
ETO database



Outputs:

17. What are the direct results of the program activities? (percentages, numbers)

50% of individuals/families seeking shelter are diverted from using the shelter system and do not end up in homelessness;70% of individuals diverted do not return to the shelter system.
80%of individuals/families who resolve their housing/homeless crisis successfully by maintaining/obtaining permanent housing;50% Of Individuals/families involved in diversion planning, who must enter the emergency shelter, will exit the shelter within a 21 day time period;8% of designated shelter beds used per night (4 women and 4 men beds).
100%of individuals who would be accessing the shelters, meet with case manager
100% of individuals who would be accessing the shelters, meet with case manager and are diverted to other sources and services;100% of appropriate referrals to services
20%of individuals who are assisted with staying elsewhere but shelters, immediately following contact with case manager;100% of individuals who are assisted with housing search
100% of individuals who receive shallow services (bus tickets, food hampers, thrift store etc.)
75% of referrals to CI; 25%of individuals who no longer need shelter services
100% of individuals/families who do not qualify for shelter services are referred to community agencies;80% of individuals/families accessing shelter complete the VI SPDAT.

18. How will you identify this program or project to the public as funded by the Municipality?

Brochure/pamphlet with mention of the program being funded by the Municipality and the Municipalities logo displayed.
Social media: Continual mention of the program being funded by the Municipality.
Word of mouth
Community Presentations



19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	96,366.40	1 full time 1 part time
Client Needs (# of clients)	8,200.00	
Operating Costs	13,942.00	
Rent Supplement		
Administrative Costs (10% of Total)	11,850.84	
Total Program Costs	\$ 130,359.24	



20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

The diversion coordinator and peer partner will utilize approaches/services such as:

- Advocacy
- Connecting to resources
- Building community
- Relationship Building
- Group Facilitation
- Skill building/mentoring/goal setting
- Role Modeling
- Provisions of financial, utility and/or rental assistance (in cooperation with The Centre of Hope's Eviction Prevention Program and TSA Family Service Program)
- Short-term support/case management, or support coordination (in partnership with community resources and The Salvation Army programs and services)
- Conflict mediation; landlord mediation
- Connection to services and/or benefits; referrals (in partnership with community resources and The Salvation Army programs and services) and
- Housing search support
- Supports with shelter program (Marshall House Shelter, Unity House and TSA Shelter staff and resources)
- Partnership with Centralized Intake/Outreach Workers through the WBWS
- Family reunification
- Shallow assistance (bus tickets, food hampers, etc.)

The VI SPDAT and a Diversion Assessment Tool/Questionnaire will be used by the Diversion Coordinator and Peer Support Worker (as attached).

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Attachment: 13. Salvation Army - Diversion Program (2019-2020 CPH Grant Allocation)

DIVERSION PROGRAM/THE SALVATION ARMY

Logic Model 2019 - 2020

Inputs	Outputs		Outcomes - Impact		
	Activities	Participation	Short Term	Medium Term	Long Term
<u>What we invest:</u>	<u>What we do:</u>	<u>Who we reach:</u>	<u>What the short term results are:</u>	<u>What the intermediate results are:</u>	<u>What the ultimate impact is</u>
People shelters Executive Director Programs Manager Housing First Team Lead 3 Housing First Coordinators	The Team Lead will monitor and supervise the Full time Diversion Case Coordinator and the 1/2 time Peer Support worker as well as 3 Housing First coordinators. In addition the Team Lead will attend required meetings and	Individuals/families who are attempting to access shelter programs.	Diversion Coordinator and Peer Support Worker are well trained within the field of Diversion and their specific job duties. They are ready and prepared to offer individuals/families and our	An increase number of individuals and families are diverted from using the shelter system and do not end up homeless.	50% of individuals/families seeking shelter are diverted from using the shelter system and do not end up homeless.
Diversion Case Coordinator	To the Salvation Army will hire one full time community diversion coordinator (40 hours per week) and one part-time peer partner (20 hours per week) who will work a rotating shift to ensure that there will be a coordinator/partner accessible to patrons accessing the shelters on Saturday and Sunday. The community diversion coordinator will work a 11:30 to 7:30 pm shift and the peer partner will work a flexible 20 hour a week schedule.	Service Providers	Ongoing partnerships built with individuals and families accessing the shelter system	Individuals/families are obtaining permanent housing.	80% of individuals/families who resolve their housing/homeless crisis successfully by maintaining/obtaining permanent housing.
Part-time Peer Support Worker		Community	New and ongoing partnerships built with landlords and service providers.	Individuals/families do not return to the shelter system	
Program Partners		The Salvation Army Programs & Services	Diversion Coordinator and peer support worker are trained in using Motivational Interviewing.	Individuals/families are staying in shelters for no more than a 21 day period.	70% of individuals/families diverted do not return to the shelter system.
RMWB		Funding Sources			50% of individuals/families involved in diversion planning, who must enter the emergency shelter, will exit the shelter with a 21 day period.
Alberta Works		Evaluators	Individuals/families are beginning to be diverted from the shelter		
Services and Staff	These individuals would be hired on a contract basis. The community diversion coordinator and peer partner would join an existing team of three (3) housing first case managers and a team lead. The housing first team lead would train, mentor and supervise said community diversion coordinator and peer partner and, as well, the three case coordinators would come alongside the community diversion coordinator and peer partner as mentors.		Unity House and Marshall House are informed and knowledgeable about the Diversion Program.	Individuals/families seek out the Diversion Coordinator and Peer support worker.	100% of individuals/families accessing shelter meet with Diversion Coordinator or Peer support worker
Community Mat Program, supervisor and staff,			The Diversion Coordinator, Peer Support worker and Shelter staff have bought into the Diversion program and are using the questionnaire and VI SPDAT		100% of individuals/families accessing shelter are diverted to other sources and services.
Shelter Program, supervisor and staff,			individual/families are assisted with housing search individuals/families receive shallow services (bus tickets, food hampers, thrift store etc.) individuals/families who do not qualify for shelter services are referred to community agencies individuals/families accessing shelter complete the VI SPDAT.		100% of appropriate referrals are made to community services and programs
Thrift Store				Diversion begins to really become a valuable option and appropriate referrals are made to community services and programs.	20% of individuals/families who are assisted with staying elsewhere but shelters, immediately following contact with case manager and/or peer support worker.
Family Services	The Diversion Case Coordinator and Peer Partner will be at the "front-door" of The Salvation Army shelter when the doors open at 4:30 pm. From 4:30 until the end of the shift at 7:30 pm, the community diversion case coordinator and peer partner, will meet with guests and using a specifically designed set of questions developed by the Canadian Alliance to End Homelessness (CAEH), will learn why an individual is seeking shelter services. This will also be the first access point in administering the VI SPDAT.			individual/families are assisted with housing search individuals/families receive shallow services (bus tickets, food hampers, thrift store etc.) individuals/families who do not qualify for shelter services are referred to community agencies individuals/families accessing shelter complete the VI SPDAT.	100% of individual/families are assisted with housing search 100% of individuals/families receive shallow services (bus tickets, food hampers, thrift store etc.) 25% of individuals who no longer need shelter services 100% of individuals/families who do not qualify for shelter services are referred to community agencies 80% of individuals/families accessing shelter complete the VI SPDAT.
Pastoral Care				Referrals of individuals/families to Centralized Intake are occurring regularly Individuals/families no longer need shelter services	
Landlords Private Housing Facilities, rental apartments, (private and public) Room Rentals WBH	Between the hours of 11:30-4:30 the diversion coordinator will seek out services for individuals, complete minimal case management, explore			Diversion Coordinator and Peer Support are using Motivational Interviewing	75% of referrals to CI

	housing options and landlord mediation,		
	The diversion coordinator and peer partner will work with contacts at Marshall Houses' shelter and Unity House to build partnerships and to propose the diversion program be built into their programming and services.		
Assumptions: The Salvation Army Diversion Program will meet with all individuals/families who are attempting to access The Salvation Army shelter program. Once established at The Salvation Army, the Diversion Case Coordinator and Peer Support worker will successfully reach out to Waypoints/Unity House and WBH/Marshall House Shelter to offer them the Diversion Program.		External Factors: Lack of appropriate housing; Lack of "affordable housing" so clients can become self-sufficeint and pay their rent when Housing First is no longer there; Landlords don't agree to rent to Housing First clients ; Clients missing in action; Lack of appropriate funding	
Evaluation: Questionnaire, VI SPDAT, Monthly Reporting, 6 Month Reporting, Yearly Reporting, Tracking of Outcome measures, Service Providers reports,			



10010 Franklin Avenue,
Fort McMurray, AB T9H 2K6
780-791-3009
info@choicesfortmcmurray.ca
www.choicesfortmcmurray.ca

December 3, 2018

Re: Support for Salvation Army Diversion Program

To whom it may concern:

Choices Association of Fort McMurray is pleased to provide a letter of support to Salvation Army Fort McMurray.

The Salvation Army's Diversion Program will be a great benefit to our community by providing wrap around services via referrals to other community social service agencies for those not only entering their Housing First Program but through many of other programs that the Salvation Army offers to our community members in need.

Choices and the Salvation Army have been working hand in hand to assist our mutual clients in becoming productive members of society and we offer our full support with the Diversion program to further aid in our client's success in our community.

Sincerely

A handwritten signature in blue ink, appearing to read "Allison Pardy", is written over a horizontal line.

Allison Pardy
Executive Director
Choices Association of Fort McMurray

Imagine...a world that works for everyone



HIV North Society
Fort McMurray, Alberta

December 3, 2018

To Whom It May Concern:

Re: Letter of reference The Salvation Army

In support of our community partner, The Salvation Army, we believe the work being accomplished through their Housing First Program to be effective and relative.

HIV North has successfully partnered with The Salvation Army Housing First Program clients as well as those accessing the Emergency and Mat Shelters, lunch/supper community meals, and the Community Response Unit services. We have been involved in education and harm reduction, coming on a regular basis to provide these services. We value this partnership as we work together for the betterment of our mutual clients.

The Salvation Army has been a supportive agency that advocates for marginalized individuals in our community. Their dedication and advocacy for their patrons does not go unnoticed in our Community, and their services undoubtedly better the lives of individuals in the RMWB every day. Their proposal for a Diversion program would be a natural fit with the work the Housing First, Family Services and shelter programs are currently providing.

We look forward to continuing our working relationship.

Sincerely yours,

Danielle Hapta, LPN, Acting Area Director

HIV North Society

www.hivnorth.org

Shell Place, Redpoll Centre
1 C.A. Knight Way
Fort McMurray AB, T9H 5C5
(780)791-3391 (phone)

9607 102 Street
Grande Prairie AB, T8V 2T8
(780)538-3388 (phone)
(780)538-3368 (fax)



Pastew Place Detox Centre

505 Sakitawaw Trail South
Fort McMurray, AB T9H 4P3
Phone: 780-791-2525
Fax: 780-791-0358
Email: ppdcs@shaw.ca

December 5, 2018

Letter of Support – Salvation Army

To whom it may concern,

Please accept this letter of support for Salvation Army's Diversion Program. This program would be crucial in helping individuals who need immediate assistance in our community by assessing what their needs are and guiding them through the correct processes. It is incredibly hard for those that need the help to actually request it, that being said, having a place to go to not only to ask for that support but to also have someone guide them through the proper channels would ease the stress and anxiety of anyone going through hardship.

If you require any more information, please don't hesitate to reach out.

Thank you,

Amber Fort
Executive Director
Pastew Place Detox Centre

Funding provided by:

Alberta Health Services



Wood Buffalo Food Bank Association

Basic Shelf & Financial Literacy Programs

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 5 - Other Program Supports

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
192,635	122,687	111,604	97,621	-	(97,621)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- outlining

Financial Reporting Required:

- financial claims
- Annual Financial Statements

outlining

Notes:

Not recommended		
Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	51,671	-
Operational Costs	37,075	-
Subtotal	88,746	-
Administrative Costs	8,875	-
Total Costs	97,621	-



2019-2020 Community Plan on Homelessness

Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca before application deadline

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Wood Buffalo Food Bank

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the public Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

QW DE

QW DE

QW DE

QW DE

QW DE

[Signature]

Signature of Board Member
(must have signing authority)

Kama Bosma

Print Name

2018/12-06

Date: (YYYY-MM-DD)

[Signature]

Signature of Board Member or Executive Director
(must have signing authority)

Dan Edwards

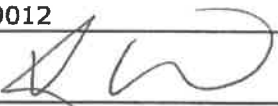
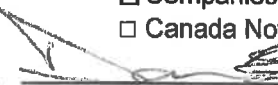
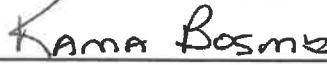



Print Name

2018/12/06

Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Wood Buffalo Food Bank Association	
Street Address: 10117 King Street, Fort McMurray	
Province: Alberta	
Postal Code: T9H 3J1	
Phone Number: 780-743-1125	
Email Address:	
Website Address: www.woodbuffalofoodbank.com	
Main Contact	
Name: Dan Edwards	
Title: Executive Director	
Daytime Phone: 7807431125	
Email Address: ed@woodbuffalofoodbank.com	
Board Chair/President	
Name: A. Kim Jenkins	
Daytime Phone:	
Email Address:	
Executive Director	
Name: Dan Edwards	
Daytime Phone: 7807431125	
Email Address: ed@woodbuffalofoodbank.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 50299012	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
 _____ Print Name	 _____ Print Name
 _____ Date: (Year-Month-Day)	 _____ Date: (Year-Month-Day)



Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 12 2018: 12 2017: 12
3. How often does the Board of Directors meet? Monthly
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Kim Jenkins	Board Chair	4
Dennine Giles	Vice Chair	4
Kama Bosma	Treasurer	2
Merya Gould	Secretary	2
Suzanne Manning	Director	1
Dennis Banks	Director	1
Brad Lucier	Director	3
Kelsey St	Director	1
Gordon Valverday	Director	1
Ken Bowie	Director	1
Ryan Pearson	Director	1
Kelly Tole	Director	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?
☐ Yes ☒ No

6.

