



December 23, 2022

County of Brant

Sent via email: clerks@brant.ca

Dear County of Brant:

Please be advised that Brantford City Council at its meeting held December 20, 2022 adopted the following:

12.2.1 Lucy Marco Place Acquisition and Rehabilitation [Financial Impact - \$3,570,000 incremental increase], 2022-690

- A. THAT Report 2022-690 Lucy Marco Place Acquisition and Rehabilitation BE RECEIVED; and
- B. THAT the General Manager of Community Services and Social Development and the Purchasing Officer BE AUTHORIZED to award a contract and any amendments as required with the successful vendor for design and renovation work at Lucy Marco Place; and
- C. THAT the funding for the acquisition and renovation of 36-40 Queen Street be amended as follows:
 - i. \$2,269,735 from Housing Development Charges (RF0415)
 - ii. \$1,000,000 from the issuance of debentures
 - iii. \$7,341,742 from the Affordable Housing Reserve (RF0475)
 - iv. \$446,532 from external grants; and
- D. THAT the necessary by-law to amend By-law 132-2022, being a by-law to authorize the acquisition of Wilfrid Laurier University's interest of 36-40 Queen Street, Brantford and to delegate authority to council to pass by-law(s) to authorize the long-term financing of such acquisition, BE PRESENTED to City Council for adoption; and
- E. THAT the General Manager of Community Services and Social Development, City of Brantford, BE DIRECTED to sign the Lucy Marco Place Capital Contribution Agreement or Waiver, subject to approval as to form by the City Solicitor or designate; and

- F. THAT the Program Strategy be APPROVED and the General Manager of Community Services and Social Development BE DIRECTED to award and execute any contracts and amendments as required for the Program Strategy; and
- G. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

12.2.2 2022 Annual Update on Brantford-Brant Municipal Housing Master Plan 2020-2030 and Affordable Housing Action Plan [Financial Impact: None], 2022-581

- A. THAT Report 2022-581, 2022 Annual Update on Brantford-Brant Municipal Housing Master Plan 2020-2030 and Affordable Housing Action Plan BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

12.2.3 Ontario Works Quarterly Update Q3 [Financial Impact: None], 2022-711

- A. THAT report 2022-711 regarding the Ontario Works Quarterly Update BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

12.2.4 Update - Federal Community Housing Initiative – Phase 2 – 9-27 Robertson Avenue, Brantford [Financial Impact – None], 2022-557

- A. THAT report 2022- 557 titled Update - Federal Community Housing Initiative – Phase 2 – 9 – 27 Robertson Avenue, Brantford BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

12.2.5 Live Well Brantford-Brant (LWBB) Q2-Q3 Report [Financial Impact: None], 2022-691

- A. THAT Report 2022-691, Live Well Brantford-Brant (LWBB) Q2- Q3 Report, BE RECEIVED; and
- B. THAT Staff BE DIRECTED to report on the Live Well Brantford- Brant (LWBB) Program annually; and
- C. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

12.2.6 Housing Stability Services and Emergency Shelter System Update for 2022-2023 Winter Season [Financial Impact – None], 2022-688

- A. THAT Report 2022-688 Housing Stability Services and Emergency Shelter System Update for 2022-2023 Winter Season BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

I trust this information is of assistance.

Yours truly,

Chris Gauthier
Deputy Clerk, cgauthier@brantford.ca



Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

Date December 7, 2022 **Report No.** 2022-690
To Chair and Members
Social Services Committee
From Marlene Miranda, General Manager
Community Services and Social Development

1.0 Type of Report

Consent Item
Item For Consideration

2.0 Topic Lucy Marco Place Acquisition and Rehabilitation [Financial Impact - \$3,570,000 incremental increase]

3.0 Recommendation

- A. THAT Report 2022-690 Lucy Marco Place Acquisition and Rehabilitation BE RECEIVED; and
- B. THAT the General Manager of Community Services and Social Development and the Purchasing Officer BE AUTHORIZED to award a contract and any amendments as required with the successful vendor for design and renovation work at Lucy Marco Place; and
- C. THAT the funding for the acquisition and renovation of 36-40 Queen Street be amended as follows:
 - 1. \$2,269,735 from Housing Development Charges (RF0415)
 - 2. \$1,000,000 from the issuance of debentures
 - 3. \$7,341,742 from the Affordable Housing Reserve (RF0475)
 - 4. \$446,532 from external grants

-
- D. THAT the necessary by-law to amend By-law 132-2022, being a by-law to authorize the acquisition of Wilfrid Laurier University's interest of 36-40 Queen Street, Brantford and to delegate authority to council to pass by-law(s) to authorize the long-term financing of such acquisition, BE PRESENTED to City Council for adoption; and
 - E. THAT the General Manager of Community Services and Social Development, City of Brantford, BE DIRECTED to sign the Lucy Marco Place Capital Contribution Agreement or Waiver, subject to approval as to form by the City Solicitor or designate; and
 - F. THAT the Program Strategy be APPROVED and the General Manager of Community Services and Social Development BE DIRECTED to award and execute any contracts and amendments as required for the Program Strategy; and
 - G. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

4.0 Executive Summary

The City of Brantford and Wilfrid Laurier University ("WLU") were co-owners of the municipal property known as 36-40 Queen Street that includes two buildings: Heritage House, which is an affordable housing development property managed by the Housing and Homelessness Services Department; and Lucy Marco Place, which was used by WLU for student residences.

In July 2022, City Council directed the Manager of Real Estate Services to proceed with purchase of the Lucy Marco Place building. The Purchase and Sale Agreement closed on October 31, 2022.

An Expression of Interest (EOI) was released September 28, 2022 for community partners interested in a supportive service arrangement. Six agencies expressed interest in partnership and service agreements.

Staff are recommending a program strategy for the Lucy Marco Place building to operate as a diverse community in partnership with three community agencies.

5.0 Purpose and Overview

The purpose of this report is to provide an update on the City's acquisition of WLU's interest in 36-40 Queen Street, and to present to Council the staff recommendations for a Program Strategy and a capital building which includes estimated renovation costs for two options of unit configurations for the Lucy Marco Place building.

6.0 Background

At its meeting on July 26, 2022, Brantford City Council passed the following resolution:

- A. THAT the Manager of Real Estate BE DIRECTED to proceed with the acquisition strategy identified through the in camera Report 2022-453, being the “Acquisition of 36-40 Queen Street (Lucy Marco Building – Laurier University)”, and to execute any and all documents necessary to complete the acquisition of Laurier’s interest in this property;
- B. THAT the acquisition of 36-40 Queen Street BE FUNDED as follows:
 - i. from the issuance of growth related debentures
 - ii. from the Affordable Housing Reserve (RF0475)
- C. THAT the Clerk BE DIRECTED to present the following by-laws to Council to effect the purchase of the properties identified in clause C(a) above;
 - i. Applicable purchase by-law
 - ii. Financing by-law to provide up to \$4,867,200 in debenture funding towards the purchase of 36-40 Queen Street;
- D. THAT Staff BE DIRECTED to provide a budget for the necessary renovation costs of 36-40 Queen Street to Council no earlier than December 2022; and
- E. THAT Staff BE DIRECTED to prepare:
 - i. A Communication Strategy to inform the general public, and
 - ii. A Program Strategy to engage community partners to identify any potential partnerships, collaborations or system synergies including identifying priority tenants who will be eligible for this housing program and how it will be structured.

A media release was issued on November 2, 2022.

The City of Brantford is the Consolidated Municipal Service Manager (CMSM) for Housing and Homelessness, for the City of Brantford and the County of Brant. One CMSM responsibility is to help with the creation of new affordable housing stock. This can be achieved through new construction as well as the acquisition and rehabilitation of existing residential, commercial or industrial buildings. This option is particularly attractive as in many cases, affordable

housing can be created quicker to meet housing pressures and costs are generally less than that of new construction.

The City of Brantford and Wilfrid Laurier University (WLU) were co-owners of the municipal property known as 36-40 Queen Street which include two buildings: Heritage House, an affordable housing development property managed by the Housing and Homelessness Services Department; and Lucy Marco Place which was used by WLU for student residences. A co-ownership agreement was entered into on October 29, 2009 which set out the terms of the City and WLU's co-ownership of the lands and premises

When WLU approached the City to inquire about the City's interest in acquiring WLU's interest in the property, the Housing Department expressed interest and, in collaboration with Housing Operations staff, completed a review of the feasibility of expanding the municipal affordable housing inventory at this location.

In July 2022, City Council directed the Manager of Real Estate Services to proceed with negotiations and the Purchase and Sale Agreement closed on October 31, 2022.

Building Description

The Lucy Marco Place (LMP) building, located at 36-40 Queen St., Brantford, was constructed in 2006. It is a six (6) storey building with a lower sub-basement level, and contains twenty eight (28) four-bedroom, purpose built student housing units, four per floor, that are approximately 850 square feet in size. Each four-bedroom unit contains a full size kitchen, a common living room and two (2) full bathrooms. There is also a common laundry room on the lower level, and one passenger elevator.

The LMP structure is physically connected to Heritage House and each building can be accessed through the main floor level. As these units were created for student living, renovation costs will be required to renovate and reconfigure units to maximize the number of units for long term use rental housing.

7.0 Corporate Policy Context

Council Priority 2 – Social service support is provided to Brantford residents in need identified commencing one or more additional housing developments funded through the proceeds from the disposition of municipal assets as a Tier 1 Priority.

County of Brant's 2019-2023 Strategic Priorities: "Healthy, safe and engaged citizens" and "Reliable infrastructure ensuring assets are effective, reliable and appropriately funded" are also supported.

This report also supports the Community Services and Social Development (CSSD) Commission Vision Plan "Making Life Better, Every Day", specifically P1.1 - Continue working towards a range of available housing so residents can live in a setting most appropriate to their needs.

This report also supports:

[Affordable Housing Action Plan \(2020\)](#) : The Mayors' Housing Partnerships Task Force prepared the Affordable Housing Action Plan that has the goal of creating more housing options, more quickly, across the housing continuum. Three key objectives were identified: Discover the Opportunities; Work Together; and Make Development Easier.

[Brantford-Brant Municipal Housing Master Plan Initiative \(2020-2030\)](#) - The Master Plan is intended to establish a long term infrastructure plan that can guide the City of Brantford in maximizing the use of land and assets to increase the supply of municipally owned and operated affordable housing.

[Brantford-Brant Housing Stability Plan \(2014-2024\)](#) - The Brantford-Brant Housing Stability Plan contains recommendations to address housing and homelessness issues in Brantford and the County of Brant and became a catalyst for community partnerships and investment in the development of housing interventions.

8.0 Input From Other Sources

City of Brantford – Legal Department
City of Brantford – Housing & Homelessness Department
City of Brantford – Finance Department
City of Brantford – Engineering Services Department
City of Brantford – Economic Development, Tourism & Cultural Initiatives
Department – Real Estate Division

9.0 Analysis

The opportunity to retrofit an existing building provides several advantages for the creation of self-contained affordable housing units. This retrofit project provides for economical savings; re-use of current infrastructure; shortened time-lines for project completion and tenant occupancy.

9.1 Housing Needs

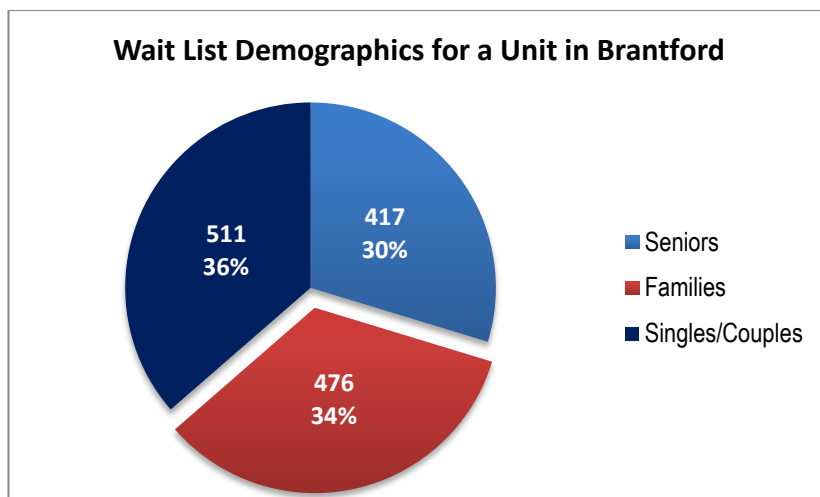
The centralized housing waitlist is compiled by geographic area. The complete Q2 2022 waitlist figures can be found at Appendix C.

When households apply to the centralized waitlist, they can choose as many building selections and communities they are willing to reside in as they wish. As a result, households will appear on multiple waitlists for units in the City of Brantford and the County of Brant.

As of June 30, 2022, the total Rent Geared to Income (RGI) wait list was 1445 households. This number combines all the households on the waitlist for units in both the City of Brantford and in the County of Brant.

Of this waitlist, there are 1404 households waiting for units in the City of Brantford of which 511 (37%) are either singles or couples and an additional 417 (30%) are seniors. These two groups combined comprise 67% of waitlist applications and are the primary demographic of households waiting for a bachelor or one bedroom unit.