Board member name	Paid role in the board / organization	Amount received

.....

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

.....



7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☒ Prevention
- ☐ Outreach
- ☐ Coordinated Access
- ☐ Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

This program responds to the fact that intermittent food insecurity, resulting from poverty, mental/physical health issues, addictions, and lack of knowledge or skills can present real challenges for our clients, and citizens of the RMWB. Some individuals and families simply cannot apportion enough of their incomes to provide adequate, nutritional food for themselves and their family. Many families and individuals use most of their income for housing costs; some feel overwhelmed by their many problems and lack the energy or creativity to solve the problem of food security; many lack the basic nutrition, cooking and financial skills. Basic Shelf & Financial literacy looks at these issues and teaches the skills needed to resolve them.

As a result of the wildfire in May, many individuals and families are now homeless or at risk of homelessness due to losing their home and/or the negative financial impact of the fire. This program can assist these citizens by teaching them how to maintain their food security on a limited &/or changing budget, therefore alleviating or avoiding homelessness.

The program is based on an asset-building approach to poverty reduction. Everyone has assets upon which to build and strengthening a number of asset areas can enable people to not just get by, but to actually get ahead. As individuals living on low-incomes increase their assets, they increase their ability to actively engage in the economy. The accumulation of assets becomes a powerful tool to avoid and/or escape poverty, build personal resilience and increase economic self-sufficiency.



Community Plan on Homelessness Proposed Program Details

9. Program Name: Basic Shelf and Financial Literacy

***Note:** The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.*

10. Briefly describe the program proposed.

The Basic Shelf Program is a 6-week series of workshops combining nutrition, cooking, shopping and Financial Literacy. These classes are taught weekly, to small groups, by a licensed facilitator, both at the Food Bank and in other community locations.

The Basic Shelf Program is premised on the idea of a "Basic Shelf" of grocery items, which are nutritious and affordable. The program cookbook is comprised of recipes using these ingredients, and at each class participants are taught--via a "hands on" approach--how to prepare several of the recipes. Lesson topics include food safety, basic nutrition, meal planning, shopping skills, food preparation, and eating well on a budget.

The Financial Literacy part of the program is designed to increase participants' basic financial management skills, with a focus on increasing confidence and self-esteem. Workshop topics include: Assets, Budgeting, Banking, Credit & Consumerism. Clients are encouraged to identify their assets (personal, social, human, physical and financial); learn how to manage their finances are taught how to recognize the effects of advertising, and to become wise, informed consumers.

Upon graduation from the program participants receive the Basic Shelf Kit, which is valued at approximately \$650-\$750 (depending on family size):

- a) Basic Shelf Food Hamper: containing basic cooking ingredients, most of which have a long shelf-life, and
- b) Basic Shelf Cookbook: designed to utilize the basic shelf hamper of ingredients, with tips on how to shop for and store food, and cooking on a limited budget.
- c) Kitchen Supply Kit: containing all of the basic cookware items, such as pots & pans, bake-ware, mixing bowls, cooking utensils, measuring tools, knives, cutting boards, etc.,
- d) Graduation Certificate.

Therefore, participants are fully equipped to utilize the skills they have learned in the program.

Graduates of the program are encouraged to volunteer as an assistant facilitator, and also in the warehouse of the Food Bank, thus strengthening their confidence and job-readiness skills.

11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

12. How does the program align with your organization's vision and mandate?

13. What will be the positive impacts to the community?

The more clients served with this program, there will be less usage of the Food Bank and other Food Supply Services such as soup kitchens, churches, etc., as they will be better able to utilize the food they have access to.

Citizens will have increased independence and life-skills and will have an increased understanding of personal asset base, and use this as a foundation to move forward with confidence in personal, financial, emotional, educational, health and employment areas, increasing the likelihood of avoiding homelessness.

Citizens who take this program will have the skills necessary to increase and maintain their personal health through proper nutrition and lifestyle choices.

14. List community partners and include letters of support.

A) Referral Sources:

Justin Slade Youth Foundation, Alberta Health Services, Centre of Hope, Salvation Army, YMCA YMCA I.S.S., Newcomer Society, Choices, Red Cross, Wood Buffalo Wellness Society, STHT START Program, Rehoboth Alliance, Waypoints, ACT, NEAFAN, CPFN, RMWB Recovery Committee, WBFB Traditional Hamper Program, WBFB Mobile Pantry Program
WBFB Slow Cooker Program

B) Businesses:

Save-On-Foods: Provides an additional 15% off of all grocery items needed for weekly classes and graduation grocery shop.

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

Anticipated Outcomes include:

See Appendix 1

Outcome Measures:

16. How will you know the program is working?

Outcomes for this project will be measured via data collection, such as: attendance records, client surveys, facilitator observation/reporting, client support workers from our community support agencies, and WBFB data.

Food Bank staff will complete surveys/questionnaires with participants at the beginning and end of the program, as well as at 6 months, 1 year, and 2 years after program completion. Further, staff will monitor participants' Food Bank usage and work with clients who are still struggling with food security, and staff will identify other resources that may assist them.

**Outputs:****17. What are the direct results of the program activities?**

Provide nutritional and financial life skills training to small groups of participants.

- Increase asset awareness and confidence of participants.
- Decrease participants' reliance on the Food Bank and other non-profit food supply services.
- Work with a diverse portfolio of clients with the common goal of increased nutrition and financial literacy skills
- Participants and stakeholders are satisfied with program
- Increase nutrition of participants.
- Decrease participants' occurrences of and risk of homelessness
- Reduction in social isolation
- Provides meaningful activities for the participants

18. How will you identify this program or project to the public as funded by the Municipality?

Logos on all media related to program, logos on all application forms, Logos on all program brochures. Noted in Annual report.
Recognition shared with any inquiries to funding of project

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.
If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	51,670.94	2 staff wage + 11%
Client Needs (# of clients)		
Operating Costs	37,075.00	50 students
Rent Supplement		
Administrative Costs (10% of Total)	8,874.59	
Total Program Costs	\$ 97,620.53	



20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Further our goal to assist Housing First clients and prevent food security from being a risk to homelessness, we have greatly expanded this program.

Specifically:

- We have a full-time facilitator, and have trained a 2nd facilitator to cover holidays/illness;
- We continue to hold weekly classes at the Food Bank;
- We have added additional weekly classes at secondary locations, such as The Compass.
- We have added private/individual classes for clients who are unable to participate in group sessions due to physical/mental health concerns.
- We have completed extensive renovations of the kitchen at the Food Bank, with the addition of 4 new cooking stations--including 4 new stoves, counter areas and cupboards. There are also 6 new mobile food preparation carts. In this way we can accommodate our increased class sizes; This ensures that there is sufficient room for participants to safely prepare meals without being crowded.
- We have added a mentoring program to the Basic Shelf Program, in which former graduates attend classes and act as co-facilitators.

With the assignment of a full-time staff member to the program in April 2015, we have seen tremendous growth--in client enrollment, attendance and graduation. With the Addition of a part time facilitator we are able to continue to graduate more students as we are able to spend more efforts in reminding some clients with barriers to attend class and which classes they need to complete their program.

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Appendix 1

Anticipated Outcomes include:

A) Clients will have increased independence and life-skills;

i) Assets: Will have increased understanding of personal asset base, and use this as a foundation to move forward with confidence in personal, financial, emotional, educational, health and employment areas.

ii) Budgeting: Participants will be motivated to change how they manage their money. Will have skills necessary to purchase food items as needed, instead of waiting until they are out of everything. Will be able to create and maintain a monthly financial budget; thus increasing the likelihood of avoiding homelessness.

iii) Banking: Will have skills necessary to open an account and manage their money at a financial institution.

iv) Credit: Will have skills necessary to create, maintain and/or repair financial credit.

v) Cooking: Will have skills necessary to prepare healthy meals.

vi) Meal Planning: Will have skills necessary to make a plan for all their meals a month at a time based on the items they have on hand and their budget.

vii) Shopping: Will have the skills necessary to shop comparatively, utilize sales and coupons, and be cognizant of the influence of advertising and consumerism. Will make healthful food choices most of the time.

viii) Healthier Living: Will have the skills necessary to increase and maintain their personal health through proper nutrition and lifestyle choices.

B) Clients will have decreased usage of the Food Bank and other Food Supply Services such as soup kitchens.

C) Clients will be better able to utilize the food they have access to in order to prevent them from becoming homeless, or have to utilize other homelessness services such as soup kitchens, drop in centres, and churches to obtain adequate nutrition.

Basic Shelf Program (January 2019)

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES		Long Term Outcome: Increased Food Security and Risk of Homelessness is Reduced/Eliminated
			Short Term	Medium Term	
<ul style="list-style-type: none"> -Full Time Facilitator -Part Time Facilitator - Warehouse Manager -Warehouse assistant -Executive Director -Client Services Manager -Communications & Development Coordinator -Social Profit Partners -Industry Funders -Rural/Alternate Location coordinators -Food Donors -grocery stores -Class participants 	<ul style="list-style-type: none"> -Delivery of Program at Food Bank & alternate locations -Take participants on an instructional graduation shopping trip. -Follow up and mentorship program -Inform participants of additional supports/services -Network with other Agencies serving participants -Data collection and reporting -Promotion/Advertising of Program in community -Maintain connection & monitor participant progress -Provide client advocacy 	<ul style="list-style-type: none"> -Provide nutritional and financial life skills training to small groups of participants. -Increase asset awareness and confidence of participants. -Decrease participants' reliance on the Food Bank and other non-profit food supply services. -Work with a diverse portfolio of clients with the common goal of increased nutrition and financial literacy skills -Participants and stakeholders are satisfied with program -Increase nutrition of participants. -Decrease participants' occurrences of and risk of homelessness 	<ul style="list-style-type: none"> -Increased Food Security -Clients will have increased independence -Clients will have increased life-skills (nutrition, cooking, shopping, meal planning, budgeting, banking, credit & consumerism) -Clients report increased nutrition - Clients receive referrals to additional services -Clients feel valued and supported on path to success -Decrease in clients' barriers to overcoming poverty - Clients will be better able to utilize the food they have access to in order to prevent them from becoming homeless, or have to utilize other homeless services such as soup kitchens, drop in centres, and churches to obtain adequate nutrition. 	<ul style="list-style-type: none"> -Risk of homelessness is reduced/eliminated -clients maintain healthier living -Clients will have skills necessary to create a monthly meal plan based on the items they have on hand their budget -community sees WBFB as an holistic service provider - Clients have decreased usage of the Food Bank and other Food Supply Services such as soup kitchens. -Clients have skills necessary to create, maintain and/or repair financial credit. - Clients will have the confidence necessary to apply for, obtain and sustain employment. -Increased health and success of relationships and family units -Create a strong community through self-sufficient citizens 	

Outcome Indicators of Success

1. 75% of participants report increased nutrition
2. 25% of participants receive referrals to additional programs and services
3. 75% of participants report increased Financial Literacy Knowledge
4. 75% of participants report increased levels of confidence
- 5.. 75% satisfaction rate of participants and stakeholders

Measurement Tools

1. Income Manager Statistics
2. Client Satisfaction Survey
3. Stakeholder Satisfaction Survey
4. Feedback from Social Profit sector workers
5. Feedback from Community Partners
6. Oral reporting/feedback from participants and stakeholders



December 6, 2018

To Whom it May Concern,

Re: Basic Shelf Program at Wood Buffalo Food Bank

I am pleased to provide a letter of recommendation regarding the Basic Shelf Program at the Wood Buffalo Food Bank.

The Wood Buffalo Wellness Society has utilized this valuable program for several years. We refer almost all of our clients to the Basic Shelf Program. I believe the Basic Shelf Program plays an integral and unique role in our 10 Year Plan to End Homelessness.

The Food Bank staff share our values and treat our clientele with respect and dignity, and the Basic Shelf Program is making a very real difference in the lives of the people we serve. After completing the Basic Shelf Program, our clients report increased capability, confidence, health and hopefulness.

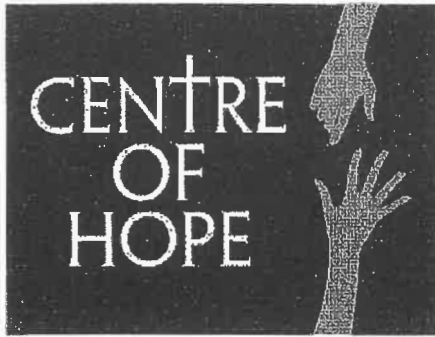
We truly value our partnership with the Wood Buffalo Food Bank and look forward to continuing to work together with them.

Should you have any further questions, please do not hesitate to contact me.

Sincerely,

Y Ormson

Yvonne Ormson
Executive Director
Wood Buffalo Wellness Society
 214-9914 Morrison Street
 Fort McMurray, AB, T9H 4A4
ed@woodbuffalowellnesssociety.com
 P: (587) 537-8477 Ext: 15
 F: (587) 537-8476
 (587) 537-8476
www.woodbuffalowellnesssociety.com




*Supporting individuals living in homelessness
through collaboration with the community and its
support systems*

To Whom it May Concern,

This letter is to highlight the Basic Shelf Program offered by the Wood Buffalo Food Bank. The Centre of Hope Housing Programs as well as the Outreach and Intake programs often refer individuals to the Basic Shelf program to teach and enhance how to prepare meals from a food hamper, it also provides individuals with healthy and hygienic practices in handling and preparing food and safely cleaning their cooking materials afterwards. In addition to these skills the Basic Shelf has a vital component of budgeting for basic needs. Each one of these skills are essential to individuals who are in need of support to manage tenancy.

Centre of Hope has a proud and positive relationship with the Wood Buffalo Food Bank with respect to each of their operating programs. The staff and management have been ever supportive with every individual who has accessed services, and often expresses their gratitude for the Food Bank. Upon completion of the Basic Shelf program the clients are overwhelmed when they receive the hamper that provides their "Basic Kitchen". It often inspires them to encourage others to attend the course.