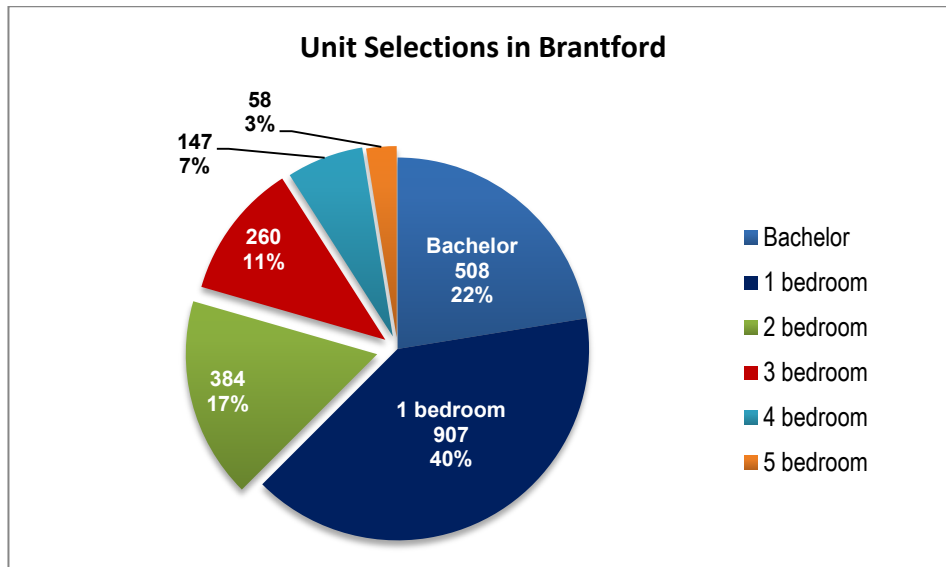
Figure 1 - Wait List Demographics for a Unit in Brantford



There are 2,264 unique unit selections made by these 1404 households. Applicants are able to choose multiple locations they are willing to reside in therefore, unit selections will always be more than the total households on the waitlist.

Of these 2,264 unit selections, 62% of the total selections are for bachelor units (n=508, 22%) or one bedroom units (n=907, 40%).

Figure 2 - Unit Selections in Brantford



As of October 31, 2022, 63% of households on the centralized housing waitlist (n=848) do not have any dependent children on their application. In most situations, these households would only qualify for units with one bedroom occupancy.¹

There are 26 households on the waitlist that are considered overhoused with the majority (n=19, 73%) waiting for a one bedroom unit. In addition, there are additional over-housed households not identified on the current waitlist that are residing in housing provider units that are larger than what the households currently require. Over-housed households are not obligated to be on the waiting list if they are within the first 12 months of having been identified as overhoused by a housing provider.

¹ There are some limitations to this data as some households may have circumstances that would qualify them for an additional bedroom based on occupancy standards.

Figure 3 - Centralized Housing Waitlist Demographics

Centralized Housing Waitlist			
Active Applications		Active Overhoused	
# of Dependents	Active Applications	# of Bedrooms Required	Active Applications
Zero - 0	848	1 Bedroom	19
One - 1	216	2 Bedroom	5
Two - 2	145	3 Bedroom	2
Three - 3	78	Total Overhoused	26
Four - 4	47		
Five - 5 or more	17		
Total Active	1351		

9.2 Capital Costs

Construction costs of new affordable development has increased exponentially since 2020. Cost per units for new developments since 2020 have been:

Table 1 - Construction Costs

Project	5 Marlene Ave	18 Stirton Ave	177 Colborne St W	170 Trillium Way
Completion Date	June 2020	Dec 2021	Dec 2022	Dec 2023*
Unit Size (sq ft)	283	330	330	526
Cost per Unit**	\$174,307	\$116,875	\$243,228	\$255,102
Cost per unit with land**	\$187,307	\$166,875	\$266,305	\$276,735

* estimated

**construction only

The estimated cost of renovation for Lucy Marco Place is \$150 per square foot.

Staff have estimated an overall construction cost of \$280,000 if the 28 four-bedroom units are converted to 28 three-bedroom units which equates to a cost of \$10,000 per unit.

In order to renovate the 28 four-bedroom units to 50 one-bedroom units, the approximate cost will be \$3,570,000. This translates to a cost of \$71,400 per unit which remains a significant cost savings in comparison to new development.

The per unit renovation costs will decrease if additional units are constructed:

Figure 4 - Capital Cost Breakdown

Number of Units	28	(4-bedroom)
Cost per sq ft \$	150	per square foot
Unit Size	850	square feet
Total Renovation Cost \$	3,570,000	
Number of units constructed	50	1 Bedroom
Cost per unit \$	71,400	
Number of units constructed	54	1 Bedroom
Cost per unit \$	66,111	

Even with renovation costs totaling \$3,570,000, the total cost per unit including the purchase price and closing costs of the will remain less than that of new development:

Figure 5 - Project Cost Breakdown

	Option A 28 Units	Option B 50 Units
Purchase Price*	\$7,320,680	\$7,320,680
Closing Costs	\$167,320	\$167,320
Renovations	\$280,000	\$3,570,000
Total Project Cost	\$7,768,000	\$11,058,000
Cost Per Unit	\$277,429	\$221,160

*Total purchase cost is before taxes

9.3 Operating Expenses

Staff have estimated the operating costs for this building based on the five-year history of building expenses from 2016 to 2020 provide by WLU, as well as cost experience with similar size buildings. The estimated annual expenses are \$324,000 for 2023. Please refer to Appendix B for a full breakdown of estimated operating costs.

9.4 Potential Unit Configurations

Lucy Marco Place is currently configured as 28 four-bedroom units.

Four-bedroom units are not a priority for those on the waitlist for affordable housing and based on Q2 2022 data, only 7% of households on the waitlist for a unit in the City of Brantford require a 4 bedroom unit.

Option A: 28 three-bedroom units

Three-bedroom units can be created out of the current four-bedroom configuration. This is required as the current unit floorplan does not provide for an adequate dining room/living space. One bedroom can be converted to create a dining room space, and keeping the other three bedrooms as is. This will result in renovation costs estimated at \$280,000 with a total capital investment of \$277,429 per unit. This cost is comparable to the per unit cost of new development in 2021.

In utilizing a three-bedroom model, up to 27 eligible households from the waitlist could be housed. It should be noted that of the 2264 building selections on the centralized housing waiting list for the City of Brantford, only 260 (19%) are for a three bedroom unit. In comparison, a total of 1415 selections (62%) are for bachelor (n=508, 22%) and one bedroom units (n=907, 40%).

Another option that can be considered using this configuration, is a co-sharing or co-housing model. Individuals from the waitlist could be placed with roommates into a unit.

This could provide housing for up to 79 individuals in a co-sharing situation but would come with significant challenges. This model would require significant staffing resources and operating costs to support single applicants who have applied for and have been waiting for bachelor or one bedroom units to enter into a co-sharing arrangement. This process would require policies and processes to be developed to determine tenant placement and roommate matching; a formal dispute resolution process amongst roommates/co-tenants; and ongoing support and life skills training would need to be provided in order to ensure positive relationships are maintained amongst roommates.

Staff do not recommend this option.

Option B: 50 one-bedroom units

Each unit is 850 square feet and can be renovated into two, 425 square foot one-bedroom units. This option will allow for up to 50 households eligible for bachelor or one bedroom units that are in need of housing to be placed at Lucy Marco Place.

The renovation of these units is at an approximate cost of \$150/square foot. Total renovation cost is estimated to be \$3,570,000 which is an investment of

\$71,400 per unit and a total capital investment of \$220,673 per unit. This capital amount is still less per unit than the cost of new development before including land purchase costs.

Staff recommend that the final configuration of Lucy Marco Place would include a mix of predominantly one-bedroom units with a few two (2) or three (3) bedroom units based on submissions received from community agencies wishing to partner with the City. There is grant funding of \$446,532 to invest in the proposed renovation costs.

Of the 1404 households on the waitlist for a unit in the City of Brantford 67% are singles/couples (n=511, 36%) or seniors (n=417, 30%). Sixty-two percent (62%) of building selections for units in the City of Brantford are for a bachelor or one-bedroom units.

This proposed model would create an additional 50+ much needed one bedroom units of affordable housing. Staff recommend this option.

9.5 Rental Revenue

Staff have determined that there are a variety of rental revenue levels that will provide sustainable income to cover the operating expenses, depending on the final unit configurations.

Current Canadian Mortgage and Housing Corporation (CMHC) Average Market Rent (AMR) for 2022 is below. Although 80% of AMR is considered affordable, this rental rate can still be cost prohibitive for households in receipt of social assistance. In order to meet the needs of social assistance households, staff have developed a fixed rate rental amount based on current ODSP shelter rates.

Table 2 - 2022 Canada Mortgage & Housing Corporation (CMHC) Average Market Rent (AMR)

2022 CMHC Figures		
Unit Size	AMR	80% AMR
Bachelor	\$879	\$703
One-bedroom	\$1,116	\$893
Two-bedroom	\$1,203	\$962
Three-bedroom+	\$1,221	\$977

Possible rental revenue options:

- Option A1 – 28 three-bedroom units (without co-share)

This model is financially sustainable from rental revenue if over 40% of the units are rented at 100% Average Market Rent.

Figure 6 - Option A1: 28 Three Bedroom Units

Option A1 - 28 units (3 Bedroom)*						
Type/Use of Unit	Units			Revenue		
	#	%	Rent Level	Monthly	Annual	
Keyholder	1	4%	\$ -	\$ -	\$ -	
Staff Office	1	4%	\$ -	\$ -	\$ -	
Fixed Rate**	9	32%	\$ 900	\$ 8,100	\$ 97,200	
80% AMR	5	18%	\$ 977	\$ 4,884	\$ 58,608	
100% AMR	12	43%	\$ 1,221	\$ 14,652	\$ 175,824	
Total	28			\$ 27,636	\$ 331,632	

* Total of 27 households could be housed
 ** based on ODSP shelter rate for a 3-person household (\$889)

- Option A2 – 28 three-bedroom units (with co-share)

Although this model does provide rental revenue of \$331,546 if over 15% of the units are rented at 100% Average Market Rent, program staff resourcing requirements would make this model unsustainable.

Staff support similar to that at 5 Marlene Ave is anticipated to be required in order to operationally support a co-share living model. The 2023 budget for one Tenant Support Coordinator salary is \$78,178 plus an additional \$26,979 for benefits. It is anticipated that program support would require a minimum of three Tenant Support Coordinator staff in order to provide.

Figure 7 - Option A2: 28 Three Bedroom Co-Share Units

Option A2 - maximum 28 units (3 Bedroom) with co-sharing*						
Type/Use of Unit	Units		Rent Level**	Revenue		
	#	%		Monthly	Annual	
Keyholder	1	2%	\$ -	\$ -	\$ -	-
Staff Office	1	2%	\$ -	\$ -	\$ -	-
Fixed Rate	12	24%	\$ 1,000	\$ 12,000	\$ 144,000	
80% AMR	6	12%	\$ 977	\$ 5,861	\$ 70,330	
100% AMR	8	16%	\$ 1,221	\$ 9,768	\$ 117,216	
Total	28			\$ 27,629	\$ 331,546	

**up to 79 individuals would be housed in a co-sharing/roommate situation*
***the total cost of the unit would be split evenly between all occupants*

- Option B – 50 one-bedroom units

Estimated costs are based on 50 total units as one of the four-bedroom units will be retained as a staff office, leaving 27 units available to be converted into a maximum of 54, one-bedroom units.

Figure 8 - Option B: 50 One Bedroom Units

Option B - 50 units (1 Bedroom) *						
Type/Use of Unit	Units		Rent Level	Revenue		
	#	%		Monthly	Annual	
Fixed Rate	29	58%	\$ 600	\$ 17,400	\$ 208,800	
80% AMR	20	40%	\$ 893	\$ 17,860	\$ 214,320	
Total	50			\$ 35,260	\$ 423,120	

**Of the current 28 units, 1x 4 bedroom unit would be renovated into staff offices for City and Partner use, leaving 27 units available to be renovated into a maximum of 54, one-bedroom units*

With rents based on a combination of 80% of AMR, and a fixed rental rate slightly above ODSP maximum shelter levels, the annual rental income in Option B would be sufficient to cover projected operational expenses of \$324,000 and any debt servicing costs.

9.6 Program Strategy

An Expression of Interest (EOI) was released on September 28, 2022 to provide an opportunity for community agencies interested in entering into a partnership arrangement with the City to submit their expression of interest. The vision is to provide units to partnering agencies at Lucy Marco Place where they could deliver support and services to their clients who are housed from the centralized waiting list.

A letter was sent to community agencies and housing organizations outlining the rationale and process for the EOI. The EOI closed on October 21, 2022 and after review, staff are recommending partnerships with three community agencies:

- Community Living Brant;
- Nova Vita; and
- St. Leonard's Community Services Inc.

These agencies fit the vision and philosophy for this building and would be able to provide the sustainable staffing supports needed for their clients. All agencies have indicated that they are able to use either a one-bedroom or a three-bedroom configuration with primary preference for the one bedroom unit.

10.0 Financial Implications

On July 26, 2022, Council approved the acquisition of Lucy Marco Place at a purchase price of \$7,488,000 and was funded as follows:

- I. \$4,867,200 from Growth related debentures
- II. \$2,620,800 from the Affordable Housing Reserve (RF0475)

The costs for the acquisition and rehabilitation of the Lucy Marco Place building are outlined in the table below. Since the purchase of Lucy Marco Place, the provincial government has given royal assent to Bill 23 which includes the removal of Housing as an eligible service for collection of Development Charges. Growth related debentures previously approved are no longer a viable financing source, since servicing costs can no longer be funded through future DC receipts.

Table 3 - Summary of Estimated Capital Costs and Funding for 28 Unit and 50 Unit Rehabilitation

	OPTION 1 - 28 Units	OPTION 2 - 50 Units
Purchase Price	\$7,320,680	\$7,320,680
Closing Costs	\$167,320	\$167,320
Renovations	\$280,000	\$3,570,000
TOTAL PROJECT COSTS	\$7,768,000	\$11,058,000
Per Unit Cost	\$277,429	\$221,160
Funding Sources:		
Development Charges – Housing Reserve (RF0415)	\$2,269,735	\$2,269,735
Affordable Housing Reserve (RF0475)	\$5,051,742	\$7,341,742
Issuance of Debentures (Non-growth)		\$1,000,000
Third Party Grant Funding	\$446,523	\$446,523
TOTAL FUNDING	\$7,768,000	\$11,058,000

Bill 23 removes housing as an eligible service for the collection of Development Charges, and as such, development charge contributions have been maximized to utilize the entire reserve fund balance. Additional funding is being requested from the City’s Affordable Housing Reserve, and from the issuance of non-growth debentures. For Lucy Marco Place, the net surplus annually is estimated to be at a level that would support servicing of a \$1 million debenture without adding those cost to the tax levy. The third party grant funding in the amount \$446,523 is confidential until there are official funding announcements.

11.0 Climate and Environmental Implications

The Lucy Marco Place building was constructed in 2006. Staff will need time to be able to review what energy saving additions have already been included during initial construction, and can then assess what further savings or environmental benefits can be gained.

12.0 Conclusion

Staff have prepared two potential options for unit configurations at the Lucy Marco Place building. Staff are recommending partnerships with three community agencies who are able to use these units.

There are many issues to consider such as the number and types of units that can be created, the capital costs for renovations and the length of time the renovations could take.

Either option will be able to help this building be financially sustainable and will add new units towards the target of 506 new municipally owned and managed affordable housing units by 2030.

Staff are recommending Option B to allow for the creation of 50+ self-contained, one-bedroom units and meet the needs of 63% of individuals currently on the affordable housing waiting list or over-housed waiting list.



Marlene Miranda, General Manager
Community Services & Social Development

Reviewed By:

Mary Musson, CD, BA (Hons), Dipl MM
Director, Housing & Homelessness Services

Prepared By:

Deb Schlichter, Manager, Housing Development

Attachments:

Appendix A – Lucy Marco Place Location

Appendix B - Lucy Marco Place Draft Operating Budget

Copy to: N/A

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no

Appendix A

GEOGRAPHICAL LOCATION / WARD: 5

Official Plan Designation: Downtown Urban Growth Centre

Zoning: C-1

Area: .77 acres (includes both Heritage House & LMP)

Servicing: yes

Ownership: Co-owned City of Brantford & Laurier University

NOTES:

Walking distance to amenities: yes

Existing multi-residential purpose built student housing

Other notes:

6 storeys plus partial basement level (7 levels)

28 four-bedroom units – 4 per each level

Each unit has full kitchen, living room, two full bathrooms

Constructed in 2006

Acquired/Purchased by Laurier in 2009

Attached to and shares services with Heritage House (owned by City of Brantford)

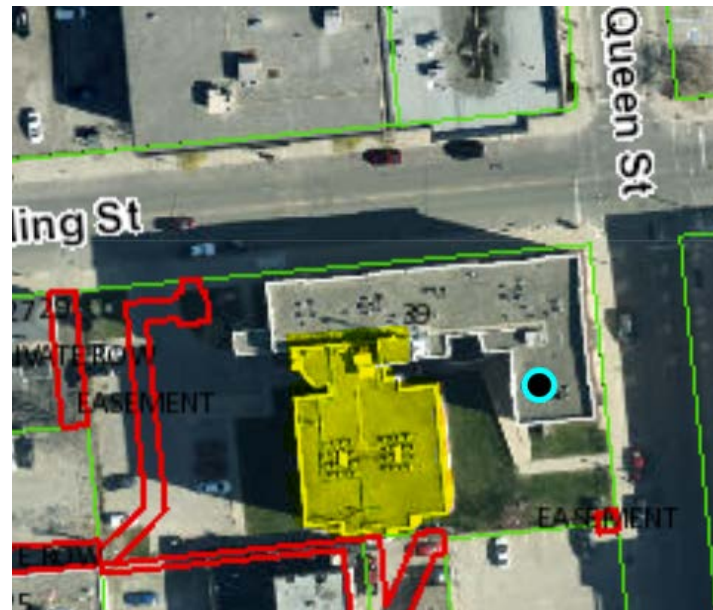
Elevator, controlled entrance and laundry amenity space

Laurier's Appraised Value 2022: \$7,488,000.00

(64% of \$11,700,000)

Annual operating costs: \$137,963.20 (average 2016-2020)

Lucy Marco Place (LMP), 36-40 Queen St, Brantford



Appendix B - Lucy Marco Place Draft Operating Budget

BU Group / Object	Description	2023 LMC Budget
Lucy Marco Place		
40000	REVENUES	
43110	RENTALS	(324,000)
40000	REVENUES	(324,000)
60000	EXPENSES	
60410	EMPLOYEE BENEFITS	9,060
61102	GENERAL SUPPLIES	2,500
61620	EQUIPMENT	2,000
61695	PROPERTY TAXES	23,838
62110	ELECTRICITY	28,777
62120	WATER	7,884
62130	SEWER	6,716
62140	NATURAL GAS	14,560
62210	TELEPHONE-LANDLINE	4,353
62220	DATA COMMUNICATIONS	1,644.00
62335	APPLICATION FEES	518
62410	INSURANCE PREMIUMS	19,474
62610	CONTRACTOR REPAIRS & MAINTENCE	10,000
62614	BUILDING R&M	82,862
62626	EQUIPMENT R&M	6,000
62658	TOWING OF VEHICLES	280
62670	LANDSCAPING	5,389
62672	SNOW REMOVAL	12,437
62674	WASTE REMOVAL	4,975
62676	JANITORIAL SERVICES	19,000
62810	SECURITY	8,091
62840	FEE FOR PROGRAMS	250
64245	BAD DEBT EXPENSE	1,000
67165	OTHER INTERNAL CHARGES	70
67550	TRANSFER TO RF / RESERVES	52,322
60000	EXPENSES	324,000
Lucy Marco Place		(0)

BATH (Brantford Access to Housing) Wait List Statistics

Month: June 30, 2022 Q2 2022

Number of New RGI Applications (Jan-June)		561
Seniors	100	
Families	247	
Singles/Couples	214	
Number of Applications Housed		(65)
Seniors	24	
Families	28	
Singles/Couples	13	
Number of Applications Cancelled		(326)
Number of Applications on Offer		(19)
NET increase/decrease during period:		151
TOTAL RGI WAIT LIST @ June 30, 2022:		1445

A. Rent-Geared-to-Income Wait List - June 30, 2022		
Brantford/Brant County Applications		1076
Applicants from Outside Brant/Brantford		369
TOTAL ELIGIBLE WAIT LIST		1445

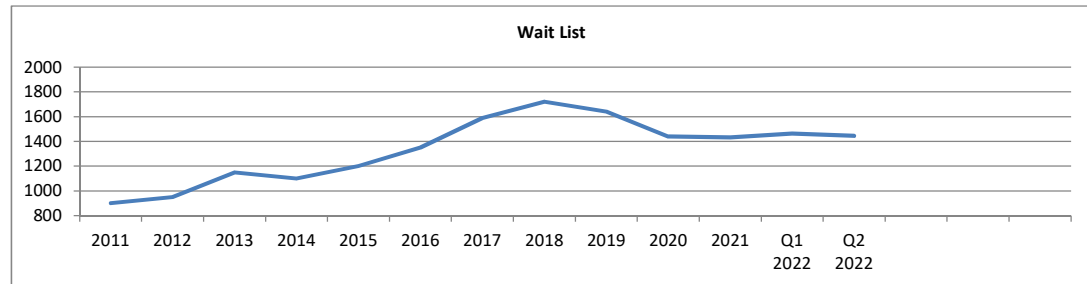
B. RGI Wait List Demographics		
Seniors		448
Families		517
Singles/Couples		480
TOTAL ELIGIBLE WAIT LIST		1445

C. Applicant Category		
SPP (Special Priority Placement)		41
Housing First/Homeless		181
Chronological		1223
TOTAL ELIGIBLE WAIT LIST		1445

TOTAL WAIT LIST BY MUNICIPALITY

Applicants are able to choose multiple locations across Brant/Brantford; therefore applicant records are duplicated in charts below:

BRANTFORD		PARIS		BURFORD		ST. GEORGE	
Total Wait List	1404	Total Wait List	508	Total Wait List	59	Total Wait List	78
Seniors	417	Seniors	133	Seniors	59	Seniors	78
Families	476	Families	175	Families	0	Families	0
Singles/Couples	511	Singles/Couples	200	Singles/Couples	0	Singles/Couples	0
Chronological	1184	Chronological	406	Chronological	56	Chronological	74
Special Priority	40	Special Priority	11	Special Priority	0	Special Priority	0
Homeless/Hsg First	180	Homeless/Hsg First	91	Homeless/Hsg First	3	Homeless/Hsg First	4
Bachelor	508	Bachelor	205	Bachelor	37	Bachelor	39
1 bedroom	907	1 bedroom	324	1 bedroom	59	1 bedroom	78
2 bedroom	384	2 bedroom	135	2 bedroom	5	2 bedroom	6
3 bedroom	260	3 bedroom	104	3 bedroom	0	3 bedroom	0
4 bedroom	147	4 bedroom	70	4 bedroom	0	4 bedroom	0
5 bedroom	58	5 bedroom	25	5 bedroom	0	5 bedroom	0



Affordable Housing Supply	Affordable Housing	Rent Supplement	Total
Total	* 2060	389	2449

*LHC, MNP, NP, Land Purchase, BSAR and Providers



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Date December 7, 2022 **Report No.** 2022-581
To Chair and Members
Social Services Committee
From Marlene Miranda, General Manager
Community Services and Social Development

1.0 Type of Report

Consent Item
Item For Consideration

2.0 Topic 2022 Annual Update on Brantford-Brant Municipal Housing Master Plan 2020-2030 and Affordable Housing Action Plan [Financial Impact: None]

3.0 Recommendation

- A. THAT Report 2022-581, 2022 Annual Update on Brantford-Brant Municipal Housing Master Plan 2020-2030 and Affordable Housing Action Plan BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

4.0 Executive Summary

The *Housing Services Act*, 2011 (Act) designates the City of Brantford as the Consolidated Municipal Service Manager (CMSM) responsible for the administration and delivery of community housing services and programs in the City of Brantford and the County of Brant.

The Act requires CMSM's to develop and implement a Council-approved 10-year housing and homelessness plan that guides and informs the housing programs and strategies that best address the unique needs of the local community.

As the CMSM for community and affordable housing in the Brantford and Brant communities, the City of Brantford is responsible for the provincially mandated 10-year Brantford-Brant Housing Stability Plan (HSP)¹.

The Brantford-Brant Municipal Housing Master Plan 2020-2030² (Master Plan) was identified as an outcome in the HSP, supporting the vision that everyone "*has a home to live in that meets their needs.*" The Master Plan was approved by Council in October 2019 (Report 2019-581 Brantford-Brant Municipal Housing Master Plan Initiative).

The Master Plan establishes a long-term infrastructure plan to guide the City and County in maximizing the use of land and assets to increase the supply of ongoing affordable housing including the goal of creating 506 units that are owned by the CMSM over a ten year period, starting in 2020. This target number was set as the goal to achieve in order to maintain the current Service Level Standards by the CMSM .³

To help accelerate the development of affordable housing units in response to the review of the 10-Year Housing Stability Plan, the Community Conversation on Homelessness, and the rising wait list, the Mayors' Housing Partnerships Task Force was established with unanimous support from City Council on November 19, 2019.

The task force successfully brought together dedicated individuals from a broad range of not-for-profit housing organizations, community agencies, government, and the private sector to create a future-focused Affordable Housing Action

¹ <https://www.brantford.ca/en/living-here/resources/Documents/Housing/Brantford-BrantHousingStabilityPlan-5YearReviewUpdate.pdf>

² <https://www.brantford.ca/en/living-here/resources/Documents/Housing/Brantford-Brant-Housing-Master-Plan-2020-2030.pdf>

³ 2016 Census data on number of households was used to form the baseline service level standard as against the number of affordable housing units maintained in 2019. The 2016 census reported 54,380 households living in the Brantford census metropolitan area. Based on 2,437 units, this equates to an overall service level standard (SLS) of approximately 45 affordable units for every 1000 households.

Plan⁴, including a financial plan to meet the municipal housing targets, to help create more housing options, more quickly, across the housing continuum.

This annual report provides an update on the progress that has been made over the past year with respect to the new and proposed housing development actions of the Brantford-Brant Housing Master Plan (Master Plan) and the Mayors' Housing Partnerships Task Force Affordable Housing Action Plan (Action Plan).

5.0 Purpose and Overview

The Brantford-Brant Municipal Housing Master Plan Initiative was approved by Council in October 2019 (Report 2019-584 – The Brantford-Brant Municipal Housing Master Plan Initiative). It is a plan to guide the financially sustainable development of municipal housing with a strategic approach that responds to established targets based on population growth, as well as current and future housing needs, over a ten year period 2020-2030.