I would like to highlight that the Housing program operated by the Centre of Hope and The Food Bank remain consistent partners in our efforts to support individuals living in poverty in this region. As a community program the Basic Shelf Program empowers individuals to provide for themselves and is a necessary component for our vulnerable sector in our region.


Rosie Keating
Executive Director

Choices Association of Fort McMurray ID Program

2019-20 Community Plan on Homelessness Grant Analysis

Rank: 5 - Other Support Programs

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
135,735	187,720	82,532	83,591	-	(83,591)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

Not recommended

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	57,842	-
Operational Costs	15,425	-
Client Related Costs	2,600	-
Subtotal	<u>75,867</u>	-
Administrative Costs	7,724	-
Total Costs	<u><u>83,591</u></u>	-



2019-2020 Community Plan on Homelessness Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Choices Association of Fort McMurray

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:


- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

JA JP
JA JP
JA JP
JA JP
JA JP


Signature of Board Member
(must have signing authority)

James Attfield
Print Name

2018-12-4
Date: (YYYY-MM-DD)


Signature of Board Member or Executive Director
(must have signing authority)

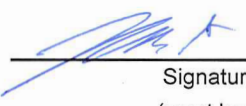
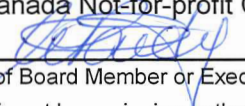
Allison Pardy
Print Name

2018-12-06
Date: (YYYY-MM-DD)



2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Choices Association of Fort McMurray	
Street Address: 10010 Franklin Avenue Fort McMurray	
Province: AB	
Postal Code: T9H 2K6	
Phone Number: 780-791-3009 Ext 509	
Email Address: ed@choicesfortmcmurray.ca	
Website Address: www.choicesfortmcmurray.ca	
Main Contact	
Name: Allison Pardy	
Title: Executive Director	
Daytime Phone: 780-791-3009 Ext 509	
Email Address: ed@choicesfortmcmurray.ca	
Board Chair/President	
Name: Jamie Attfield	
Daytime Phone: 17(1)	
Email Address: 17(1)	
Executive Director	
Name: Allison Pardy	
Daytime Phone: 780-791-3009 Ext 509	
Email Address: ed@chociesfortmcmurray.ca	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 130632375RR0001	Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act
 _____ Signature of Board Member (must have signing authority)	 _____ Signature of Board Member or Executive Director (must have signing authority)
James Attfield Print Name	Allison Pardy Print Name
2018-12-4 _____ Date: (Year-Month-Day)	2018-12-06 _____ Date: (Year-Month-Day)

Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 4 2018: 6 2017: 6
3. How often does the Board of Directors meet? Monthly
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Jamie Attfield	President	4
Cathy Baker-Morrell	Vice President	2
Sandra Walsh	Treasurer	1
Laurie Lee	Secretary	2

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?
☐ Yes ☒ No

6.

Board member name	Paid role in the board / organization	Amount received

.....

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

.....



7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☒ Prevention
- ☒ Outreach
- ☐ Coordinated Access
- ☐ Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

Choices basic Alberta identification program follows prevention and outreach for homeless individuals within our community. This is done through the services we provide to individuals requiring their basic Alberta ID.

By assisting them with obtaining their ID, individuals are able to then qualify for a multitude of opportunities that was not available to them prior to obtaining the ID. A valid ID allows an individual to apply for housing, apply for a bank account, apply for, AISH, CPP or other disability benefits and /or income support. It also allows individuals to apply for educational opportunities as well as eventually gain employment or volunteer opportunities.

Obtaining an ID allows a person to become a productive and contributing member of our community which in turn helps to build self-esteem and promotes healthy living. This can also then lead to a decrease in the financial strain on our health care system, legal system, shelter systems, local food banks and other government funded programs.

The ultimate goal for Choices is to assist our clients in becoming self sufficient in all aspects of their daily living. This can be achieved through case management supports and partnership with partnering agencies of the 10 Year Plan to End Homelessness and other community social service agencies through various programs and/or referrals to aid in the individual's success for their individual goals.

Some individuals that require a basic Alberta ID may require additional supports throughout the community and Choices staff provides that outreach service by referring individuals to others programs whether it is via a telephone call or physically taking them to an appointment or attending appointments with them. Often time clients who work with Choices require many referrals for mental health, housing, medical or legal assistance. Clients never come just for an ID, often times it leads to further assistance. We advocate for these individuals in areas that they may not be able to or have no knowledge/skills how to advocate for themselves.



Community Plan on Homelessness Proposed Program Details

9. Program Name: Basic Alberta Identification Program

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

Choices Association of Fort McMurray will provide identification coordination support to all individuals in the Community Plan on Homelessness Program.

The ID Coordinator will assist and support housed individuals to obtain basic Alberta identification. Supports through Choices will include a partnership with Alberta Community & Social Services.

The ID Coordinator will work collaboratively with the client to determine the clients financial situation to ascertain if financial assistance is required, whether through Alberta Works for a voucher, through other community support agencies or through the ID program.

Following the initial assessment, the ID Coordinator will have regular and on-going appointments with the client to work towards the client securing basic Alberta identification. Each client will have an individualized service plan that outlines specific steps and approximate time lines for completion. Case notes will be updated after each appointment.

The clients service plan will be updated on an as-needed basis to reflect the appropriate steps for goal achievement. The length of time it takes for a client to progress through their service plan will depend on the clients unique situation.

All eligible applicants will meet with the ID Coordinator to review documents required to obtain their basic Alberta identification. The coordinator works collaboratively with Alberta Community & Social Services to assist individuals in obtaining their ID.



11. What is your organization's vision and mandate? (If your organization received funding for **this program** in 2018/19, skip to Question 13)

12. How does the program align with your organization's vision and mandate?

13. What will be the positive impacts to the community?

The positive impact that this program will have the community will be impaction in such that individuals who did not have a basic Alberta ID could not apply for a bank account, any type of social housing, employment, enroll in any educational programs or even apply to get into treatment facilities.

This program allows them to not only be identifiable as a person, but will allow for them to open a bank account, apply for educational opportunities, apply for treatment options and allow them to apply for employment and social housing.

Having a valid ID will open many doors for individuals and allow them the opportunity to become productive members of our community, but most importantly it will allow them the opportunity to feel that they matter and that they are counted as members of our community.

Page 6, Question 13- What will be the positive impacts to the community?

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14. List community partners and include letters of support.

Page 7 # 14 List of Community Partners and letters of support

Choices community partners can range from one-time services to daily assistance and are very broad in its scope, the need is dependent on the client.

- Salvation Army – housing and client supports
- Centre of Hope – housing and client supports
- Wood Buffalo Wellness Society – Centralized Intake – Mark Amy Treatment Centre
- YMCA – immigration, housing and client supports
- Wood Buffalo Food Bank – client supports
- Canadian Mental Health – client supports
- Borealis Counselling – Counselling Services

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

As a result of this program we expect to assist at least 100 individuals requiring basic Alberta ID assistance and with that, this will allow many of these individuals the opportunity to improve their lives through housing, treatments, continuing education and/or employment opportunities. This will help build self-esteem and give them a sense of empowerment as feeling as though they do belong in our community. This will allow them to move forward in the goals they wish to achieve through the supports we provide but also supports offered within our community.

Outcome Measures:

16. How will you know the program is working?

A great indicator of knowing that this programming is having a positive impact and working to its fullest potential is the number of people who will receive their ID. Historically our data shows that we average approximately 89 individuals per year who have receive their basic Alberta ID and have gone on to become successful in their endeavors to improving their current situations whether that be through housing, employment, entering treatment, continuing education or for some it may mean re-connecting with family to foster those relationships. It may also mean that for some it allows them the opportunity to leave Fort McMurray and return to family in other cities or provinces where they will have the supports, they need to overcome homelessness and or/addictions.

Page 7 # 14 List of Community Partners and letters of support

Choices community partners can range from one-time services to daily assistance and are very broad in its scope, the need is dependent on the client.

- Salvation Army – housing and client supports
- Centre of Hope – housing and client supports
- Wood Buffalo Wellness Society – Centralized Intake – Mark Amy Treatment Centre
- YMCA – immigration, housing and client supports
- Wood Buffalo Food Bank – client supports
- Canadian Mental Health – client supports
- Borealis Counselling – Counselling Services
- Immigration Potentials - client supports (immigration) • David Yurdiga's Office - client supports (immigration & permanent residency)
- RMWB – CPH (Housing First), various depts - information and client supports
- Alberta Health Services, various departments – assisting individuals with mental/physical health issues - client supports
- SOS – Crisis/Grief Management - client supports
- Pastew Detox Centre and other treatment facilities – client supports
- NEFAN –client supports
- HIV North Society – client supports
- Waypoints - client supports/housing
- Alberta Human Services and other levels of government – Family and Children Services, AISH, Alberta Works, etc. - client supports
- Probation & Legal System – client supports
- Registries – client identification.
- Learning institutions - Keyano College, Advantage Learning and HSE Integrated Safety Training, and other training institutions throughout the community & province for on-line training when required. - client supports
- The Apprenticeship Board - client supports/information
- Various First Nations of RMWB and other provinces - client supports
- Drug and Alcohol Testing Facilities - client supports
- Various Financial Institutions –Boreal Raven, H & R Block, ATB & RBC –clients support
- Insurance companies – Rogers Ins – client supports/information
- RCMP – Victim Services – clients supports/information
- Local churches – Salvation Army, Northlife Fellowship Baptist Church, McMurray Gospel Assembly, Family Christian Centre etc. - client supports/information
- Counselling Services -Legacy Counselling, CMHA, AHS, etc. -client supports/information
- WBHDC – Marshall House – housing and client supports

Outputs:

17. What are the direct results of the program activities? (percentages, numbers)

As a direct result of the basic Alberta identification program we have seen individuals become housed, receive treatment at various facilities, continue their education, become employed, successful in their applications for AISH, CPP and other disabilities benefits supports. Individuals have become reunited with family members and have re-established broken relationships.

Most importantly what we have seen is a sense of self and recognition that they matter and that they are a person and are no longer invisible in their community.

From 2011 to March 2018 Choices has assisted 626 individuals requiring ID assistance. With 542 receiving their basic Alberta ID, that is an 86% success rate. The other 14% either would be those in the pending stage, those who have not followed through, left the region or may have passed on.

18. How will you identify this program or project to the public as funded by the Municipality?

Choices will continue to recognize the RMWB as a funder of this project through advertising/attendance or participation in the following areas:

- Choices website
- Social media platforms
- Brochures,
- Radio and print ads
- Attendance community events associated with this program
- Partnerships with other community partners within this program
- Other social service agencies within the community.
- Through various community events and meetings that we attend in the community such as Inter-agency meetings, round-tables, trainings and so forth.

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	57,841.88	1 Staff
Client Needs (# of clients)	2,600.00	\$ for ID's, birth cert etc.
Operating Costs	15,425.00	office space, training, cell etc.
Rent Supplement		
Administrative Costs (10% of Total)	7,724.40	
Total Program Costs	\$ 83,591.28	

20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Choices provides supports to individuals with varying abilities. We educate and advocate for our clients in all aspects of their daily living whether it is assistance in housing, treatment, skill development or employment assistance. While the ID program is a great compliment to what we do, its is also one of the biggest barriers an individual can face. Not having an ID is a barrier to being recognized as a person.

- Imagine yourself not having an ID and what that can look like. Now imagine that you are homeless and have no home to go to, no money to buy food let alone get an ID.
- Imagine that you have no family supports where you live, no one to ask for help.
- Imagine that you asked for help, but did not qualify for Income support of any other type of benefits.
- Now imagine how daunting it is when you have none of the above, you feel defeated, worthless, alone, helpless, hopeless, scared. Your self-esteem is at an all-time low.

Having an organization like Choices who will do the heavy lifting, research, advocate and assist you in obtaining all that documentation and finances required to help you get that ID. This will then open so many doors that will lead to being housed, having a bank account, being employed or receiving benefits of any type that allows you to finally be a person again that matters, that is valid, that is meaningful. You now have hope again, you feel worthy and your self-esteem increases and you are now confident to move towards fulfilling your dreams of having a home and being recognized as a person.