This report provides the third annual update of the 10-year initiative for the year 2022. This report also includes the second annual update on the Affordable Housing Action Plan that resulted from the Mayors' Housing Partnerships Task Force Final Report, approved in January 2021 (Report 2021-42 –Final Report: Mayors' Housing Partnerships Task Force Affordable Housing Action Plan).

It is anticipated that if all developments continue to progress as planned, there will be 207 municipal units completed or underway by the end of 2022 which is 41% of the targeted goal of 506 total units, and 25 non-profit and co-op units completed or underway which is 7% of the targeted goal of 337 total units.

6.0 Background

The Brantford-Brant Housing Stability Plan 2014-2024 (HSP) provides the overarching plan for the community over this ten year period, identifying priorities, setting targets and providing direction for funding investments received from senior levels of government.

One of these targets, based on population growth as well as current and future housing needs, is to create 506 units of municipally owned and operated rental

⁴ <https://www.brantford.ca/en/living-here/resources/Documents/Housing/2020-Dec15-MHPTF-ActionPlan.pdf>

housing, and 337 units to be developed, owned and operated by others such as non-profit and/or co-operative housing providers, by 2030. This HSP is reported annually to the Social Services Committee and the Province in June of each year.

The Brantford-Brant Municipal Housing Master Plan (Master Plan) provides the strategic approach to achieving the target of creating 506 municipally-owned and operated affordable housing units over a 10 year period (2020-2030).

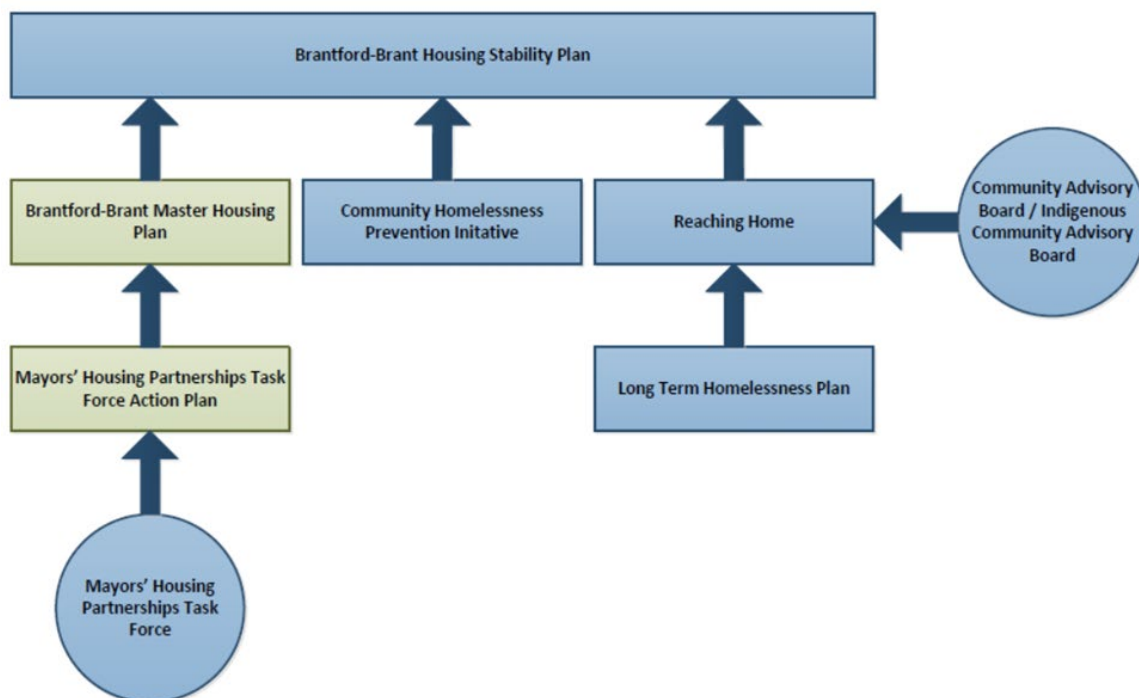
The Mayors' Housing Partnerships Task Force was created in November 2019, and began its work early in 2020. The purpose of this Task Force was to help accelerate the development of affordable housing. Dedicated individuals from a broad range of not-for-profit housing organizations, community agencies, government, and the private sector worked collaboratively with staff to develop a future focused Action Plan to help create more housing options, more quickly, across the housing continuum. The final report and Affordable Housing Action Plan (Action Plan) was approved by Council in January 2021 (Report 2021-42 - Final Report: Mayors' Housing Partnerships Task Force Affordable Housing Action Plan), and the Task Force was disbanded, having completed its work.

In May 2021, there was a report regarding the progress of these two housing plans (Report 2021-338 - Housing Development Progress of the Affordable Housing Action Plan and the Housing Master Plan), and as of December 2021, there was a combined annual report for both the Master Plan and the Action Plan (Report 2021-723 - 2021 Annual Update on Brantford-Brant Municipal Housing Master Plan 2020-2030 and Affordable Housing Action Plan).

The Master Plan (which focuses on the development of municipally owned and operated housing) and the Action Plan (which focuses on stimulating a range of housing options across different types of developers) work together in a complementary way.

The diagram below outlines how these housing plans work together: The Brantford-Brant Housing Stability Plan provides the overarching plan, and the Master Plan and the Action Plan work together to achieve the desired outcomes.

Figure 1 - Brantford-Brant Housing Stability Plan Flow Chart



7.0 Corporate Policy Context

Council Priority 2 – Social service support is provided to Brantford residents in need identified commencing one or more additional housing developments funded through the proceeds from the disposition of municipal assets as a Tier 1 Priority.

County of Brant’s 2019-2023 Strategic Priorities: “Healthy, safe and engaged citizens” and “Reliable infrastructure ensuring assets are effective, reliable and appropriately funded” are also supported.

This report also supports the Community Services and Social Development (CSSD) Commission Vision Plan “Making Life Better, Every Day”, specifically P1.1 - Continue working towards a range of available housing so residents can live in a setting most appropriate to their needs.

8.0 Input From Other Sources

Input into this report was provided by staff from the City of Brantford Finance, Legal and Planning Departments, the County of Brant, Jaycees Brantford Non-Profit Homes Corporation, and Brantford Native Housing.

9.0 Analysis

A number of activities have taken place during the 2022 calendar year to move forward on the Brantford-Brant Municipal Housing Master Plan (Master Plan) and the Mayors' Housing Partnerships Task Force Affordable Housing Action Plan (Action Plan).

9.1 Progress on the Master Plan

At the direction of Social Services Committee and Council, staff have continued to explore and pursue development funding opportunities available through organizations such as the Federation of Canadian Municipalities as well as through the provincial and federal governments in an effort to reduce the estimated costs of municipal housing development. These include:

- the National Housing Strategy Rapid Housing Initiative and Co-Investment Fund programs (federal);
- Reaching Home funding (federal);
- Social Services Relief Fund (provincial);
- Canada-Ontario Community Housing Initiatives (federal); and
- Ontario Priorities Housing Initiatives (federal/provincial).

The results of funding applications will be included in development recommendations.

Projects have been brought forward which count towards the target of 506 units, as appropriate, and are set out in Appendix A.

If all municipal developments move forward as planned (Table 1), there will be 207 municipal units completed or underway by the end of 2022 which is 41% progress towards the goal. This leaves 299 additional units to develop over the next seven years, in order to reach the target of 506 municipal units by 2030.

In addition to the 506 municipal units, the goal is to have 337 new units built by non-profit and co-op developers by 2030. Current progress towards this goal is shown below in Table 2.

Private developers play an important role in affordable housing development as well. While affordable housing units created by private development do not count towards the target of 337 units by 2030, the private sector plays a significant role in increasing the supply of rental units. Facilitating growth and expansion of the private market rental stock helps provide more options for households and in turn alleviates pressure on housing stock that is intended to

provide deeper affordability. Programs such as the Canada-Ontario Housing Benefit⁵ can also be leveraged in conjunction with the private rental market.

Table 1 - Completed or underway municipal development

Project Location	Units	Status
5 Marlene Ave	30 studio units	COMPLETED
18 Stirton Ave	4 studio units	COMPLETED
177 Colborne St W	26 studio units	Anticipated completion Dec 2022
Lucy Marco Place	Minimum of 28 units ⁶	Anticipated completion June 2023
170 Trillium Way, Paris	49 units 1 & 2 bedroom	Anticipated completion Dec 2023
346 Shellard Lane	70 units ⁷	Anticipated completion Dec 2024

Table 2 - Completed or underway non-profit and co-op development

Project		Units	Status
Address	Developer		
67 Eighth St.	Brantford Native Housing	1	Anticipated completion Dec 2022
32 Bridge St.	Jaycee's Non-Profit Homes	24	Anticipated completion 2023

Table 3 - Completed or underway private development

Project Location	Units	Status
248 Grand River Ave.	132	COMPLETED 2021
354 West St	19	Anticipated completion 2024

9.2 Development Progress

Every new development has its unique set of complicating factors, as outlined in Appendix A.

177 Colborne St. W. Brantford (ANC)

- Conditional Site Plan approved July 6, 2022

⁵ Information on the [Canada-Ontario Housing Benefit](#)

⁶ This is the minimum number of units that will be created at Lucy Marco Place. Anticipating 50+ units.

⁷ Estimated

-
- Zoning By-law approved by Council July 26, 2022
 - Conditional Building Permit issued Aug 29, 2022
 - Record of Site Condition filed Sept 23, 2022
 - Ministry of Municipal Affairs and Housing (MMAH) Official Funding Announcement Sept 29, 2022 (SSRF Phase 4)
 - Site Plan approved Oct 11, 2022
 - Building Permit issued Oct 12, 2022
 - Modular units assembled on site Oct 25-27, 2022
 - Finishing exterior and interior of the building, plus paving and sidewalks
 - Expected completion by end of Dec 2022

170 Trillium Way, Paris (VERLY)

- City of Brantford and County of Brant Contribution & Land Exchange agreements approved March 22, 2022
- Design/Build RFP released March 25 and closed April 26, 2022
- VERLY selected with Design phase start date May 30, 2022
- Site Plan application to be submitted by end of 2022
- Anticipating Site Plan approval and Building Permit issuance in Spring, 2023
- Land exchange agreement finalized
- Application for federal Canada Mortgage & Housing Corporation (CMHC) Co-investment Contribution Only funding submitted November 7, 2022

346 Shellard Lane, Brantford

- Feasibility study completed by SGL Planning & Design Inc. October 7, 2022
- Report to Social Services Committee December 7, 2022

Lucy Marco Place, 40 Queen St. Brantford (Acquisition/Rehabilitation)

The Master Plan focuses on developing properties that are municipally-owned, and achieving the development target through new construction. However, the option of acquisition and rehabilitation of an existing residential, commercial or industrial building for the use of affordable housing is particularly attractive when the total costs are close to or lower than the cost of new construction. Usually this also results in affordable housing being created quicker to meet housing pressures and needs.

The City of Brantford and Wilfrid Laurier University (WLU) were co-owners of the municipal property known as 36-40 Queen Street, which includes two buildings: Heritage House, an affordable housing development property managed by the Housing and Homelessness Services Department; and Lucy Marco Place, a former WLU student residence building.

In July 2022, Council directed staff to negotiate a sale price with Laurier to purchase Laurier's interest in the property, and to renovate the Lucy Marco Place building for the purpose of permanent affordable housing.

The Agreement of Purchase and Sale closed October 31, 2022, and an update report on this development will be brought forward to Council in December 2022.

9.3 Preparations For Additional Construction Ready Land (development pipeline)

Work continues to be done to update the inventory of potential sites that would be suitable for municipally-owned and managed affordable housing development. This includes current municipally-owned sites in the City or County, or sites and/or buildings that may be available to purchase.

Staff have created a decision-making tool to assist when considering whether to purchase a site and/or building, or not. Staff also continue to work with County staff to identify additional County sites suitable for affordable housing development.

As directed by Council by way of report 2020-326 - Options to Maximize the use of Various Municipally Owned Lands including Lands for Housing Already in the 10-Year Capital Plan, staff completed a procurement process to hire planning and engineering consultant teams to focus on moving a number of prioritized sites to the pre-consultation application stage ("construction ready").

As a result, two consultant teams are available for staff to access for feasibility studies: SGL Planning & Design Inc. and Fotenn Consultants Inc. Feasibility studies have been conducted or are underway by the consultants on the following municipally-owned sites:

- 346 Shellard Lane (SGL) - completed
- 17 & 22 Sydenham sites (SGL) – completed
- Mohawk Lake District sites (Fotenn) – underway

-
- 26 & 96 Gilkison sites (SGL) – underway
 - Powerline Road (not assigned yet) – scheduled for 2023

Staff will continue to conduct feasibility studies on a number of appropriate City owned properties as well as seek feedback from the public on affordable housing options. The results of these studies and public feedback will be the subject of future reports to the Social Services Committee.

Staff are confident that the planned feasibility studies will increase affordable construction options and that the full Master Plan target of 506 new units can be achieved by 2030 if funding is available.

In keeping with the Cost Sharing Agreement between the City of Brantford and the County of Brant, development work for Russell Heights in St. George continues and staff will pursue an application for Rapid Housing Initiative Phase 3 funding from Canada Mortgage Housing Corporation (CMHC).

9.4 Progress on the Action Plan

- Municipal Affordable Housing Development Incentives Update report completed in July 2022 (2022-273).
- Municipal Housing Master Plan Working Group continues to meet on a quarterly basis.
- Assisting Jaycees Brantford Non-Profit Homes Corporation with a 24 unit development at 32 Bridge St., Brantford. Currently at Site Plan Application stage, with expected completion in 2023.
- Staff are assisting Brantford Native Housing with a development at 67 Eighth Ave., Brantford.
- Working with a private sector developer at 354 West St. to create one and two-bedroom affordable housing units. Affordable housing units are expected to be 10% (19 units) of the building development.

Figure 2 - Proposed Timeline for Developments 2020-2030

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Targets	
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		Total	Goal
Municipal	30	4	26	77	70	50*	50	50	50	50	49	207 41%	506
Non-Profit/Coop			1	24	45**	45	45	45	44	44	44	25 7%	337
Totals	30	4	27	101	70							232 28%	843

* Average number of municipal units required to be developed annually to meet goal.

** Average number of non-profit/coop units required to be developed annually to meet goal.

9.5 Next Steps

Staff will continue to conduct feasibility studies on appropriate City and/or County owned properties as well as seeking feedback from the public on affordable housing options. The results of these studies, public feedback as well as budgets required and potential funding sources, will be the subject of future reports to the Social Services Committee.

Other activities underway:

- Update the list and mapping of potential properties that may be suitable for affordable housing development: municipally owned and/or owned by others in the not-for-profit sector or private sector.
- Identify and prioritize which sites will be developed to meet the 2030 target for municipal units.
- Prepare sites that are identified as suitable for affordable housing development so that they are “development-ready”, to be ready for potential funding opportunities that may be released.
- Plan for new rental supply funding through COCHI/OPHI funding streams (2022-2025).
- Review housing supply and demand indicators to identify appropriate areas in order to distribute new affordable housing units more equitably.
- Retain a consultant team to review current municipal housing assets and create a long term asset management plan that aligns with Climate Change goals and that identifies sites to keep/maintain, divest and/or redevelop/intensify.

-
- Continue to identify mentoring, networking, and educational opportunities to assist individuals and groups interested in developing affordable housing.

Appendix B provides more details regarding the 17 specific actions in the Affordable Housing Action Plan.

10.0 Financial Implications

City Staff have included the additional units proposed in the Master Plan in the updated multi-year Capital Plan. Funding sources were identified for each project, with the anticipation that they would be funded from grants, provincial and federal funding programs, housing reserves, County contributions, and other City funding sources.

The Action Plan was approved in early 2021, and since that time, inflation levels have impacted construction cost estimates; increasing to \$300,000 per unit as opposed to the average \$216,000 used in the initial Action Plan. The assumption of grants has also been reduced to 33% to better reflect the average seen in recent builds. Also since 2021, the City's Development Charges (DC) By-law was updated to reflect a significant recovery from DCs that was estimated to be sufficient to fund those additional pressures, with approximately \$45 million eligible to be contributed from DCs towards the overall Action Plan.

With the removal of Housing as an eligible service for the collection of DC's upon royal assent of Bill 23, this is no longer the case. It is anticipated that additional municipal contributions will be needed to construct all of the units in the Action Plan in the timeframe originally planned.

Additional updates to the City's financial contributions have been made to reflect a small DC allocation, and the increased estimate of proceeds from the sale of its administrative buildings approved during the last term of Council.

Figure 3 provides a summary of original funding plan, as well as the updated funding plan to reflect both the current shared services agreement level of capital funding, and a full population based cost share by both the City and the County.

Figure 3 - Proposed Funding Sources

	Original Plan	Proposed Plan Post Bill 23	
		Existing Agreement	Full Cost Share
Gross Cost	103,500,000	136,064,600	136,064,600
Less: Grants	48,500,000	38,955,523	38,955,523
Net City/County	55,000,000	97,109,077	97,109,077
County Portion	15,125,000	15,125,000	27,190,542
Net City Portion	39,875,000	81,984,077	69,918,535
City Population Based Portion Funded From:			
Arrowdale Proceeds	14,000,000	13,525,400	13,525,400
Future Arrowdale Taxes	10,000,000	10,000,000	10,000,000
Sale of Admin Properties	7,000,000	10,725,853	10,725,853
Savings from Mortgage Subsidies	8,875,000	8,875,000	8,875,000
Development Charges/DC Debt	-	4,352,283	4,352,283
City Housing Reserves	-	5,939,999	5,939,999
Non-Tax Supported Debentures	-	16,500,000	16,500,000
City Population Based Portion	39,875,000	69,918,535	69,918,535
Existing Agreement - Shortfall to be funded by City		12,065,542	
Net City Portion	39,875,000	81,984,077	69,918,535

The cost-sharing agreement between the City of Brantford and the County of Brant regarding the funding of housing specifies that each capital housing project going forward will have a negotiated capital contribution agreement.

It is recognized that the current Shared Services Agreement for Social Services identifies a County financial contribution to the Action Plan of \$15.125 million. If this were to remain unchanged, the City would be required to solely provide the increased costs to deliver the full plan. This would require depleting housing reserves, and issuing the maximum amount of debentures that could be serviced from the City's portion of annual net revenues that have been estimated for each build.

It is estimated that a shortfall of over \$12 million would still remain, and would either require some builds to be deferred beyond the original timeframe, or fall to the City's tax levy.

11.0 Climate and Environmental Implications

As indicated in the City of Brantford's Net-Zero Building Strategy, all new Corporate buildings, including Community Housing, must be built to either net-zero or net-zero ready standards. These expectations and the City of Brantford Net-Zero Building Standard and Checklist will now be included in future RFP

processes for Design/Build contractors, and any extra related costs will be included in capital budgets. By incorporating net-zero and/or net-zero ready building designs in the Brantford-Brant Municipal Housing Master Plan and Affordable Housing Action Plan, this will help put Housing Development on the path to reaching the corporate emission reduction targets for 2030, 2040, and net-zero emissions target by 2050.

Reports regarding specific development sites will include discussion regarding any climate or environmental impacts, and any quantifiable impacts where applicable. Net-zero affordable housing will not only produce significantly fewer emissions but they will also offer better occupant comfort and noise control.

12.0 Conclusion

There have been positive actions and results towards the Municipal Housing Master Plan targets of 506 new municipal units and 337 other units created over the 10 year period between 2020 to 2030.

There are currently 207 new municipal units and 25 new not-for-profit or co-op units completed or at various stages of development. Additional developments for the remaining 299 municipal units will be identified over this timeframe in order to accomplish this bold target by 2030.

It will be critical to have enough land suitable for development and adequate financial resources identified and available in order to successfully address this essential need in our communities.



Marlene Miranda, General Manager
Community Services & Social Development

Reviewed By:

Mary Musson, CD, BA (Hons), Dipl MM
Director, Housing & Homelessness Services

Prepared By:

Deb Schlichter, Manager, Housing Development

Attachments

Appendix A: Housing Development Information – Updated Oct 2022

Appendix B: Affordable Housing Action Plan – Updated Oct 2022

Copy to: NA

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no

Housing Development Information - Updated August 2022

Address	5 Marlene Ave, Brantford	CASE Home: 18 Stirton Ave, Brantford	177 Colborne St. W., Brantford	Lucy Marco Place, 40 Queen St. Brantford	170 Trillium Way, Paris	346 Shellard Lane, Brantford
Ward	Ward 5	Ward 1	Ward 1	Ward 5	County	Ward 1
Status	Completed June/20 Occupied	Completed Dec/21 Occupied	Design/construction underway Est completion Dec/22	Acquisition/Rehabilitation P&S agreement closed Oct 31/22	Design/construction underway Est completion Dec/23	Feasibility Study Aug/22 Design/Build 2023, subject to zoning and servicing
Units	30 studio units (5 barrier free)	4 studio units (1 barrier free)	26 studio units (4 barrier free)	To be decided	49 1 & 2 bedroom units (10 barrier free)	Potentially 70 one & two bedroom units
Unit sizes	283.10 sq ft 448.86 sq ft (BF)	330 sq ft modules (all)	330 sq ft modules 660 sq ft (BF)		525.60 sq ft (all ones) 775.68 sq ft (A & BF twos) 710.26 sq ft (B twos)	
Key Elements	Affordable Housing with Supports affordable rent & high level supports on-site (24/7)	Affordable Housing affordable rent	Affordable Housing affordable rent & low level supports		Mixed Income Housing (market, 80% below market and RGI)	Mixed Income Housing (market, 80% below market and RGI)

	RGI units with Rent Supplement for those on the By-Name wait list	RGI units for those on the Affordable Housing wait list	RGI units for those age 50+ in the emergency shelter system with low/no support needs Has commercial space on main level		RGI units for those on the Affordable Housing wait list 5 units for Sensity, 5 for BNH, 5 for Nova Vita	RGI units for those on the Affordable Housing wait list
Land value (est)	\$390,000	\$200,000	\$400,000 - \$600,000		\$1,060,000	\$1,025,000
Costs*	\$5,229,219 (actual)	\$425,000 (approved) \$467,500 (actual)	\$5,545,920 (approved) \$6,323,920 (revised)	\$7,320,680 plus tax	\$12,500,000 (budget)	\$21,300,000 (2023 capital budget)
Cost per unit	\$174,307/unit \$187,307/unit (w/ land)	\$116,875/unit \$166,875/unit (w/ land)	\$243,228/unit \$266,305/unit (w/ land)		\$255,102/unit \$276,735/unit (w/ land)	\$304,286/unit (est) \$318,929/unit (w/ land)
External Funding Sources	Provincial Home for Good Capital Funding: \$3.15M (over 20 years), plus Operating 60% grant funding	OPHI: \$200K 42.8% grant funding	SSRF Phase 2:\$1.25M SSRF Phase 4: \$1 M Reaching Home: 879K 49.5% grant funding	3 rd party: \$200K** for capital 3 rd party: \$246,523** for renovations	3 rd party: \$260K** 3 rd party: \$340K** CMHC Co-Investment application for \$2,450,000	3 rd party: \$200K**
Build Type	Design Build Two storey (Vicano)	Modular Design Build Fourplex (Andrew Neill Construction (ANC))	Modular Design Build Four storey (Andrew Neill Construction (ANC))	Purpose Built Student Housing 6 storey + lower level	Design Build Four storey (VERLY Construction Group)	To be determined.

<p>Known Development complexities</p>	<p>Sanitary system issues had to be resolved for this site</p> <p>Addition of exterior fence and magnetic door closures to provide secure premises</p> <p>Supportive housing clientele with complex issues with requirement of additional cameras and ongoing 24/7 security</p>	<p>Required surveyor to finalize reference plan boundaries</p> <p>ESA Phase 1 & 2 repeated for final site</p> <p>Planning issues with duplex to fourplex</p> <p>Tight budget</p>	<p>Planning issues - Zoning Amendment</p> <p>Contamination (soil & groundwater) causing delays with MGRA process</p> <p>Tight funding timeframe Dec/21 extended to Dec/22</p>		<p>Planning issues – required land swap for traffic circle and Zoning Amendment for parkland exchanged</p> <p>Existing ground-based solar panels need to be removed</p> <p>Required Cost-Sharing Agreement with City & County, contribution and land exchange legal agreements</p>	
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*Where construction is completed, the costs reflect the actual costs. Where construction is not completed, the costs reflect estimated costs.