Imagine...a world that works for everyone

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

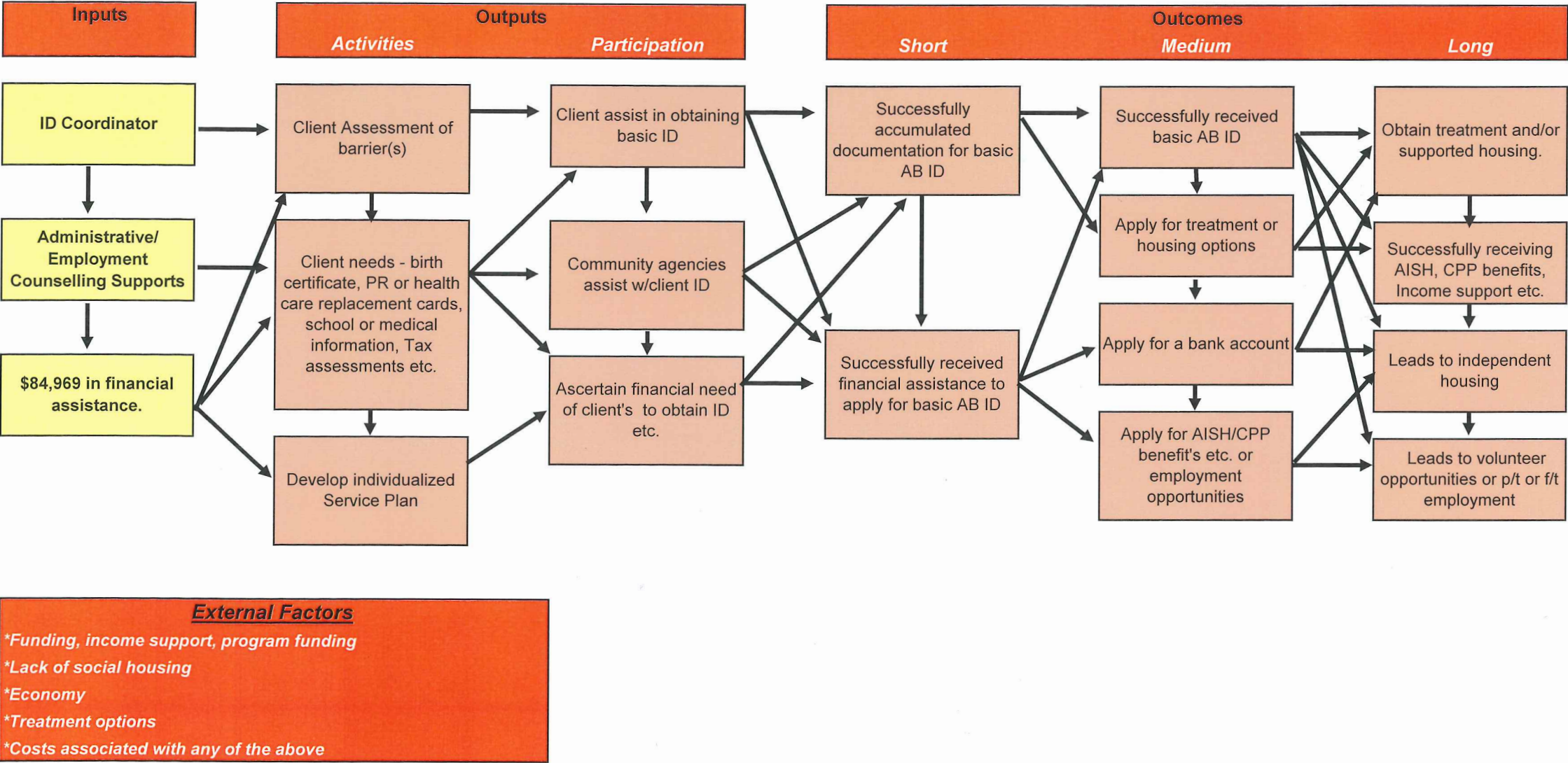
OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Attachment: 15. CHOICES Association of Fort McMurray - ID Program (2019-2020 CPH Grant Allocation)

Choices Logic Model 2019 - 2020



Fort McMurray Office
 112, 10021 Biggs Avenue
 Fort McMurray, AB
 T9H 1S4
 Tel: (780) 743-2201
 Fax: (780) 743-2287



Ottawa Office
 Suite 810, Justice Building
 House of Commons Ottawa, ON
 K1A 0A6
 Tel: (613) 992-1154
 Fax: (613) 992-4603

E-mail: David.Yurdiga@parl.gc.ca

DAVID YURDIGA, M.P.
 FORT McMURRAY – COLD LAKE

E-mail: David.Yurdiga@parl.gc.ca

November 22, 2018

Re: 2019-2020 RMWB Community Plan on Homelessness Application - Choices

To whom it may concern,

I am pleased to provide this support letter for our local community organization named Choices Association. Choices Association is applying for a grant with the Regional Municipality of Wood Buffalo Community Investment Program for the 10 Year Plan to End Homelessness. Since 2011 Choices has been providing the Basic Alberta I.D program in conjunction with the Regional Municipality of Wood Buffalo 10 Year Plan to End Homelessness.

This service employs one individual who assists Fort McMurray's homeless population in gathering and obtaining the documentation required to apply for their basic Alberta ID. The program also provides financial assistance to obtain documents that have fees associated with them to obtain their basic Alberta I.D, such as birth certificates, treaty cards, replacement permanent residency cards, health care cards and so on. This program is part of the Regional Municipality of Wood Buffalo's Heading Home: The Right Thing to Do, 10 Year Plan to End Homelessness in the category of prevention. For individuals needing this service, this will allow them to apply for a bank account, housing, and employment, etc. which in turn will enable them to become a productive and contributing member of our community.

As the Member of Parliament for Fort McMurray- Cold Lake I fully support and encourage the inspired and supported programming Choices provides and I support them to obtain the Regional Municipality of Wood Buffalo's Community Investment Program for the 10 Year Plan to End Homelessness grant, so they will be able to continue helping and providing our community with their unique programming in a much-needed area.

Sincerely,

David Yurdiga, MP
 Fort McMurray – Cold Lake

Attachment: 15. CHOICES Association of Fort McMurray - ID Program (2019-2020 CPH Grant Allocation)



LEGISLATIVE ASSEMBLY

ALBERTA

Tany Yao

Fort McMurray-Wood Buffalo

Monday November 26, 2018

RE: CPH 10 Year Plan to End Homelessness

To Whom It May Concern,

As the MLA for Fort McMurray-Wood Buffalo, it is my pleasure to write a letter of support for Choices Association of Fort McMurray and their application for the CPH 10 Year Plan to End Homelessness pertaining to its Basic Alberta Identification (ID) Program. Since 2011 Choices has been providing the Basic Alberta ID program in conjunction with the RMWB's 10 Year Plan to End Homelessness. This service employs one individual who assists Fort McMurray's homeless population in gathering and obtaining their documentation required to apply for their basic Alberta ID. The program also provides financial assistance to obtain documents that have fees associated with them to obtain the ID, such as birth certificates, treaty cards, replacement permanent residency cards, health care cards and other identifications. This program is part of the RMWB's Heading Home: The Right Thing to Do, 10 Year Plan to End Homelessness in the category of prevention.

Choices has been serving the community for almost 50 years in assisting individuals with barriers and disabilities and providing one-on-one individualized employment supports for the past 27 years. Over that time Choices has had a success rate of 84 per cent from client's entry to successful employment. The Basic Alberta ID program will empower those in need with the tools required to find employment, housing and even open a bank account. Choices also provided employment since the downturn in the economy and post-fire, Choices programs has seen a 58 per cent increase in clients requiring employment support assistance.

As MLA for Fort McMurray-Wood Buffalo, I hope that the enthusiastic support from this office for the application for the CPH 10 Year Plan to End Homelessness - Basic Alberta ID program will receive your endorsement and approval. Should you require any additional information, please feel free contact me at your earliest convenience.

Regards,

Tany Yao, MLA
Fort McMurray – Wood Buffalo

**Immigration Potentials**

211-9912A Franklin Ave, Fort McMurray AB T9H2K5

t: 780-750 9800 e: ramazan.nassery@immigrationpotentials.ca

November 20, 2018

To Whom It May Concern

Please accept this letter in support of CHOICES Fort McMurray application with RMWB-CPH 10 Year Plan to End Homelessness for their Basic Alberta ID Program in the Municipality of Wood Buffalo.

Immigration Potentials as a local business is providing services to community members has often referred clients specially new immigrants to Canada to Choices ID program. In collaboration with Choices we have been able to address many clients' issues in various capacities.

Immigration Potentials strongly believes that ID Program delivered by Choices is vital to our community and especially vulnerable population who cannot do and access basic things without having an identification document.

Immigration Potentials supports Choices to obtain funding for their programs to ensure that not only their existing programs remain operational but also expand its services to a wider population in our region.

Should you have any questions, please do not hesitate to contact me directly at 780-750 9800.

Sincerely,

Ramazan Nassery
Immigration Potentials
211-9912A Franklin Ave
Fort McMurray Alberta T9H2K5



**YMCA of Northern Alberta
Wood Buffalo Region
Community Programs**

9816 Hardin Street Unit 106B
Fort McMurray, AB T9H 4K3
Tel: 780 790-2970
Fax: 780 743-2973
northernalberta.ymca.ca

November 20, 2018

Allison Pardy
Executive Director
Choices of Fort McMurray

Re: Support for Choices of Fort McMurray, ID Program

Dear Allison,

The YMCA of Northern Alberta's Housing First Program is pleased to provide a letter of support to Choices of Fort McMurray.

The Identification Program has played a critical role in the ability of our Housing First program participants to acquire bank accounts, receive income or disability subsidies, apply for their health care card, rental lease agreements and apply for employment.

We look forward to continuing our partnership with Choices of Fort McMurray and thereby support its efforts to continue to provide the Alberta identification application services to Housing First clients under the Community Plan on Homelessness.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kara Boulton', with a long horizontal flourish extending to the right.

Kara Boulton
Senior Director, Community & Housing Initiatives

Building healthy
communities



**Canadian Mental
Health Association**
Wood Buffalo
Mental health for all

Canadian Mental Health Association
10019 MacDonald Ave. Suite # 17B
Fort McMurray, AB T9H 1S9
Phone: (780) 743-1053
Fax: (780) 743-0959
Email: advocate@woodbuffalo.cmha.ab.ca

November 26, 2018

RE: Choices Association of Fort McMurray

Please find this letter of support intended to compliment an endeavor for continue funding for the programs and supports including the Municipalities 10 Year Plan to End Homelessness by providing Basic Alberta ID supports currently being implemented by Choices Association of Fort McMurray.

Emergency shelters are not a long-term housing option. Under A Plan for Alberta – Ending Homelessness in Alberta, government has adopted the Housing First approach to address homelessness – an important shift from managing homelessness to ending homelessness.

Choices' ID program exists to support at-risk community members in overcoming barriers to becoming housed and employed. With the support of Choices Association of Fort McMurray, the plan to end homelessness will ensure at-risk citizens enhance the supports needed to be successful in their lives allowing individuals, families and communities to move forward in achieving the goals set out in the initiative.

People with mental illnesses remain homeless for longer periods of time and have less contact with family and friends. They encounter more barriers without a basic ID and tend to be in poorer health than other homeless people. Research indicates that a stable and supported living environment is essential to maintaining the health and well-being of people with serious mental illness and is integral to their recovery.

We strongly support the programs at Choices Association of Fort McMurray.

If you have any other questions or concerns, I can be contacted by phone at 780-743-1053 Ext. 2 or vial e-mail at advocate@woodbuffalo.cmha.ab.ca.

Regards,
Angela Betts
Peer Navigator/Consumer Advocate



Giving Hope Today

The Salvation Army

Community Services Centre
Alberta and Northern Territories Division

9919 MacDonald Avenue, Fort McMurray AB T9H 1S7
Tel: (780) 743-4135
Fax: (587) 536-1300

December 3, 2018

To Whom It May Concern:

Re: Letter of reference Choices

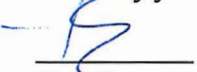
In support of our community partner Choices, we believe the work being accomplished through their basic Alberta ID Program to be effective and relative.

Choices, has been providing this particular program since 2011. The program supports homeless individuals in obtaining their basis Alberta ID so that they can then have opportunities for housing, employment, education, as well as possible assistance for Income Support, AISH and CPP.

Choices, has successfully partnered with The Salvation Army Housing First clients as well as those servicing the Emergency and Mat Shelters. They have been involved in providing this valuable service to our patrons, whom without this support would have barriers to other services they need. Going the extra distance to ensure that those working part time jobs can still avail of their service, Choices staff has come to our shelter to provide services at evening sessions. We value this partnership as we work together for the betterment of our mutual clients.

Choices provides collaborative supports to community agencies and exceptional service for marginalized individuals in our community. We look forward to continuing our working relationship.

Sincerely yours,



Kate Penney
Programs Manager
The Salvation Army
Community Services Centre

William and Catherine Booth
Founders

André Cox
General

Susan McMillan
Territorial Commander

Fort McKay Metis Community Association

Fort McKay Community Plan on Homelessness

2019-20 Community Plan on Homelessness Grant Analysis

Rank: DNQ - Does Not Qualify

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
			504,911	-	(504,911)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

This program is not eligible for Provincial funding because it is outside of the urban service area.

While some programs in the rural areas may be eligible for funding through Federal Homelessness Partnering Strategy (HPS), this proposal did not fall within the federal guidelines. Financial subsidies for rent supplements come from the Provincial government, which means this proposal is not eligible for federal government funding.

Additionally, under Housing First guidelines, the mandate is to:

- offer permanent housing, not transitional,
- no preset conditions to housing, and
- there must be client choice to housing.

The proposal does not meet these criteria.

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	86,250	-
Operational Costs	48,760	-
Client Related Costs	256,500	-
Rent Supplement	67,500	-
Subtotal	459,010	-
Administrative Costs	45,901	-
Total Costs	504,911	-

2019-2020 Community Plan on Homelessness Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Fort McKay Metis Community Association

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.


RQ EBLJ

RQ EBLJ

RQ EBLJ

RQ EBLJ

RQ EBLJ



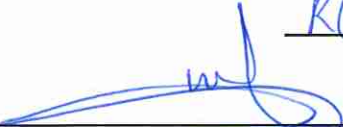
Signature of Board Member
(must have signing authority)

Ronald Quintal

Print Name

2018-12-06

Date: (YYYY-MM-DD)



Signature of Board Member or Executive Director
(must have signing authority)

Eddison Lee Johnson

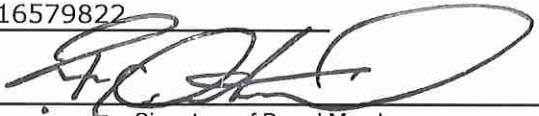
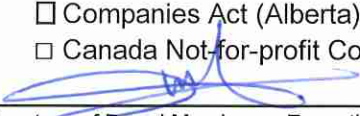
Print Name

2018-12-06

Date: (YYYY-MM-DD)

2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details	
Organization Name: Fort McKay Metis Community Association	
Street Address: PO Box 5000	
Province: Alberta	
Postal Code: T9H 3G4	
Phone Number: 780-828-4401	
Email Address: cshort@fortmckaymetis.com	
Website Address: mckaymetis.com	
Main Contact	
Name: Contessa Short	
Title: Community Development and Engagement Coordinator	
Daytime Phone: 17(1)	
Email Address: cshort@fortmckaymetis.com	
Board Chair/President	
Name: Ronald Quintal	
Daytime Phone: 17(1)	
Email Address: president@fortmckaymetis.com	
Executive Director	
Name: Eddison Lee Johnson	
Daytime Phone: 17(1)	
Email Address: elj@mckaymetis.com	
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Registration Number: 5016579822 Act Registered Under: <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act	
 Signature of Board Member (must have signing authority) _____ Ronald Quintal Print Name _____ 2018-12-06 Date: (Year-Month-Day)	 Signature of Board Member or Executive Director (must have signing authority) _____ Eddison Lee Johnson Print Name _____ 2018-12-06 Date: (Year-Month-Day)

Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 5
2. Number of board members: Currently: 5 2018: 5 2017: 5
3. How often does the Board of Directors meet? Bi-Weekly

4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Ronald Quintal	President	13
Glen Faichney	Vice President	6
Loretta Waquan	Board Director	10
Felix Faichney	Board of Director	1
Janice Richards	Board of Director	10

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☒ Yes

☐ No

6.