**External Third Party grant funding not officially announced yet

Appendix B

Mayors' Housing Partnerships Task Force

	Task Force Action Plan Items	Action Details	Timeline/Status
	Inventories and Mapping Team		
1	Inventory housing assets and needs by neighbourhood/community	Create mapped inventories of potential housing sites in both the City and the County	Completed October 2020 - Ongoing
1.a	Inventory existing housing partner sites in Brantford and Brant County	Ensure inventory mapping includes existing inventory information	Completed October 2020 - Ongoing
1.b	Create a social media campaign to reach out to potential partners and include any additional sites that could be used for housing	Ongoing community outreach looking for partners with land, or existing property/ structures that may be interested in providing more rental housing for the community	Completed October 2020 - Ongoing
1.c	Create an updated Housing Continuum Infographic to better illustrate and communicate the need for additional affordable housing supply in Brantford and Brant	Create an easy to understand graphic representation of what the existing Brantford - Brant housing market looks like that illustrates the need for more affordable housing	Completed September 2020
1.d	Outline a potential process to speed up the zoning and planning approvals required to building more affordable housing options	Determine how to create a quicker process to gain approvals to building multi-residential mixed-income rental communities that can add to the housing continuum supply	Completed September 2020 - Ongoing work via new City of Brantford Official Plan
2	Continue to inventory available land and buildings	Map current vacant municipal land in the City and County, as well as work with non-profit groups to map any other potential land for housing. Demographics will be reviewed for services nearby these lands as well.	Completed December 2020 - Ongoing
2.a	Identify sites that might be made "shovel ready" to support creating more housing, more quickly moving forward	Four sites identified and report to City Council approved to begin planning and zoning consultations for future development	Completed September 2020 - Ongoing

	Task Force Action Plan Items	Action Details	Timeline/Status
	Financial Options Team		
3	Inventory leverageable assets	Create an inventory of leveragable assets that could be used to fund affordable housing	Completed August 2020 - Ongoing
3.a	Identify potential sources of existing funding that utilized for affordable housing projects	Outline options for the municipal contribution that could be considered to fund the municipal portion of the capital costs which might include: <ul style="list-style-type: none"> • Use of Reserves • Net Profit after sale/replacement of Woodlawn units • Call outstanding promissory notes • Debt Financing/Re-mortgaging • Sale of other city owned properties • Deferral of other City capital needs • Future allocation of Casino funds 	Completed August 2020 – Ongoing Added Development Charge Revenue 2022
4	Review municipal financing options	Outline all options for which funding can be made available for the capital costs of new affordable housing units included: <ul style="list-style-type: none"> • Leveraging existing assets. This can include either repurposing or re-mortgaging existing stock. Both the municipalities and non-profit partners have the opportunity to look at existing buildings for this purpose. The municipalities may look at the sale of other lands/assets to generate funds (i.e. sale of Arrowdale). • Grant funding. All parties need to be proactive in efforts to seek out and secure these opportunities • Reserves. Opportunities for municipalities to use/build reserves • Debt. Opportunities for municipalities to issue new debt. Need to be cognizant of prescribed debt limits. 	Completed October 2020 - Ongoing 282 Stanley St sale & proceeds completed 2022
4.a	Create a model outlining the financial resources required to build the target of 506 municipally owned and operated units	Report to the Taskforce a financial projections which outline the required municipal contributions required to meet 2030 housing	Completed September 2020

		targets as outlined in the Housing Master Plan	
4.b	Report to council outlining a list of funding options to be considered	Determine how to create a quicker process to gain approvals to building multi-residential mixed-income rental communities that can add to the housing continuum supply	Completed July 2020
	Task Force Action Plan Items	Action Details	Timeline/Status
	Mentorship Program Team		
5	Develop Mentoring Program for new partners	Re-examine information to develop a strategy to engage new and existing partners going forward. Potentially including <ul style="list-style-type: none"> • A deeper dive into the interested organizations Developing a series of workshops such as • So You Want to Develop Housing – Here’s What You Need to Do • So You Want to Partner in the Provision of Affordable Housing • Understanding the Finances of Developing Housing 	Completed strategy August 2020 National Housing Day Nov 23, 2022 in-person event highlighting the program and tools, with opportunity for networking
5.a	Develop survey for potential partners	Collecting information from new and existing partners to inventory resources and skills that partners can contribute.	Completed September 2020 – tied to Let’s Talk Brantford
5.b	Create an outline of the mentorship program to be shared with potential partners	Outline the mentorship program in detail in to share program information with partners	Completed September 2020
5.c	Engage with new potential partners	Connected with additional groups such as faith community, private landlords, property owners, and local service agencies who are interested in housing development	Initiated October 2020 - Ongoing
6	Provide Information and Education Sessions to interested partners	<ul style="list-style-type: none"> • Provide Information and Education Sessions • Develop a “travelling” information session team that goes around to different organizations to inform them about the process of becoming a housing provider 	Develop materials/tools - Ongoing In-person session at National Housing Day Nov 23, 2022

		<p>and if interested, this team would then connect or assign a mentor organization or person to guide them through the process.</p> <ul style="list-style-type: none"> Individual discussions could be held with interested stakeholders for clarification (or exclusion based on feedback) 	Connecting with Community Housing Providers
6.a	Continue to inventory available land and buildings	Develop an introduction to housing presentation which will be used to provide basic information around affordable housing to new partners	Completed October 2020 Intro tool developed on "Affordable Housing Development 101"
	Task Force Action Plan Items	Action Details	Timeline/Status
	Joint Application Team		
7	Develop a joint funding application process to acquire funding from the Canada Mortgage and Housing Corporation	<ul style="list-style-type: none"> Inventory potential funding (grants, loans, partnerships) and detail criteria such as eligibility, amounts, targets, and outcomes Developed a plan for Joint Funding Application when appropriate and available 	Completed joint funding application plan - Ongoing
7.a	Create an inventory of potential grant opportunities	The inventory will include details such as eligibility criteria, project specifics, grant vs. loan, amount, funding source, etc.	Completed August 2020 - Ongoing (with updates as new opportunities are available)
	Task Force Action Plan Items	Action Details	Timeline/Status
	Industry Partners Team		
8	Review the Municipal Building Development Review Process	Outline opportunities to encourage development from the private sector in within the municipal Building Development Review Process	Completed November 2020 - Ongoing (including new Official Plan and associated zoning through to Q4 2022)

	Task Force Action Plan Items	Action Details	Timeline/Status
	Future Focused Action Team		
9	Conduct a feasibility study to determine how many additional seniors' units can be built on the jointly owned (City of Brantford & County of Brant) John Noble Home property	The parcel of land at 97 Mount Pleasant Street is co-owned by the City and the County and is already home to two mixed-income apartments for Seniors. Explore options to utilize more land at this location for similar development.	This parcel is already intensified and has many complications in order to add more units. Complete feasibility study, if/when this land is deemed a priority
10	Use the results of the mapping exercise to demonstrate how an additional 476 affordable housing units, per the Housing Master Plan, can be appropriately distributed across the City of Brantford and County of Brant	The mapping exercise shows that existing affordable housing is concentrated in certain Wards, ensure that new mixed-income developments are developed across other Wards in the City and the appropriate Wards to meet demand in the County.	Q1 2022 - Ongoing
11	City's Housing Provider Mortgage Stability Reserve be redirected to a Housing Provider Stability Reserve	Housing Provider Stability Reserve will be utilized to assist and maintain existing non-profit provider units.	Q1 2022 completed
12	Use funds from the recent sale of municipally owned property be used to fund new housing initiatives including:	Staff to develop guidelines and associated municipal housing facilities agreement; subject to further financial allocations and City Council directions	2021 - 2022/23
12.a	Create up to 70 new housing units located at Shellard Lane	Staff to continue to seek source funding; target subject to financial details potentially through joint applications	2023/24 Feasibility study completed Oct/23
12.b	Issue EOI for a new supportive housing build/conversion in the City of Brantford	Staff to continue to seek source funding; target subject to financial details potentially through joint applications	Ongoing – dependent on available appropriate funding
12.c	RFP for non-profit housing providers to expand stock in the City of Brantford	Staff to continue to seek source funding; target subject to financial details potentially through joint applications	Ongoing – dependent on available appropriate funding
13	City staff provide ongoing support to the Housing Mentorship Program	Staff will participate, support, and offer guidance with Joint Applications for	Ongoing – dependent on available appropriate funding Led Rapid Housing Initiative

		new affordable housing with proponents as appropriate and necessary.	(RHI) Round 1 & 2 joint application for Service Manager & Jaycees - unsuccessful
14	City Housing Services, Planning, and Engineering staff establish an ongoing Housing Master Plan Working Group .	The working group will include staff from other departments as necessary and a staff representative from Brant County; the Housing Master Plan Working Group will also consult with community housing partners and potential new providers or mentorship candidates as necessary.	Completed June 2021 - Ongoing
15	City staff maintain an inventory of potential grant opportunities	Details such as eligibility criteria, project specifics, grant vs. loan, amount available and that funding sources be maintained, updated and distributed as new funding opportunities emerge.	Completed August 2020 - Ongoing Council report on incentives July 2022
15.a	Engage with partners as funding opportunities become available	City staff continue discussion with partners including the County of Brant in order to develop and submit funding applications for new affordable housing development opportunities.	Ongoing
16	Review the exemption for Development Charges (DC) for in-fill developments in the downtown core, be reviewed for the next DC bylaw	The new DC Bylaw maintains the Downtown Exemption Area for which there are no development charges applied against development or redevelopment projects.	Completed Q3 2021
17	Ongoing repairs and future capital projects to align with the goal of the City's Climate Change Emergency Declaration	Examine opportunities to align repairs and future capital projects with the City's Climate Change Action Plan.	Completed Q4 2021



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Date December 7, 2022 **Report No.** 2022-711
To Chair and Members
Social Services Committee
From Marlene Miranda, General Manager
Community Services and Social Development

1.0 Type of Report

Consent Item [X]
Item For Consideration []

2.0 Topic Ontario Works Quarterly Update Q3 [Financial Impact: None]

3.0 Recommendation

- A. THAT report 2022-711 regarding the Ontario Works Quarterly Update BE RECEIVED
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant

4.0 Executive Summary

The City of Brantford Community Services and Social Development (CSSD) commission administers the Ontario Works program on behalf of the province as a Consolidated Municipal Service Manager (CMSM) for the City of Brantford and the County of Brant.

As referenced in reports [Ontario Works Quarterly Update Q4 2022-60](#), [Ontario Works Quarterly Update Q1 2022-339](#) and [Ontario Works Quarterly Update Q2 2022-569](#) the Ontario Works program is currently undergoing a provincially

mandated transformation (“Social Assistance Renewal”). The City of Brantford is currently an early adopter site for Employment Services Transformation (EST), Centralized Intake (CI), and the Youth Project. Previous reports have informed the Social Services Committee and Council of these prototype/pilot projects.

Key highlights and new findings for Q3 2022:

- The most common goal set by service users is crisis and safety (formerly referred to as basic needs), driven by inflation and increased costs of living.
- The Ontario Works caseload, including City and County cases, has been on the rise since October 2021. The trend has continued with a 3% increase in caseload size from Q2. From September 2021 to September 2022, the caseload size increased by 31%. As of September 2022, there were 1,990 cases which is a 27-month high.
- MCCSS Social Assistance Caseload Forecast projects that the Brantford/Brant Ontario Works caseload will increase to 2309 by 2023-24, a number that has not been seen since July 2012.
- Although the number of applications for Ontario Works declined by approximately 1% in Q3 from Q2, the Q3-2022 number (536) is still 36% higher than the number of applications received in Q3-2021 (393).
- The number of cases in Ward 5 increased slightly from 42% in Q2 to 44% in Q3.
- The percentage of recipients residing in Brant County increased by 1% from Q2 to Q3 and is now sitting at 8%.
- Since 2014, there has been a gradual increase in the average time on assistance, with the Q2 and Q3 figures remaining the same at 33 months. The percentage of caseload that has been on assistance for two years or more continues to decline with a 2% decrease from Q2 down to 43%.
- The 55 and over age range experienced a marginal decrease in Q3 however; this is significant as this cohort had seen a small yet consistent trend upward since 2017 until Q2 2022, when it began trending downward, likely driven by the increase in new cases mostly of younger age ranges.

-
- Continued engagement with internal and external partners to improve the job seeker-employer connection to advance employment outcomes for social assistance service users and local businesses.

Q3 2022 is characterized by caseload growth that exceeded provincial projections. Service users continue to face significant crisis and safety (formerly called basic needs)-related challenges due to an increased cost of living.

Both caseload numbers and case complexity continue to increase. As these trends continue, it is becoming more and more difficult for staff to provide a level of service intensity required to effectively support service users with their stability support and employment goals.

5.0 Purpose and Overview

The purpose of the report is to provide an update on the delivery of the Ontario Works program, including new and ongoing initiatives along with caseload data. While the report may contain information from previous quarters and years, the focus is primarily on Q3, which includes data from July 1, 2022, to the end of September 2022. This report is based on a template from the previous quarterly reports as referenced in the [Executive Summary](#) in order to keep members of the Social Services Committee, Council, and citizens of Brantford/Brant informed on the Ontario Works program and caseload.

6.0 Background

The City of Brantford Community Services and Social Development (CSSD) commission administers the Ontario Works program on behalf of the Province as a CMSM for the City of Brantford and the County of Brant. The Ministry of Children, Community, and Social Services (MCCSS) creates the program's legislative framework, guidelines, and administrative oversight. The purpose of Ontario Works assistance is to provide for basic needs (food, shelter) while individuals work towards the stabilization of their life circumstances in order to participate in education, skills training, and employment, ultimately reducing their reliance on social assistance. Staffs from the Family & Income Stability (FIS) department are an integral part of the service user's journey to self-sufficiency, ensuring that financial assistance in the correct amount is issued while also guiding and supporting the person to create a plan and connect with appropriate health and community services.

The Ontario Works program is currently undergoing a provincially mandated transformation referred to as Social Assistance Renewal, as discussed in

reports [Ontario Works Quarterly Update Q4 2022-60](#), [Ontario Works Quarterly Update Q1 2022-339](#) and [Ontario Works Quarterly Update Q2 2022-569](#)

As discussed in reports [Ontario Works 2021-2022 Business Plan 2021-653](#), [Social Assistance Renewal Update report 2021-586](#), and [Youth Intensive Project report 2020-538](#), the City of Brantford is a pilot site for EST, CI, and the Youth Intensive Project.

7.0 Corporate Policy Context

2021/22 Council Priorities Desired Outcome #2: Social Service Support is provided to Brantford residents in need.

County of Brant Strategic Priority 5: Healthy, Safe and Engaged Citizens.

Community Services and Social Development – A Vision and Plan – Making Life Better Every Day.

P1: Safe and Vibrant Places, P1.2 – P1.2.6

P3: Inspired Partnerships. P3.4 – P3.4.3

8.0 Input From Other Sources

MCCSS Performance Reports, Social Assistance Management System (SAMS) reports, and the 2021-22 Ontario Works Service Plan.

9.0 Analysis

A note regarding data sources:

Information contained in this report is inclusive of both the City of Brantford and the County of Brant data from April 1, 2022 to June 30, 2022. The majority of the data is extracted from MCCSS Performance Reports, Social Assistance Management System (SAMS) reports, and proprietary tracking tools developed by the City of Brantford. Any data referenced from MCCSS SAMS is reflective of the City of Brantford CMSM, which includes the County of Brant, unless otherwise noted.

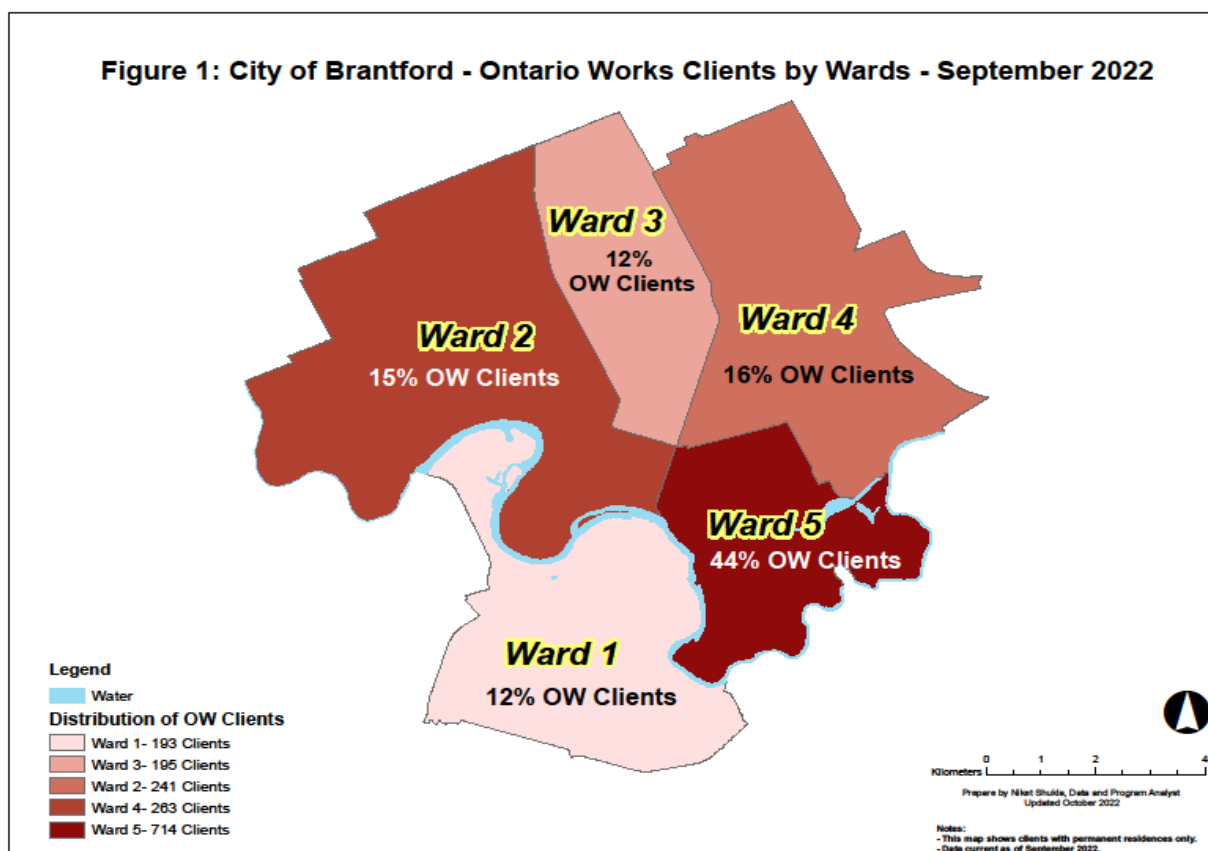
9.1 Social Determinants of Health

The social determinants of health (SDH) are the social and economic factors influencing people's health. These are apparent in the living and working conditions that people experience daily. The SDH impacts health in many

positive and negative ways. Income inequality, for example, has negative consequences for those living in poverty, and these effects are magnified when these individuals are congregated in poor or deprived regions. In contrast, those who enjoy economic stability in affluent communities have better overall health.¹ A more in-depth review of the research completed in the summer of 2021 can be found in the report, [Ontario Works Quarterly Update Q4 2022-60](#).

9.2 Ontario Works Caseload Distribution by Geographic Service Area

Figure 1 Map of City of Brantford OW Wards



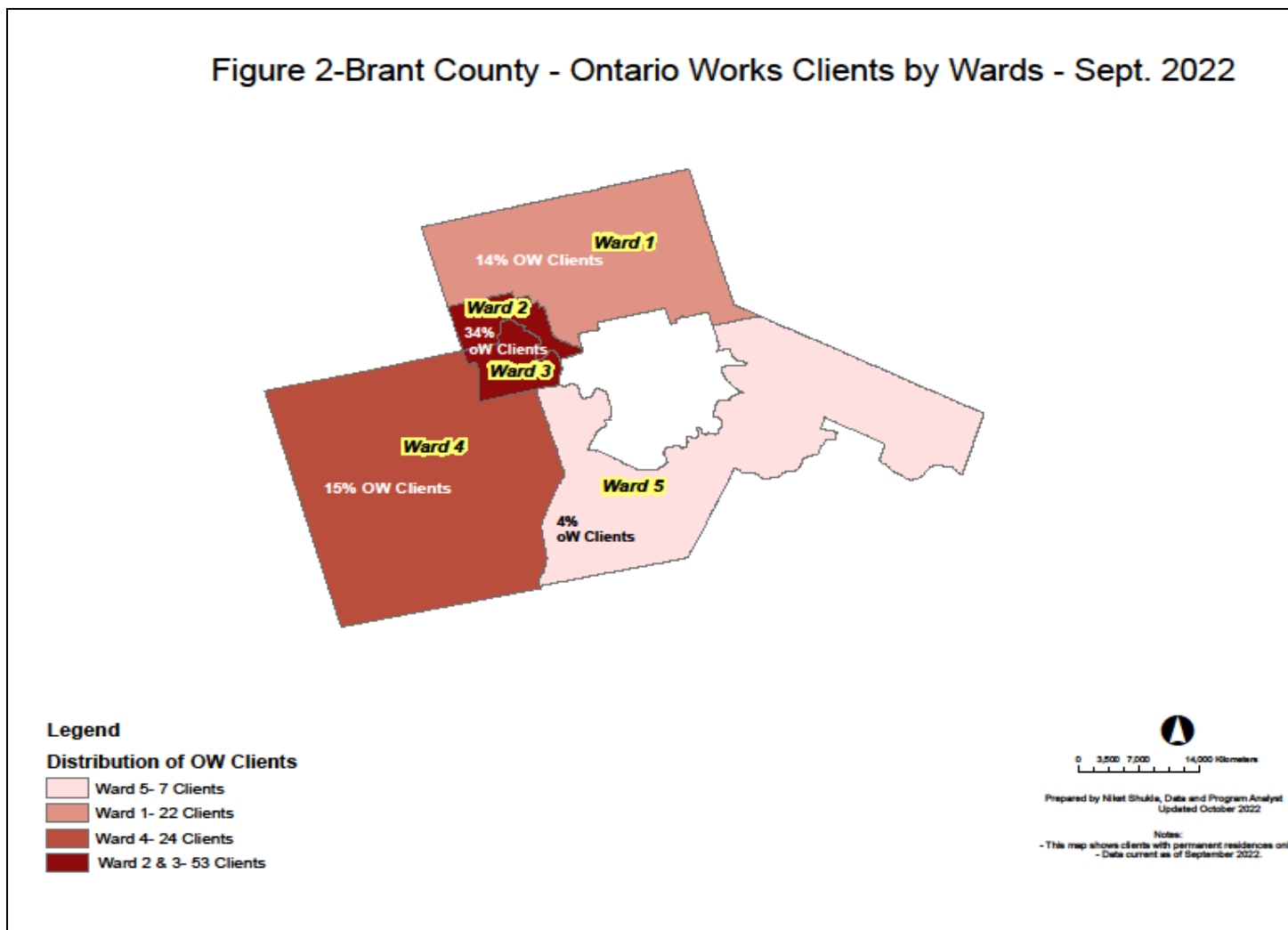
Source: MCCSS CRS100M – Integrated Case Summary Report – September 2022

The distribution of Ontario Works caseload by geographic area in the City of Brantford remains consistent with a small increase in the number of service users residing in Ward 5 from 42% in Q2 to 44% in Q3.

¹ <https://www.cpha.ca/what-are-social-determinants-health>

County of Brant's caseload percentage has also remained stable during Q3 with a slight increase of 1%. County recipients represent approximately 8% of the overall caseload in Q3, with the majority of County recipients residing in Paris. Staff has dedicated office space and hours at the Cowan Community Health Hub in Paris and have the ability to provide both an in-person and or virtual meeting option for Brant County recipients. Discussions are underway with local partners interested in touch-down space to provide County of Brant employment, mental health and addiction services/supports at the Cowan Community Health Hub.

Figure 2: Map of Brant County by Wards



Source: MCCSS CRS100M – Integrated Case Summary Report – September 2022

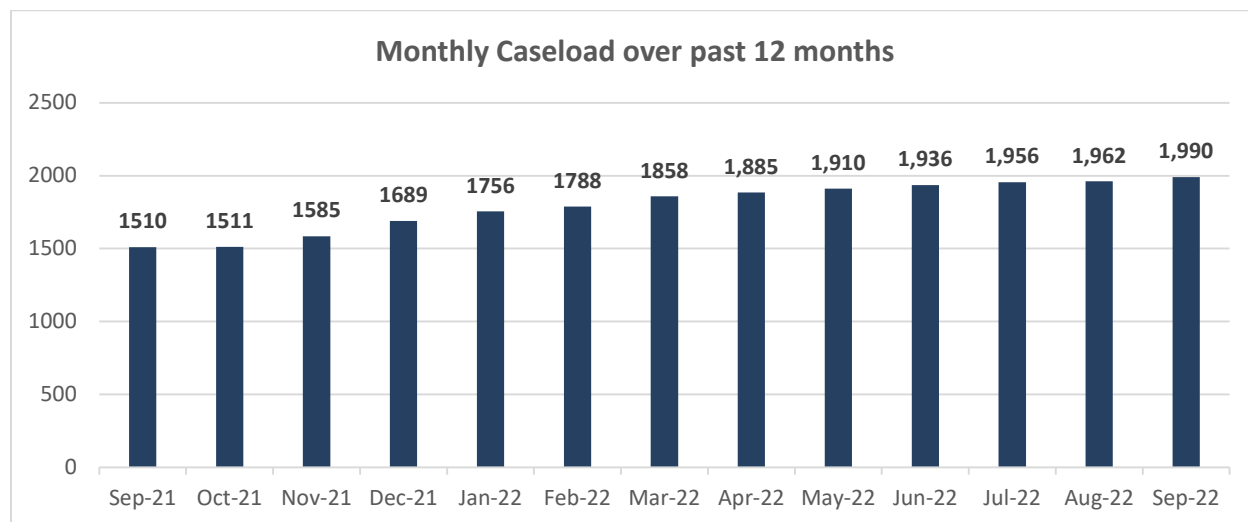
Notes and Limitations for Figures 1 & 2:

- Brant County Wards 2 and 3 have 34% of OW service users each.
- Data is current as of September 2022.
- Service users with only permanent and fixed addresses are mapped.
- 1% of the service users couldn't be mapped.

9.3 Intakes and Overall Caseload

The Ontario Works caseload, including City and County cases has been on the rise October 2021. The trend has continued with a 3% increase in caseload size from Q2 2022. From September 2021 to September 2022 the caseload size increased by 31%. As of September 2022 there was 1,990 cases which is a 27-month high. As referenced in report [Ontario Works Quarterly Update Q1 2022-339](#) a 30% increase was expected to occur over the next few years however the caseload growth exceeded that projection earlier than anticipated. In addition to the projected 30% increase, a Social Assistance Caseload Forecast memo was distributed to Ontario Works local offices by the MCCSS and suggested that the Brantford/Brant caseload will increase to approximately 2309 by 2023/24 a number that hasn't been seen since July 2012. Although the number of applications for Ontario Works declined by approximately 1% in Q3 from Q2, the Q3-2022 number (536) is still 36% higher than the number of applications received in Q3-2021 (393).

Figure 1 Average Monthly Caseload

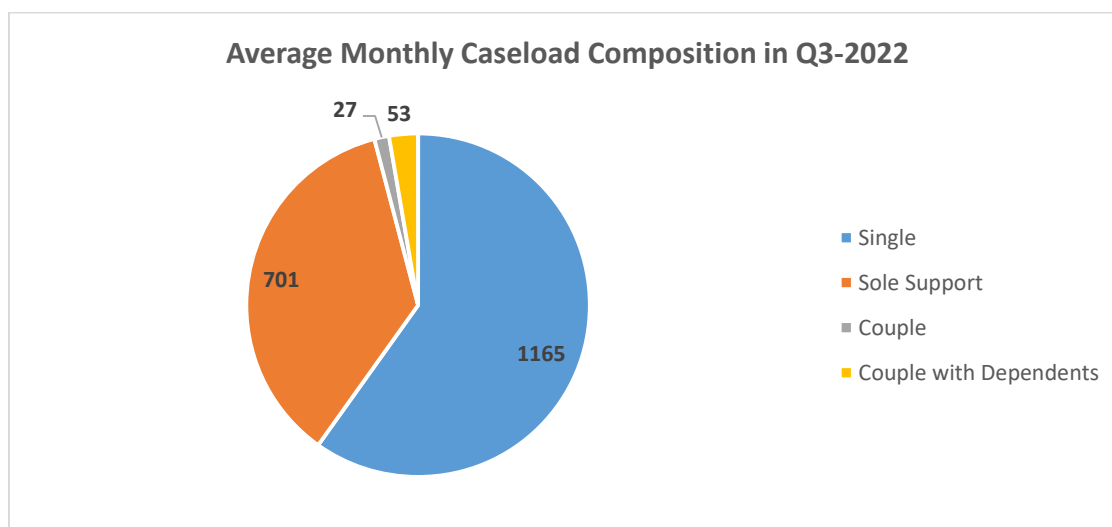


Source: MCCSS – OW Social Assistance Operations Report V5.1 October 2022

9.4 Caseload Demographics

Figure 4 below provides an overall summary of benefit unit types. The Q3-2022 caseload composition remains consistent with the previous quarters for this and the previous year. There is very little variance seen with these figures that align with local historical trends from previous years and data from other jurisdictions.