Board member name	Paid role in the board / organization	Amount received
Ronald Quintal	President	120,000.00
All other directors	as listed above	100,000.00

.....

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

.....

7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☒ Prevention
- ☒ Outreach
- ☒ Coordinated Access
- ☒ Diversion

8.

Describe, in detail, how the program will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? Please attach a current logic model.

Fort McKay is currently operating the Empowering Vulnerable Sector Program that offers a wide range of support services. Empowering Vulnerable Sector program reaches out to 20% of the Fort McKay Metis Community Members and 4% of non Metis Members. The Fort McKay Metis Community does not discriminate the eligibility of access to programming. The Fort McKay Metis Community is willing to offer support services to those who are in need and requesting access to services available in the Fort McKay Metis Community.

The support services are as follows:

- support services to help clients access and understand the tools available to them to utilize to no longer be at risk of homelessness and/or end homelessness;
- assist with family reintegration to youth and members who no longer live in the community but want to maintain community and family connections;
- offer stability through job readiness programs and support services to educate clients on finding and maintaining employment;
- help clients network with service providers to address personal challenges such as addictions, mental health, domestic violence and any other barriers they may be facing;
- assist client build self-esteem through helping youth and adults deal with stresses related to psychological, economical, and personal challenges
- support and encourage independant living by providing referrals to counselling sessions
- support and encourage independant living by providing basic life skills, pre-employment and job training opportunities
- support and encourage independant living by providing rehabilitation of addictions after care support.

Community Plan on Homelessness Proposed Program Details

9. Program Name:

Note: The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.

10. Briefly describe the program proposed.

The program aims to provide intervention and change management skills to the clients by providing life skills programming, grief and loss programming, opportunities to reconnect with their community and culture through community celebrations and events, cultural events and ceremonies. Clients will be given opportunity to participate in training and educational sessions that will provide them with tickets and experience needed to obtain employment. Further to employment opportunities, clients will be given a job shadowing/ placement experience in a field of their interest. With the education and training there is opportunity to be gainfully employed. Clients who are homeless will be given priority housing through the Fort McKay Metis Transitional Housing program. Upon completion of project clients will be given assistance to apply for housing outside of the community that suits the clients employment and family needs. Clients will be given support services by the coordinator and partnership agencies for duration of project.

At the end of the project, clients will become actively contributing members of the community and gainfully employed. Clients will have reintegrated into the community and have built a positive support network of family and friends and have obtained the following; lifeskills, personal responsibility, self care utilizing the holistic model, coping skills for grief, trauma and stress, parenting skills, emotional management, healthy relationship building, time management, financial management, job skills training, resume writing, self-esteem/self actualization, job shadowing/ placement, employment, home maintenance and reconnecting with community and family members.

11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

Fort McKay Metis Community has been providing service since November 2015 to the homeless and those at risk of becoming homeless. Providing service to those at risk and those who are homeless is in direct alignment with the Fort McKay Metis Community Vision and Mandate.

Fort McKay Metis Community Vision

The hamlet of Fort McKay is a sustainable community where residents live, work, and play. Our cultural heritage is highly respected and celebrated by all. The natural environment is integral to our lifestyle and residents enjoy the rivers, trails and forests which are part of our everyday living. The physical and social infrastructure supports a healthy community. Our local economy is strong and sustained by a vibrant town center.

Fort McKay Metis Community Mandate

12. How does the program align with your organization's vision and mandate?

Fort McKay Metis Community Vision

The hamlet of Fort McKay is a sustainable community where residents live, work, and play. our cultural heritage is highly respected and celebrated by all. the natural environment is integral to our lifestyle and residents enjoy the rivers, trails and forests which are part of our everyday living. the physical and social infrastructure supports a healthy community. our local economy is strong and sustained by a vibrant town center.

Fort McKay Metis Community Mandate

Fort McKay Metis Community Association is a society pursuant to Alberta's Society Act, established by the Fort McKay Metis Community members to preserve and promote the sustainable, cultural, economic, educational, political and social development of the people of Fort McKay Metis Community Association.

13. What will be the positive impacts to the community?

Education

Prevention

Housing

Support

Sustainability

Needs Coverage

Life Skills

Pre-Employment Programs

Training

Most importantly providing these services within the local community. This will provide the individuals convenient access to the above within the traditional and cultural territory.

14. List community partners and include letters of support.

Waypoints- Support, information and referrals to people affected by family violence.
 Community awareness of family violence.
 To connect people affected by family violence to community resources.
 Providing assistance and advocacy to clients who have experienced difficulties accessing community services. Connecting rural communities with resources and supports surrounding family violence.

Fort McKay Group of Companies- provide job shadowing opportunities and job placement.
 Possibly provide gainful employment to successful clients.

Outcomes:**15. What is the change you anticipate will happen as a result of the program?**

It is anticipated that we will be able to successfully assist the homeless and vulnerable population by providing them with the resources needed to provide stability and security.

Outcome Measures:**16. How will you know the program is working?**

The success of the program will be measured with key performance indicators.

1. Number of individuals participating in the program for support;
2. On-boarding of additional partnerships through display of success;
3. Client Evaluations base on percentage of life improvements; (Target improvements of 5% every month)
4. Program evaluations and additions - audited bi-annually.

Outputs:**17. What are the direct results of the program activities?**

Training and Education
Treatments
Housing
Counseling

18. How will you identify this program or project to the public as funded by the Municipality?

Identification will be made through social media, mention on any poster advertisements. As well, with successful programs will be media releases, these will also include mention.

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	86,250.00	
Client Needs (# of clients)	256,500.00	
Operating Costs	48,760.56	
Rent Supplement	67,500.00	
Administrative Costs (10% of Total)	45,901.06	
Total Program Costs	\$ 504,911.62	

20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

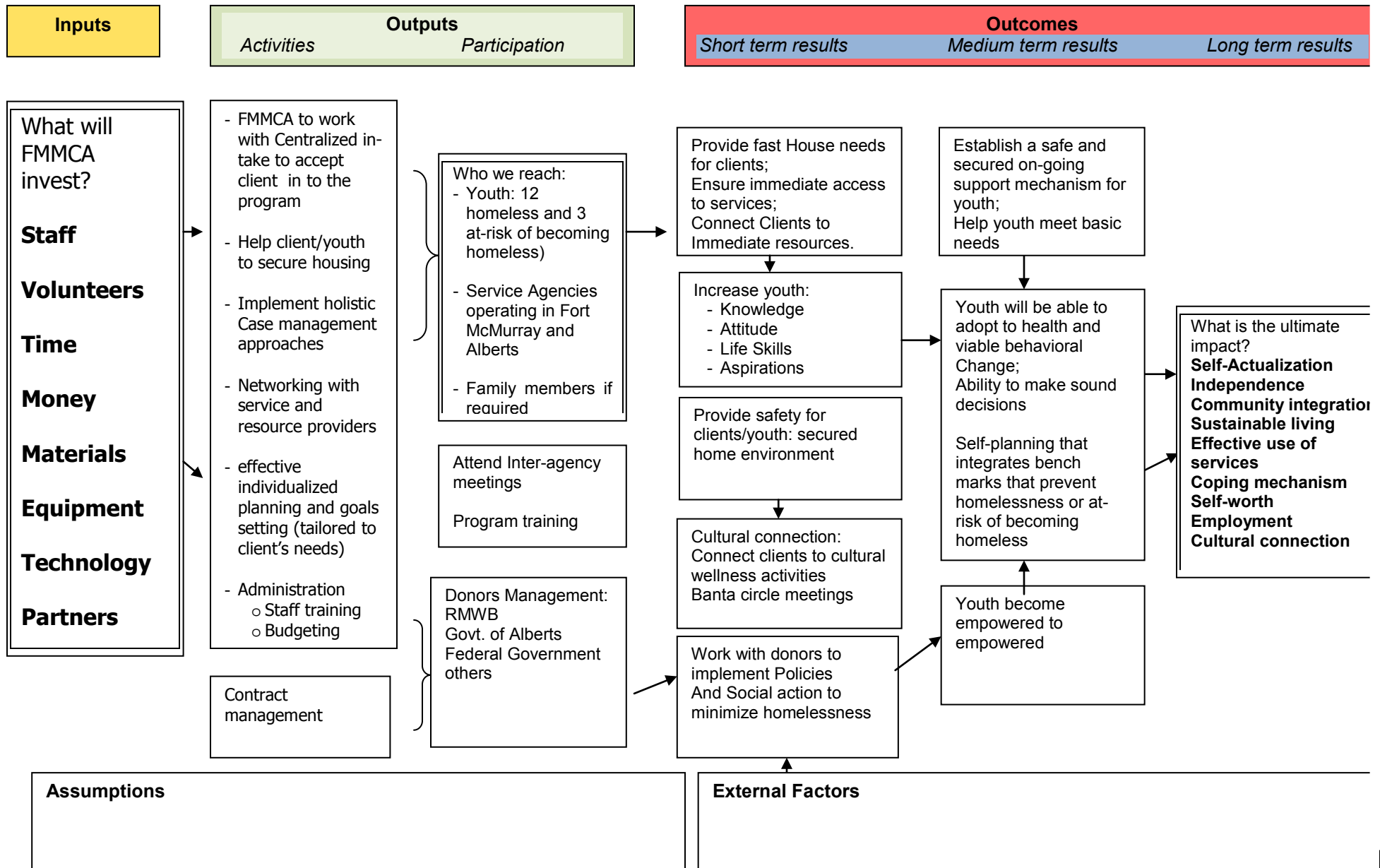
By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**

FORT MCKAY METIS COMMUNITY ASSOCIATION

Empowering Vulnerable Sector (Ending Homelessness) Project”.

LOGIC MODEL





The McKay Métis



December 6, 2018

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, Alberta
T9H 2K4

To whom it may concern,

RE: 2019-2020 Community Plan on Homelessness

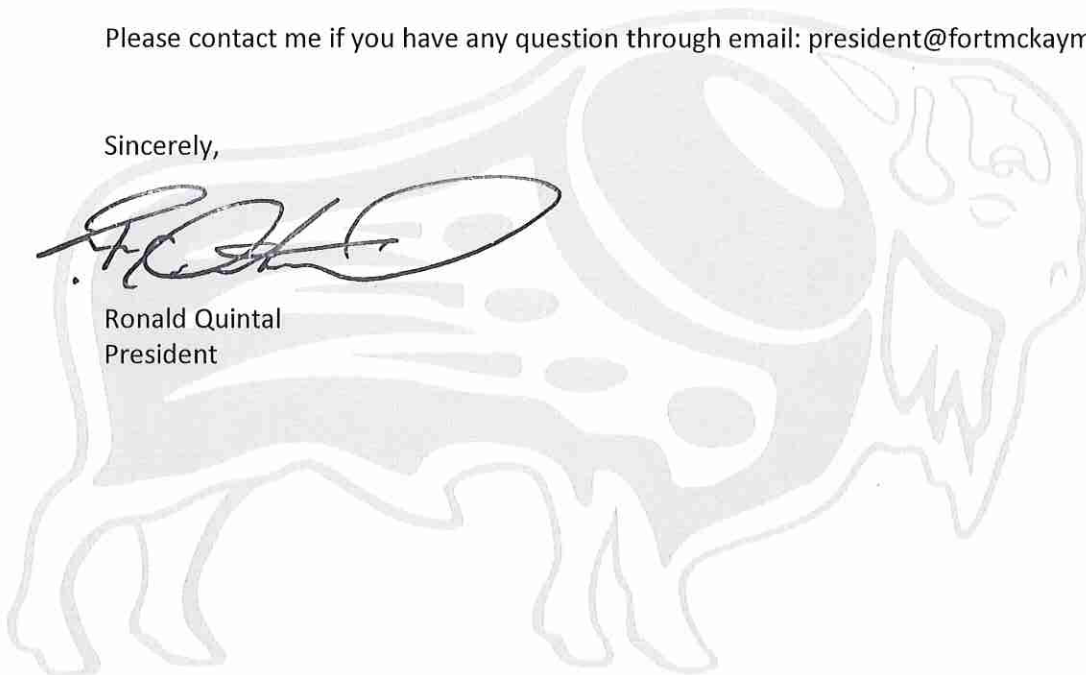
This letter is to provide formalized support for the FMMCA pursuant of the grant in relation to the Community Plan on Homelessness.

We feel that the FMMCA will succeed in implementing the proposal.

Please contact me if you have any question through email: president@fortmckaymetis.com

Sincerely,

Ronald Quintal
President





McKay Métis Group

RESPONSIBILITY • COMMUNITY • PROSPERITY

December 6, 2018

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, Alberta
T9H 2K4

To whom it may concern,

RE: 2019-2020 Community Plan on Homelessness

This letter is to provide formalized support for the FMMCA pursuance of the grant in relation to the Community Plan on Homelessness.

We feel that the FMMCA will succeed in implementing the proposal.

Please contact me if you have any question through email: cyoung@fmmgl.com

Sincerely,

Crystal Young

Manager, Business Development & Partnerships

Cell: 17(1)

Fort McKay Métis Group Ltd.

Office: 780 828 4116 Email: info@fortmckaymetis.com P.O. Box 5000 Fort McMurray, AB T9H 3G4

RESPONSIBILITY • COMMUNITY • PROSPERITY

Attachment: 16. Fort McKay Metis Community Association - Fort McKay Community Plan on Homelessness (2019-2020 CPH Grant Allocation)

Support Through Housing Team Society

Wrap Around Supports, Case Management & Outreach Services

2019-20 Community Plan on Homelessness Grant Analysis

Rank: DNQ - Does Not Qualify

CIP Grant Summary:

April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019	April 1, 2019 - March 31, 2020 Request	April 1, 2019 - March 31, 2020 Recommended by HISC	Difference of Recommended vs. Requested
28,800	40,000	43,700	83,200	-	(83,200)

Program Reporting Required:

- Monthly Efforts to Outcomes (ETO) data reporting
- Monthly Program Reporting
- 6 Month Report - outlining successes and challenges
- Annual Report - outlining successes and challenges

Financial Reporting Required:

- Monthly financial claims with financial receipts and back up documentation for the amount claimed
- Annual Financial Statements

Notes:

** Not recommended**

Budget Line Description	2019-20 Grant Request	2019-20 HISC Recommended
Staff Costs	65,000	-
Operational Costs	3,000	-
Client Related Costs	2,000	-
Rent Supplement	5,000	-
Subtotal	75,000	-
Administrative Costs	8,200	-
Total Costs	83,200	-



2019-2020 Community Plan on Homelessness

Call for Applications

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please consider the following:

- Read thoroughly 2019 Community Plan on Homelessness Grant Guidelines
- Schedule a meeting with the a CPH representative by emailing CPH@rmwb.ca **before application deadline**

If you have reviewed the 2019 Community Plan on Homelessness Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: Support Through Housing Team

Declaration: In making this application, we, the undersigned, confirm:

Board Member(s) and/or
Executive Director Initials:

- that we have read the Community Plan on Homelessness Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Friday, December 7, 2018;
- that we understand the term of the Community Plan on Homelessness Grant is April 1, 2019 to March 31, 2020 and that all expenditures must happen during this term; and
- that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.

Jr KD
Jr KD
Jr KD
Jr KD
Jr KD

Janene Hickman
Signature of Board Member
(must have signing authority)

Khyati Desai
Signature of Board Member or Executive Director
(must have signing authority)

Janene Hickman
Print Name

Khyati Desai
Print Name

2018-12-03
Date: (YYYY-MM-DD)

2018-12-01
Date: (YYYY-MM-DD)



2019-2020 Community Plan on Homelessness

Call for Applications

Organization Details
Organization Name: Support Through Housing Team
Street Address: Redpoll Centre, Shell Place, Fort McMurray
Province: Alberta
Postal Code: T9H 5C5
Phone Number: 587-646-6151
Email Address: khyati@stht.ca
Website Address: www.stht.ca
Main Contact
Name: Khyati Desai
Title: Executive Director
Daytime Phone: 587-646-6151
Email Address: khyati@stht.ca
Board Chair/President
Name: Janene Hickman
Daytime Phone: 17(1)
Email Address: 17(1)
Executive Director
Name: Khyati Desai
Daytime Phone: 587-646-6151
Email Address: khyati@stht.ca
Is your organization registered as a not-for-profit society or corporation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> <div> Registration Number: 827501867RR0001 </div> <div> Act Registered Under: <div style="display: flex; flex-direction: column; gap: 5px;"> <input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not-for-profit Corporations Act </div> </div> </div>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-top: 1px solid black; margin-top: 5px; padding-top: 2px;"> Signature of Board Member (must have signing authority) </div> <div style="border-top: 1px solid black; margin-top: 10px; padding-top: 2px; text-align: center;"> Janene Hickman Print Name </div> <div style="border-top: 1px solid black; margin-top: 10px; padding-top: 2px; text-align: center;"> 2018-12-3 Date: (Year-Month-Day) </div> </div> <div style="width: 45%;"> <div style="border-top: 1px solid black; margin-top: 5px; padding-top: 2px;"> Signature of Board Member or Executive Director (must have signing authority) </div> <div style="border-top: 1px solid black; margin-top: 10px; padding-top: 2px; text-align: center;"> Khyati Desai Print Name </div> <div style="border-top: 1px solid black; margin-top: 10px; padding-top: 2px; text-align: center;"> 2018-12-1 Date: (Year-Month-Day) </div> </div> </div>



Community Plan on Homelessness Board Questionnaire

1. Minimum number of board members according to bylaws: 3
2. Number of board members: Currently: 7 2018: 7 2017: 9
3. How often does the Board of Directors meet? 9 times a year and as needed
4. Please list your current Board of Directors:

Name	Board Position	Years on Board
Janene Hickman	Board Chair	4
Elena Gould	Secretary	2
Ravil Patel	Treasurer	2
Barbara Weber	Member	3
Brittany Morrison	Member	3
Tracy Toms	Member	3
Brian Fung	Member	1

5. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?

☐ Yes☒ No

6.

Board member name	Paid role in the board / organization	Amount received

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.



7. Which of the following classifications will your program address?

(Please check the one that applies)

- ☒ Prevention
- ☒ Outreach
- ☐ Coordinated Access
- ☐ Diversion

8.

Describe, **in detail**, how **the program** will meet and address the classification selected above. How does the program align with the RMWB 10 year plan? **Please attach a current logic model.**

STHT works with individuals who are either homeless or at risk of homelessness. Our programming is preventative as it addresses all factors that have led to a client's circumstances. Yet through wrap-around support clients build new-found confidence, determination, and life skills to prevent further homelessness. By helping clients gain basic life skills such as household maintenance, cooking, financial literacy, and effective parenting, etc, they develop greater independence. Not only do we work to prevent individuals from falling back into a cycle of homelessness but we ensure they have the skills and resources to maintain a stable home, healthy physical habits, and emotional resiliency.



Community Plan on Homelessness Proposed Program Details

9. Program Name: Wrap around supports, Case management and Outreach services

***Note:** The term of the Community Plan on Homelessness Grant is April 1, 2019 - March 31, 2020. All program expenditures must occur during this term.*

10. Briefly describe the program proposed.

Support Through Housing Team (STHT) started operations in the Regional Municipality of Wood Buffalo in 2002 as a committee of partner non-profit organizations that provide "wrap-around" support to individuals and families at risk of or experiencing homelessness. STHT became a registered charity in 2009 and since then has grown to offer 4 main services:

1. Wrap-around Support: We assist clients in accessing community supports that help reduce barriers to housing. Individuals and families improve their lives through counselling, addiction treatment, legal and/or financial assistance, shelter options, basic necessities, education and/or employment opportunities.
2. Transitional Supportive Living: STHT partners with Wood Buffalo Housing and Development Corporation to house clients in a transitional supportive apartment building, until they are ready to live independently and find stable housing in the community.
3. Outreach Support: Whether clients are couch-surfing or staying at shelters, our Outreach Worker meets one-on-one with each client to gain an understanding of their barriers to housing, and determine action steps to address these barriers. Clients are guided to set personal goals towards health and self-sufficiency, and given the resources necessary to take action.
4. Life Skills Coaching: Every STHT client has access to one-on-one coaching to develop life skills including: household cleaning and budgeting, personal hygiene, parenting help, meal preparation, time management, volunteerism and community engagement, problem solving and decision making.

With these programs, STHT is able to do so much more than simply provide our clients with housing. STHT helps to facilitate access to housing and guides individuals throughout their entire housing journey. This can include, but is not limited to; helping a client maintain their housing, apply for new housing, plan for housing transitions, prevent eviction, or move into the Centennial House supportive transitional apartments. Clients will also be connected to supportive wrap-around services which are provided by our Agency Team. The Team is made up of 12 local health and wellness agencies. Clients are able to access programs and services through these agencies to help them meet their goals and increase skills and capacity.

Individuals are accepted into the program if they are experiencing barriers to housing, which can include: mental health problems, addictions, domestic violence, employment barriers, legal challenges, and/or cognitive delay. Our staff work with 12 other community agencies to ensure clients access the necessary support to build their life skills, manage their mental and/or physical health, and find stable housing. STHT differs from other housing options by providing client-centred support where we not only work to find affordable or subsidized housing for our clients, but we work with them on a daily/weekly basis to ensure that they are accountable to their goals and responsibilities, be it counselling, addiction treatment, court dates, etc. The

Page 5, Question #10 con't.

Individuals are accepted into the program if they are experiencing barriers to housing, which can include: mental health problems, addictions, domestic violence, employment barriers, legal challenges, and/or cognitive delay. Our staff work with 12 other community agencies to ensure clients access the necessary support to build their life skills, manage their mental and/or physical health, and find stable housing. STHT differs from other housing options by providing client-centred support where we not only work to find affordable or subsidized housing for our clients, but we work with them on a daily/weekly basis to ensure that they are accountable to their goals and responsibilities, be it counselling, addiction treatment, court dates, etc. The clients also identify other skills they wish to develop while working with our team, which may involve volunteering in the community, or attending courses in upgrading or anger management.

We have approximately 15-30 clients at a given time, 7 of whom live in our supportive living building called Centennial House. This building is owned by Wood Buffalo Housing Corporation, and STHT operates the programming for the tenants. Clients are accepted into Centennial House once they prove their commitment to healthy living. Ultimately, our goal is to help clients transition from our program to other community housing where they can live more independently. The majority of our clients are considered Outreach clients as they do not live in our supportive apartment building. Our Outreach clients also have a case coordinator, and access to all the wrap-around support and life skills coaching as our Centennial House Clients.

Here are some main activities executed by the STHT staff to achieve our program goals and attain successful client outcomes:

- Conduct assessments and intakes of individuals and families (from both Agency referrals and self-referrals)
- Identify personal barriers to independence through collaborative assessment with Agency Team and Life Skills Facilitator, and determine developmental needs and goals with client
- Set goals with clients and develop an "Action Plan;" follow up weekly to ensure they are accountable to their responsibilities
- Manage client needs and challenges (either living at Centennial House or Outreach clients)
- Refer clients to relevant community services, and follow up to ensure they are accessing other services and attending significant appointments
- Support clients through the moving process, helping them access basic needs, furniture, and community supports to make a smooth transition to a new home
- Provide daily guidance and support to assist clients in crisis, and for clients who need encouragement and motivation to manage life challenges including but not limited to: household cleaning and maintenance, budgeting, personal hygiene, time management, parenting, conflict resolution, and problem solving
- Organize social activities and community outings for clients to have opportunities to volunteer, socialize with others, and develop a sense of community (examples: cooking class, paint night, movie night, gardening day, and holiday celebrations)

Individuals receive intensive support from appropriate social services, ensuring they don't slide further into problems and crisis, whether it be addictions, poverty or mental illness. Clients commit to changing their lives for the better, and work with a Program Coordinator to set goals and follow through with the work required to improve their circumstances. Through the wraparound support offered through STHT, clients develop self-sufficiency, find a sense of purpose and belonging, and engage in the community.

Most referrals come from the Agency Team and are clients of Agency Team Members. Self-Referrals are not uncommon. Individuals often discover our program online and reach out by email or phone to request an intake. Agencies outside of the Team can also call or email to request a referral form for a client.



11. What is your organization's vision and mandate? (If your organization received funding for this program in 2018/19, skip to Question 13)

Vision:

Individuals and families are healthy, have a sense of belonging, opportunities for self-development, and a place to call home in the Regional Municipality of Wood Buffalo.

Mission:

The Support Through Housing Team provides consistent support, wrap-around services, collaborative case management, and life skills to individuals and families in the Regional Municipality of Wood Buffalo.

12. How does the program align with your organization's vision and mandate?

This grant will support client services and intensive case management to meet clients where they are at with dignity and respect as we provide consistent wrap-around support to help our clients through developing into independence. This grant specifically supports work with clients to ensure they have the transitional support they need to deal with the complex issues which are the driving forces behind the barriers they face to building resiliency.

13. What will be the positive impacts to the community?

- Clients experience healthy relations with family members, neighbors and friends, which results in a stronger network of support



14. List community partners and include letters of support.

STHT currently meets with the following 12 agencies monthly to conduct collaborative case discussions and provide wrap-around support to STHT clients:

1. AHS Addictions & Mental Health
2. Assertive Outreach services (AOS)
3. Assured Income for Severely Handicapped (AISH)
4. Canadian Mental Health Association (CMHA)
5. Child & Family Services (CFS)
6. Native Counseling Services
7. North East Alberta Fetal Alcohol Network (NEAFAN)
8. Pastew Place Detox Centre

Outcomes:

15. What is the change you anticipate will happen as a result of the program?

We hope to continue to achieve the same outcomes that STHT has worked toward since serving our community. Since 2002, STHT has collaborated with multiple helping agencies to support individuals and families at risk of homelessness or experiencing homelessness. STHT has successfully supported clients in a transitional supportive building, preventing further crisis and homelessness. Today we are doing the same for more clients who may be couch-surfing, staying in shelters, or in other affordable housing. Our Outreach Worker assists all clients succeed in finding a stable home, reuniting with family and children, developing healthy eating and hygiene habits, improving their physical and mental health, finding suitable employment or volunteer opportunities and, sometimes for the first time in their lives, clients discover a sense of connection with friends and the community.

Outcome Measures:

16. How will you know the program is working?

All STHT clients are asked to complete both a Needs Assessment when they become a client, and a Program Survey 6 months into the program. The program survey consists of 17 questions that come directly from the Alberta Family and Community Support Services Measures Bank. These questions look at three measures: improved social well-being of individuals, improved social well-being of families, and social well-being of community. The survey evaluates the amount of positive change that this program generates.

Page 7, Question#14

9. RMWB Counseling Services (FCSS)

10. Salvation Army

11. WayPoints

12. Wood Buffalo Housing(WBH)

STHT works closely with WBH to operate a 7-unit apartment building where STHT clients can access temporary, affordable housing with a part-time in-house Life Skills Facilitator. We collaborate with many other agencies who may refer clients suitable to the STHT program, including: HIV North and Wood Buffalo Wellness Society.

STHT is partner agency with United Way of Fort McMurray & Wood Buffalo



Outputs:

17. What are the direct results of the program activities?

In last 12 months STHT served 43 individuals through our programs:

- 26 Adults, 17 children, of whom:
- 14 indigenous persons,
- 1 senior,
- 4 individuals with FASD.

STHT estimates that we will be serving 40-60 individuals in 2019-20,:

- 30-35 adults, 25-30 children, of whom we estimate:
- 20-25 indigenous persons,
- 1-3 seniors,
- 5-10 individuals with FASD.

18. How will you identify this program or project to the public as funded by the Municipality?

All marketing material includes the use of the RMWB logo (i.e. banner, pamphlet, business cards and Website).

19. Operational Budget Review

Grant agreements cannot be issued until Council has approved the CPH allocation.

If approved, agreement term will be the 12 month period of April 1, 2019 to March 31, 2020.

Budget Item	Amount (12 months)	Notes
Salaries & Benefits (# of staff)	65,000.00	1 staff
Client Needs (# of clients)	2,000.00	40-60 (Clients+Children)
Operating Costs	3,000.00	
Rent Supplement	5,000.00	
Administrative Costs (10% of Total)	8,200.00	
Total Program Costs	\$ 83,200.00	



20. Provide any additional information that may assist in developing a better understanding of your organization or its programs/projects during the grant review.

Please find attached client stories which will assist in showing the impact of the STHT program. Although STHT services a relatively small number of individuals, the narratives show that our program helps to support individuals who don't clearly fall into only one program in town (who are at a greater risk of "falling through the cracks"). Our model is to work with our clients at a pace which supports them. Supportive transitional programming helps clients move away from a cycle of eviction and works with them to develop the skills and resiliency they need to succeed as independent adults.

Completed and Signed Applications are to be submitted:

In Person or By Mail:

Community Investment Program
Corporate and Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4

OR

By Email: CIP@rmwb.ca

**LATE or INCOMPLETE applications will not be processed
(Community Investment Program Policy FIN-220, Section 3.1.5)**



The Support Through Housing Team Society

The Redpoll Centre, Shell Place, 1 C.A. Knight Way Fort McMurray, AB T9H5C5
Phone: 780-791-0077 www.stht.ca

STHT LOGIC MODEL						
Goals	Inputs	Activities	Outputs	Outcomes	Method of Measurements	Indicators of Success
Intake all referred individuals and accept clients that meet criteria within 1 month of referral. <i>*Assumption: clients follow through with scheduled meeting</i>	Human Resources: Program Coordinator Outreach Worker Life Skills Facilitator Executive Director STHT Agency Team Funding: RMWB United Way Donations Space: Redpoll Office Centennial House	Individuals meet Program Coordinator within 1 week of referral. Program Coordinator seeks approval for new clients at the monthly Agency Team meeting.	# of individuals becoming STHT clients	Clients understand the benefits and expectations of the STHT program, and together with the Program Coordinator determine if it is a good fit for them to become an STHT client.	Clients' feedback from intake.	Client referrals are appropriate and client understands the structure, expectation and purpose of the STHT Program.
Conduct Client Orientation and develop Service/ Maintenance Plan with client within 1 week of acceptance into STHT Program. <i>*Assumption: clients follow through with scheduled meeting and have a personal desire for positive change.</i>	Human Resources: Program Coordinator Outreach Worker Life Skills Facilitator Executive Director STHT Agency Team Funding: RMWB United Way Donations Space: Redpoll Office Centennial House	Program Coordinator and STHT Agency Team conduct collaborate case management to determine needs of client. Program Coordinator develops a Service/Maintenance Plan with client.	# of clients served Client completes a Service/Maintenance Plan with Program Coordinator to determine personal goals based on needs and barriers.	Clients build trust with STHT support.	Clients' feedback regarding their Service/Maintenance Plan. Client needs identified for life skills coaching.	Client goals are established and clients are empowered. Agency Team has suggested and provided relevant supports to clients.

Target Population are adults (single, families) who must:

Community Plan on Homelessness - Application Form

Application Deadline: 4:30 p.m. MT, Friday, December 7, 2018

Page 14 of 19



The Support Through Housing Team Society

The Redpoll Centre, Shell Place, 1 C.A. Knight Way Fort McMurray, AB T9H5C5
Phone: 780-791-0077 www.stht.ca

<p>In the first month, clients stabilize from crisis and/or unhealthy circumstances and show improvement in their mental, physical, relational and financial health.</p> <p><i>*Assumption: client success depends on individual resiliency, life skills, consistent healthy supports, positive influences and sense of personal accountability.</i></p>	<p>Human Resources: Program Coordinator Outreach Worker Life Skills Facilitator Executive Director STHT Agency Team Other Community supports and activities</p> <p>Funding: RMWB United Way Donations</p> <p>Space: Redpoll Office Centennial House</p>	<p>STHT staff build trust with clients, following up on a daily/weekly basis to ensure they tap into the supports available to shift their thinking and feel secure enough to work on their goals.</p>	<p>Length of time clients show improvement and stabilize after previous chaotic or unhealthy circumstances.</p>	<p>Outcomes can include: improved physical and mental health, positive health, gained independence, community engagement, reduced eviction, sense of belonging, volunteerism.</p>	<p>- Feedback from all STHT staff and Agency Team - Feedback from client - Feedback from landlord</p>	<p>Client demonstrate positive outlook and follow through with supports.</p>
<p>Clients access Outreach support and life skills training during their entire time as an STHT client.</p> <p><i>*Assumption: client needs vary depending on previous life skills and other supports and/or influences in their lives.</i></p>	<p>Human Resources: Program Coordinator Outreach Worker Life Skills Facilitator Executive Director STHT Agency Team Other Community supports and activities</p> <p>Funding: RMWB United Way Donations</p> <p>Space: Redpoll Office Centennial House</p>	<p>Clients work with Outreach Worker and Life Skills coach on a daily or weekly basis. Clients engage in healthy activities toward their goals: cooking, cleaning, hygiene, budgeting, communication, counseling, conflict resolution, problem solving, volunteerism, etc.</p>	<p># of goals completed and pro-social activities clients engage in</p>	<p>Clients take charge of their personal development goals.</p>	<p>- Feedback from Outreach Worker and Life Skills Facilitator - Feedback from client</p>	<p>Clients accomplishing their goals and supports express confidence in their progress.</p>

1. Have barrier(s) to housing, which may include: limited financial resources, mental health issues, domestic violence, addictions, developmental disabilities, severe social/behavioural challenges, and/or legal complications
2. Be committed to improving their lives, and setting and accomplishing goals
3. Have community plans with the less than appropriate community agencies, and follow up with referrals that will aid them in achieving appropriate housing

Application Deadline: 4:30 p.m. MT, Friday, December 7, 2018



The Support Through Housing Team Society

The Redpoll Centre, Shell Place, 1 C.A. Knight Way Fort McMurray, AB T9H5C5
Phone: 780-791-0077 www.stht.ca

<p>Clients become more independent in managing their lives and with support from STHT staff decide to graduate from the STHT Program.</p> <p><i>*Assumption: Graduation may be appropriate after months or years of being an STHT client. Clients may return to STHT again if they fall back into unhealthy habits and are struggling with barriers to housing once again.</i></p>	<p>Human Resources: Program Coordinator Outreach Worker Life Skills Facilitator Executive Director STHT Agency Team Other Community supports and activities</p> <p>Funding: RMWB United Way Donations</p> <p>Space: Redpoll Office Centennial House Other housing options</p>	<p>Clients take necessary action to demonstrate readiness to graduate from STHT (may include: finding stable housing, finding a job, staying clean, continuing to see counselor, etc.)</p>	<p>Feedback from STHT staff and client regarding level of success.</p>	<p>Client is accountable for their own actions, take the necessary steps to improve their circumstances and feel empowered to responsible citizens, friends and family members.</p>	<p>- Feedback from all STHT staff and Agency Team - Client exit interview</p>	<p>History of success over months working with STHT (client notes and discussions)</p>
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Definitions

Goal: what the program is trying to accomplish (SMART – Specific, Measureable, Achievable, Realistic, Time-limited)

Assumptions: conditions believed necessary for the success of the program

Inputs: funding, staff, other resources and infrastructure needed to support the program

Activities: the product, services, processes, techniques, tools, events, technology, and actions of the planned program

Outputs: the size and scope of the services delivered or produced by a program

Outcomes: changes in attitudes, behaviors, knowledge, skills, status, or level of functioning expected to result from program activities (from short to long term)

Method of Measurements: tools and means to measure outcomes ie. Surveys, observation, feedback

Indicators of Success: proof that goals were accomplished

Target population: who is the program is being delivered to?



December 3, 2018

CPH Grant Committee
Regional Municipality of Wood Buffalo

Re: Support Letter for the *Support Through Housing Team Society (STHT)*

To Whom It May Concern,

This letter is written in support of the application for a CPH grant from the Support Through Housing Team Society (STHT).

Recognizing the need to support "hard to house" individuals, Wood Buffalo Housing opened a transitional supportive building called Centennial House in 2005. Centennial House is a transitional housing building for individuals and families that require additional supports to improve their mental health, addiction, family conflict, or life skills. WBH owns and operates Centennial House, and STHT supports the clients residing there. Centennial House has 7 apartments and access to a 24 hours security camera. The building has a shared common area in the basement with a kitchen and living room, where STHT organizes and hosts cooking classes, social gatherings or trainings for clients.

Clients are accepted into Centennial House if they require additional supports to succeed, have proven to be committed to healthy living (no alcohol, drugs, anti-social behaviour) and are willing to follow the rules set out by both WBH and STHT. If there is a waitlist for Centennial House they start working towards goal as an Outreach client. Clients are chosen based on a priority checklist (if they have children, are currently homeless, and could benefit from the supportive living environment). Clients can remain tenants of Centennial House as long as they need to stabilize their lives and develop life skills. STHT staff will encourage clients to consider moving into an independent home in the community once they demonstrate that they are self-sufficient. This timeframe can be anywhere from 2 months to 2 years.

Since managing the Centennial House property for the last year and a half, I have had the pleasure of working with a great team at STHT. The staff are always accessible, reliable and passionate about supporting our tenants. When crisis occurs with any clients, STHT responds in a timely and professional manner to ensure the safety and well-being of everyone involved. STHT also has a number of Outreach clients, many of whom live in other WBH units in our community and together we collaborative on solving tenant issues.

I sit on the monthly team meetings with STHT where we review each client, determine the barriers to health and housing, and brainstorm appropriate and affordable options for mutual clients. STHT is a unique model in our community and provides a holistic approach to helping our communities most vulnerable facing homelessness and housing issues.

Sincerely,

Amanda Beck
Tenant & Community Relations Coordinator
Wood Buffalo Housing
Phone: 780-799-4031
Fax: 780-799-4026
E-mail: amandab@wbhousing.ca



North East Alberta FASD Network

*NEAFAN 600 Signal Rd (Rec Centre) Fort McMurray, AB, T9H 3Z4
Tel 780 750 6678 Fax: 780 750 6681*

December 1, 2018

CPH Grant Committee
Regional Municipality of Wood Buffalo

Re: Support Letter for the Support Through Housing Team Society (STHT)

To Whom It May Concern,

This letter is written in support of the application for a CPH grant from the Support Through Housing Team Society (STHT).

As the Outreach & Support Services Worker for the North East Alberta Fetal Alcohol Network (NEAFAN) I am extremely grateful to STHT for the support they have provided to NEAFAN clients over the last 6 years that I have worked with STHT staff. NEAFAN operates within the Wood Buffalo Municipal Area including Fort McMurray and Surrounding Communities. Our clients require additional help with life skills and personal management, and STHT has consistently advocated for our mutual clients in need of housing, financial assistance, medical and mental health attention, and family violence.

As a partner of STHT, NEAFAN sits around the table at their monthly meetings to conduct collaborative case management for shared clients. After the wildfires in Fort McMurray it became very clear to me that the Board of Directors are passionate about the organization's purpose and outcomes. They had 100% turnover in staff and lost much of their documentation and material in a home in the wildfire, yet they did not give up. They applied for funding, hired new staff and rebuilt their policies and Strategic Plan in light of community changes post wildfire.

It has been a great experience working with STHT to prevent clients from slipping through the cracks by ensuring they access appropriate services from counselling to addiction treatment to financial assistance. In addition, STHT staff organize social activities for clients and include the Agency Team members so we have the opportunity to demonstrate our commitment to clients' health and wellness. Clients feel a sense of respect, belonging, and appreciation for these fun activities, and in turn work hard on their personal goals.



North East Alberta FASD Network

*NEAFAN 600 Signal Rd (Rec Centre) Fort McMurray, AB, T9H 3Z4
Tel 780 750 6678 Fax: 780 750 6681*

Given the challenges with sustainable funding for charitable organizations, I support STHT in accessing CPH Grant from the Regional Municipality of Wood Buffalo because they are a leader in community collaborations, and their mission and services align with the CPH Grant. Following the goals set out by the Alberta Homelessness Action Plan, our community established a 10-year Action Plan to End Homelessness by 2020. STHT is one part of the coordinated effort to prevent homelessness.

Sincerely,

Ifra Ahmed
FASD Outreach & Support Services
North East Alberta FASD Network (NEAFAN)
600 Signal Road, Fort McMurray, AB, T9H 3Z4
T: 780-750-9724
F: 780-743-0421
M: 17(1)
Email: Ifra.ahmed@mcman.ca



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: Shell Place Concept Study

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration be directed to proceed with design of the Shell Place stadium concept;

THAT \$7M be allocated from the Capital Infrastructure Reserve for completion of the design work; and

THAT a proposed budget for construction of the Shell Place stadium project be brought forward for Council's consideration as soon as design is complete.

Summary:

The concept study looked at the viability of changing the Shell Place stadium field and bleachers to an all-weather facility for year-round use.

The proposed design of the all-weather multipurpose facility integrates with the current Shell Place concourse, suite level and existing main entrance. Maximizing available space and considering future opportunities, it will provide a multitude of event configurations such as: concept layouts, curling, basketball, volleyball, tennis, badminton, rodeo and monster trucks.

In addition to solving existing event loading constraints and event turn around time, this facility will provide 5,000 seat multipurpose event space and a 250 - 500 seat ice rink.

This aligns with our key strategic priorities:

- Regional Economic Development
- Strategy & Initiative #3f - Support Arts and Culture

Background:

On November 27, 2018 Council approved the motion:

"THAT Administration be directed to undertake a feasibility study to change the Shell

Place stadium field and bleachers to an all-weather indoor structure and that a report on this study be presented to Council by February 5, 2019."

Budget/Financial Implications:

The initial high-level project cost estimate include the site services, construction cost, soft costs as well as furniture fixtures and equipment.

New Facility	\$89M
Site Services	\$7.2M
Architectural Services	\$7M
Furniture Fixtures & Equipment	\$13M

Rationale for Recommendation:

The recommended design will enhance our existing facility, while creating the opportunity to host national and international competitive sports and cultural events all year round. In order to have the proposed design built in time for the 2022 Arctic Winter Games, Administration will need approval to move forward with design.

Strategic Priorities:

Regional Economic Development



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: Bylaw No. 19/004 - Emergency Management Bylaw Amendment

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 19/004, being a bylaw to amend the Emergency Management Bylaw No. 18/006, be read a first time.
2. THAT Bylaw No. 19/004 be read a second time.
3. THAT Bylaw No. 19/004 be considered for third reading.
4. THAT Bylaw No. 19/004 be read a third and final time.
5. THAT Councillors Sheila Lalonde and Verna Murphy be appointed to the Emergency Advisory Committee effective immediately until the 2021 Organizational Meeting.

Summary and Background:

On May 22, 2018, Council passed Emergency Management Bylaw No. 18/006, which provides a legal and legislative foundation for a robust and effective emergency management system. This bylaw established an emergency management framework that provides clear roles, responsibilities and accountability for Council and Administration, the process for declaring a state of local emergency and the exercising of extraordinary powers.

Bylaw No. 18/006 also established the Emergency Advisory Committee (the Committee), which is primarily responsible for reviewing the Emergency Management Plan and related programs and the state of emergency preparedness. The current composition of the Committee is noted in the bylaw as the Mayor, Deputy Mayor, and Acting Mayor; however, as the Deputy Mayor and Acting Mayor terms are on a three-month rotational assignment, this rotation of Committee members may pose challenges for the Committee in meeting its mandate.

The proposed amendment to the Emergency Management Bylaw intends to alleviate any member continuity issues by changing the Committee composition to the Mayor

and two appointed members of Council. The initial appointments would be effective immediately until Council's Organizational Meeting in 2021, following which subsequent appointments would be made at Council's Organizational Meeting for two-year terms.

The power to declare a state of local emergency would remain delegated to the Mayor, or in the Mayor's absence in descending order of priority to the Deputy Mayor, the Acting Mayor, and the Chief Administrative Officer.

Rationale for Recommendations:

The bylaw amendment for the appointment of two Council members to the Emergency Advisory Committee for longer, non-rotational terms would enable Committee members to better understand the role, responsibilities and accountability of these key positions in emergency management and ensure consistency in fulfilling the Committee's mandate under the Emergency Management Bylaw.

Strategic Priorities:

Responsible Government

Attachments:

Bylaw No. 19.004 - Emergency Management Bylaw Amendment

BYLAW NO. 19/004**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND BYLAW NO. 18/006, THE EMERGENCY MANAGEMENT BYLAW.**

WHEREAS pursuant to the *Emergency Management Act* of the Province of Alberta the council of a municipality is responsible to prepare and approve emergency plans and programs and is responsible for the direction and control of the municipality's response to an emergency;

NOW THEREFORE the Regional Municipality of Wood Buffalo, in Council duly assembled, enacts as follows:

1. Bylaw No. 18/006, being the Emergency Management Bylaw, is hereby amended by:
 - (a) Adding the following definition as Section 3(g.1):
 "Disaster" has the meaning set out in the Act.
 - (b) Inserting "Non-Status," after the word Métis in the definition "Indigenous" in Section 3.
 - (c) Deleting Section 4 and inserting the following as Section 4:
 - "4(a) An Emergency Advisory Committee is established consisting of the Mayor who shall chair the Committee, and two other Members of Council, who are appointed by Council. In the absence of the Mayor, the remaining Committee members shall appoint a Chair.
 - 4(b) The initial appointments of the two members of Council to the Committee shall be made when this bylaw has passed and be effective until Council's Organizational Meeting in 2021. Subsequent appointments shall be made at Council's Organizational Meeting and be for two-year terms."
 - (d) Deleting Section 15 and inserting the following as Section 15:
 - "(15) If the Mayor is unavailable or incapacitated, then the Deputy Mayor shall act alone for the purpose of making a decision to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency, or expand or reduce the part of the Municipality to which a State of Local Emergency applies."
 - (e) Deleting Section 16 and inserting the following as Section 16:
 - "(16) If both the Mayor and Deputy Mayor are unavailable or incapacitated, then the Acting Mayor shall act alone for the purpose of making a decision to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency, or expand

or reduce the part of the Municipality to which a State of Local Emergency applies.”

(f) Deleting Section 17 and inserting the following as Section 17:

"(17) If the Mayor, Deputy Mayor and Acting Mayor are unavailable or incapacitated, then the Chief Administrative Officer has the authority to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency, or expand or reduce the part of the Municipality to which a State of Local Emergency applies.”

(d) By adding the following as Section 29:

Severability

"(29) Every provision of this Bylaw is independent of all other provisions and it is the intention of the Council that if any provision of this Bylaw is deemed invalid by legislation or is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.”

and renumbering the remaining sections as Sections 30 and 31.

READ a first time this ____ day of _____, 2019.

READ a second time this _ day of _____, 2019.

READ a third and final time this this _____ day of _____, 2019.

SIGNED and PASSED this this ____ day of _____, 2019.

Mayor

Chief Legislative Officer



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: Application to Host Creative City Summit

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration prepare and apply by March 15, 2019, to host one of five Creative City Summits between 2020-2024 with the preference to host the 2022 Twenty Year Anniversary Summit in Fort McMurray; and

THAT the Mayor be authorized, on behalf of Council, to provide a letter of support for inclusion in the submission as outlined in the application requirements.

Summary:

The Creative Cities Network of Canada (CCNC) issued a call for expressions of interest on November 9, 2018, for member municipalities to host a Creative City Summit during one of the following years: 2020, 2021, 2022, 2023, or 2024.

The Regional Municipality of Wood Buffalo (RMWB) submitted an expression of interest in a letter of intent dated December 16, 2018 to host a Creative City Summit.

If approved, the Municipality will apply to host a Creative City Summit between 2020 and 2024 with preference given to host in 2022, which marks the 20th Anniversary of the CCNC.

Each year, the organization holds a three-day Creative City Summit in a different city across Canada, typically between October 1st and November 30th. The Summit provides an opportunity to connect face to face with peers across Canada working in the field of cultural planning, policy, and all aspects of cultural development.

Background:

The CCNC is a national non-profit organization that facilitates knowledge sharing and professional development in the field of local cultural policy, planning and research. It is comprised of municipalities, arts organizations and individuals working to support cultural development in their communities. The RMWB has held an annual membership with CCNC for over ten years, but has never hosted this event.

Applications will be evaluated by the CCNC based on factors including but not limited to: local cultural features, experience, amenities and host city contribution. It is anticipated that applicants will be notified by April, 2019 if they have been successful.

Budget/Financial Implications:

As host, the Municipality would be responsible for the following:

- 1) a non-refundable application fee of \$100;
- 2) the organization and coordination of the welcome reception (for 150-250 people), local arts and culture study tours and fund artistic animation for the Summit that highlights the local cultural community. The total planned operating cost for the Municipality to host the CCNC Summit is \$60,000.
- 3) additionally, at least one staff person, in-kind, that will be the primary contact for the Creative City Network staff and serve on the Creative City Summit Committee as the Host Municipality Coordinator.

The CCNC is financially responsible for the overall delivery of the Summit including, but not limited to, promotion, pre Summit site visit, all contracts with vendors, speakers and hotels, delegate registration, catering, programming coordination including audio visual, and any additional administrative aspects of the Summit coordination including Summit evaluation and vendor follow-up post Summit. All contracts entered into for the provision of services will be with the CCNC.

The CCNC will contribute revenues through delegate registration fees and sponsorship opportunities, which will go towards the delivery of the Summit.

Rationale for Recommendation:

The Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan identifies "Support of Arts and Culture" as Strategy and Initiative #3f. It also directs the Municipality to "host and attract major multi-sport and cultural events that support arts and culture development, contribute to increased tourism and generate prosperity for the region".

Outlined in the application, previous host city organizers have confirmed benefits of hosting a Creative City Summit, some of which include:

- an opportunity to put our Municipality in the national spotlight and showcase our cultural resources;
- strengthen support for culture within the community by bringing expertise in local cultural development to the community;
- increase the awareness, knowledge and appreciation of arts and culture in the region;

COUNCIL REPORT – Application to Host Creative City Summit

- economic impact from hosting a Summit
- build community volunteer opportunities, legacies and pride.

Strategic Priorities:

Regional Economic Development

Attachments:

Letter of Intent - Host a Creative City Summit 2018 12 16



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE
CHIEF ADMINISTRATIVE OFFICER

December 16, 2018

Anna Whelan, General Manager
Creative City Network of Canada
Suite 415-402 West Pender Street
Vancouver, BC V6B 1T6

RE: Letter of Intent to Host a Creative City Summit

Dear Ms. Whelan,

The Regional Municipality of Wood Buffalo (Municipality) is pleased to submit a letter of intent expressing interest in submitting a bid to host a Creative City Summit. As a member of the Creative City Network of Canada, the Municipality welcomes the opportunity to host this Summit.

The support of art and culture is identified as Strategic Priority in the RMWB 2018-2021 Strategic Plan. Hosting and attracting major cultural events that support arts and culture development in the region is aligned to this Strategic Priority. We also recognize that Municipalities, arts organizations and individuals play important roles in the development of arts, culture and heritage in Canada and we are interested in facilitating knowledge sharing professional development in the field of local cultural policy, planning and research through hosting this event. The Municipality, in partnership with local cultural stakeholders, would highlight our unique character through a kaleidoscope of cultural experiences, including:

Heritage Village

Heritage Village is Fort McMurray's own little village locked in time where visitors can take a stroll through history.

Heritage Shipyard

Heritage Shipyard, the last remaining shipyard in Alberta, is located along the Clearwater River in Fort McMurray's lower townsite. Sitting on 1.6 hectares, it is the original location where, after the annual spring river breakup, passengers and freight destined for the north were transferred from rail to ship or barge.

Wood Buffalo Regional Library

Located at MacDonald Island Park, the Wood Buffalo Regional Library informs and entertains through a range of resources.

Keyano Theatre and Arts Centre

Considered to be the cornerstone for live entertainment and social gathering in Wood Buffalo, Keyano Theatre and Arts Centre has delivered onstage performances and theatrical plays for more than 30 years. Local, national and international performers visit and mentor. The Theatre also houses an Art Gallery that showcases both student and professional works of art.

Community Art Gallery

Located at MacDonald Island Park, the Community Art Gallery is presented by MacDonald Island in partnership with the Kirschner Family Corp. The gallery showcases local artists - hobbyists and professionals - throughout the year and organizes school programs and community art projects.

Jubilee Plaza

Jubilee Plaza is an outdoor event venue that has become the community's town square and gathering place. It hosts a variety of events such as fitness classes, concerts, bonfires and more. It is also home to McMurray Experience, an exciting, interactive, indoor space that includes a digital guest book, photo booth, historical timeline and theatre space.

Fort McMurray International Airport (YMM)

Conveniently located only 16 kilometres from downtown Fort McMurray where the Creative City Summit would take place, YMM has a collection of public art, including pieces by local artists, that showcase the unique look and character of the Wood Buffalo region.

There are many more cultural hotspots to showcase and experience, including the Wood Buffalo Sports Hall of Fame, Points North Gallery, Suncor Energy Centre for the Performing Arts, and Oil Sands Discovery Centre, just to name a few!

Outlined below is the primary contact information in the required order outlined in the application to host a Creative City Summit;

Deanne Lawrence, Supervisor, Recreation and Culture

Regional Municipality of Wood Buffalo

Fort McMurray, Alberta

Deanne.lawrence@rmwb.ca

9909 Franklin Ave, Fort McMurray, Alberta T9H Fort McMurray, Alberta, T9H 2K4

Population size: 71,589 according to the national 2016 Census. This number does not include our shadow population and it is important to note that the population was also impacted by the 2016 Horse River Wildfire. The Unofficial population for the 2018 Municipal census is 111,687

We look forward to further communication with the Creative Cities Network of Canada and the opportunity to host the Creative City Summit.

Sincerely,



Annette Antoniak
Chief Administrative Office

cc: Mayor and Councillors, Regional Municipality of Wood Buffalo
Marc Fortais, Director Public Works
Lynda MacLean, Director Communications Stakeholder & Indigenous Relations



COUNCIL REPORT

Meeting Date: February 12, 2019

Subject: Land Use Bylaw Amendment re Cannabis Retail Store

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration bring forward to Council, at the next Council meeting, an amendment to allow a separation distance of 100 metres and amend the definition of separation distance so that the measurement is from the property line of the sensitive use to the door of the proposed cannabis retail store.

Summary:

At the January 8, 2019 Council Meeting, Councillor M. Allen served notice of his intent to bring forward the following motion for consideration at the January 22, 2019 Council meeting:

“THAT Administration bring forward to Council at the next Council meeting, an amendment to allow a separation distance of 100 metres and amend the definition of separation distance so that the measurement is from the property line of the sensitive use to the door of the proposed cannabis retail store.”

Rationale for Recommendation:

Pursuant to section 113 of Procedure Bylaw No. 18/020, the motion is now being submitted for Council's consideration.

Strategic Priorities:

Regional Economic Development