Figure 2 Monthly Caseload Composition



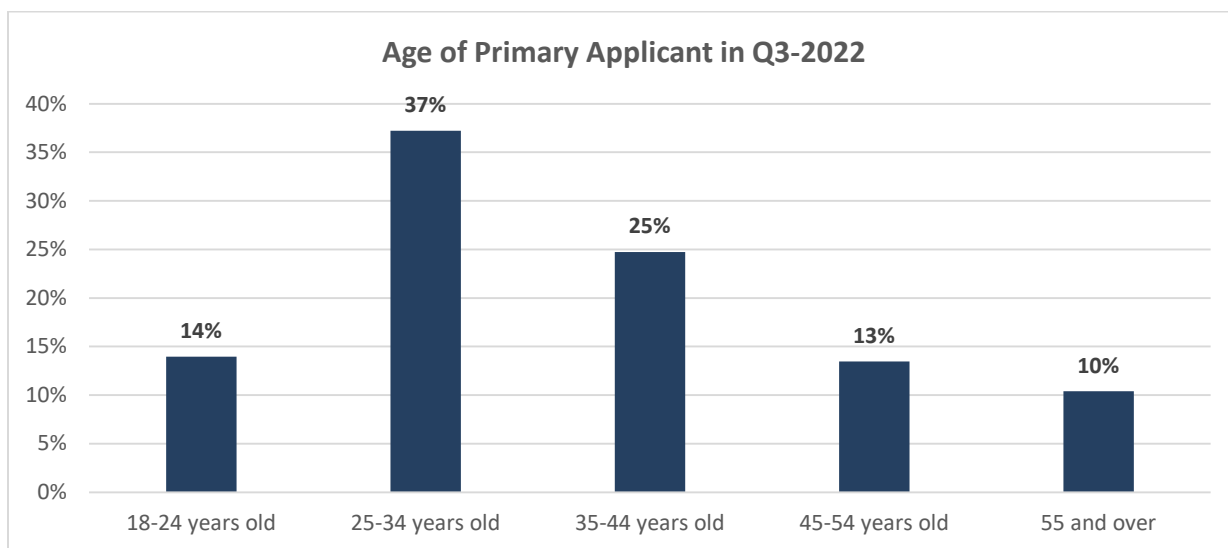
Source: MCCSS CRS100M – Integrated Case Summary Report –July to September 2022

The age of primary application has also remained consistent with previous quarters and previous months, with those aged 25-34 making up the largest

cohort on the caseload. The 55 and over age range experienced a marginal decrease in Q3; however, this is significant as this cohort had seen a small yet consistent trend upward since 2017 until Q2 2022, when it began trending downward, likely driven by the increase in new cases mostly of younger age ranges.

The most common case type when considering age and gender, continues to be the sole support for females aged 25 to 34.

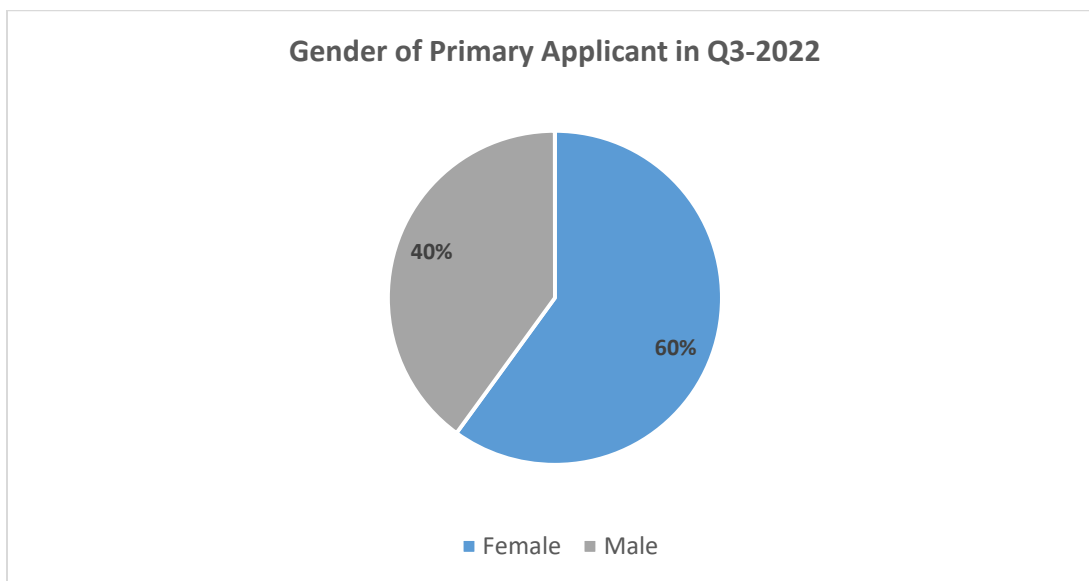
Figure 3 Age of Primary Applicant in Q1



Source: MCCSS CRS100M – Integrated Case Summary Report – July to September 2022

The gender division in the primary application has remained consistent compared to Q2. These figures align with historical trends and data from other jurisdictions.

Figure 4 Gender of Primary Applicant



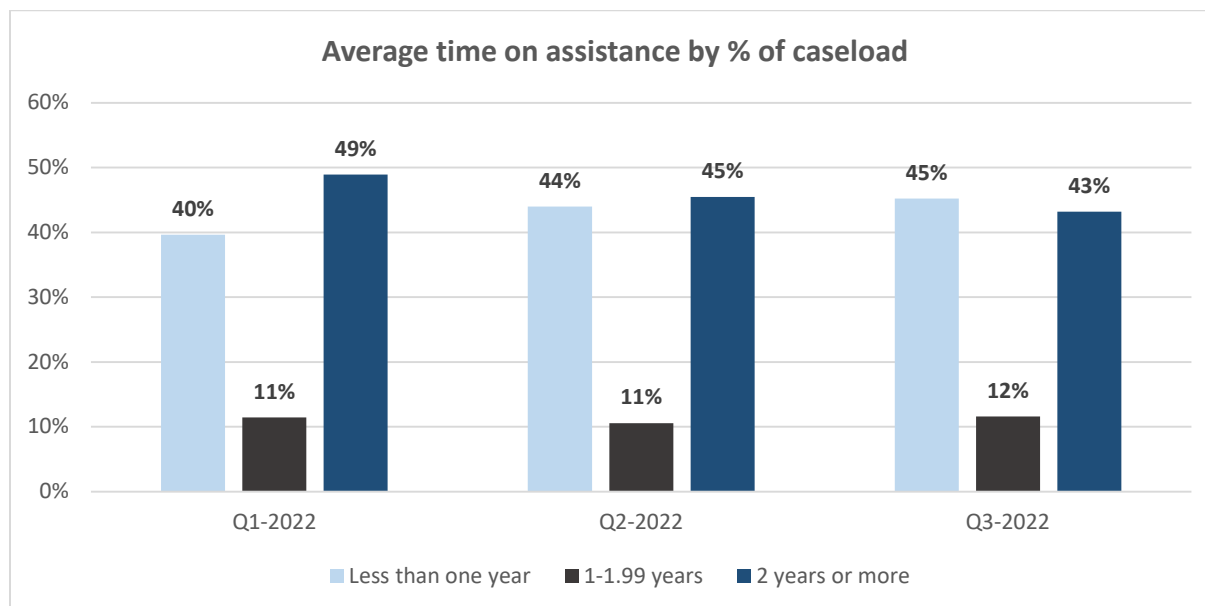
Source: MCCSS CRS100M – Integrated Case Summary Report – July to September 2022

9.5 Time on Assistance

Since 2014 there has been a gradual increase in the average time on assistance, with the Q3 figure remaining the same as Q2 at 33%. The percentage of caseloads that has been on assistance for two years or more continuously declined with a 2% decrease from Q2-2022 down to 43%. Important to note is the corresponding percentage increase in the number of cases that have been on assistance for less than one year.

Time on assistance is a measure that FIS closely monitors. The longer a person remains disconnected from the labour force, the more difficult re-entry to employment becomes. The current situation, with almost 90% of families receiving social assistance for more than one year continuously in a very active labour market, indicates that most Ontario Works recipients will experience challenges to becoming employed and self-sufficient from government assistance.

Figure 5 Average Time on Assistance



Source: MCCSS CRS100M – Integrated Case Summary Report – July to September 2022

9.6 Caseload Goals and Barriers

Social Assistance Management System (SAMS) action plan reports provide information on service user goals, support needs, and community referrals. Figure 8 provides details on goal categories and the percentage of recipients with each goal. The most widely set goals in Q3 continue to be related to Crisis and Safety (formerly called Basic Needs) as seen in Q1 and Q2.

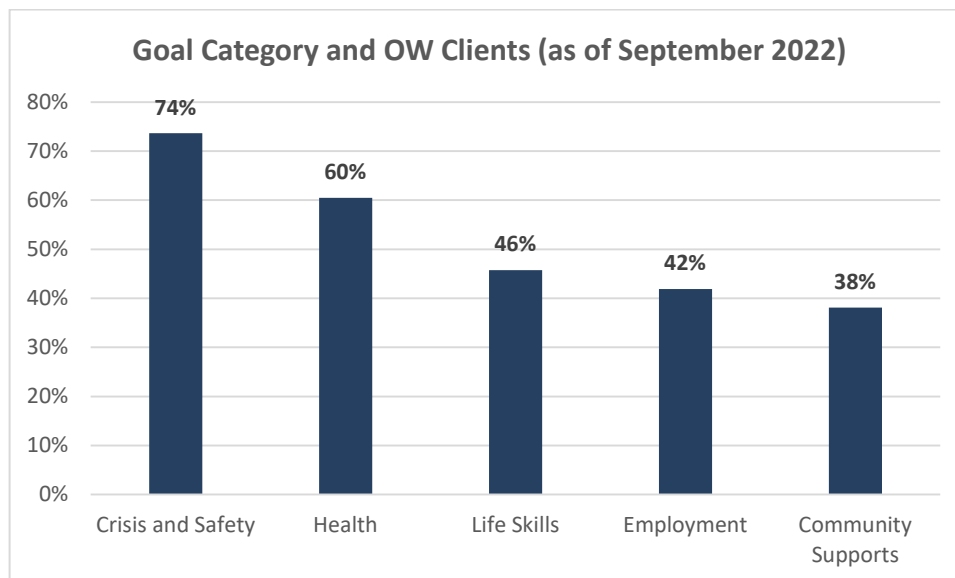
Inflationary costs related to fuel and groceries, along with most social assistance recipients receiving 44% less than the deep-poverty threshold; explain why service users continue to identify an urgent need to locate a source of additional/increased income².

Measures taken to try and cool rising inflation saw the Bank of Canada raise interest rates to 3.75%. Interest rate hikes has pushed an increasing amount of individuals and families out of qualifying for a mortgage. As a result, we see more pressure on the rental market. Rising interest rates are not the only reason we are seeing rental rates increasing; during the pandemic, there were a number of people leaving the cities for more “space,” and now there is a large number of

² https://www12.statcan.gc.ca/census-recensement/2016/ref/dict/tab/t4_5-eng.cfm

them returning to the urban cores, which increases the demand for condos and apartments. This, in turn, leaves a very small amount of affordable rental opportunities to the citizens in the lowest income brackets, which make up 20% of our population³.

Figure 6 Goal Category and OW Service users



Source: MCCSS CRS355W – Action Plan Details Report – June 2022

Table 1 Goal Category and Goals

Category	Goal	Percentage of service users with the goal
Crisis and Safety (Formerly called Basic Needs)	Crisis and Safety Overall	74%
	Obtain Financial Support	62%
	Pursue Secure Housing	20%
Health	Health Overall	62%
	Support for Ongoing Medical Conditions	39%
	Mental Health and Supports	28%
	Substance Abuse Support	9%
	Need for Primary Care Provider	8%

³ <https://globalnews.ca/news/8993017/canada-rental-market-prices-interest-rates/>

Category	Goal	Percentage of service users with the goal
Life Skills	Life Skills Overall	46%
	Digital Access and Skills	24%
	Educational Support	12%
	Pursue/Complete Grade 12 Education	9%
Employment Skills	Employment Skills Overall	42%
Community Supports	Community Supports Overall	38%
	Support for Dependent Care	14%
	Access Transportation	10%
	Legal Support	8%
	Participate in Community Opportunities	8%

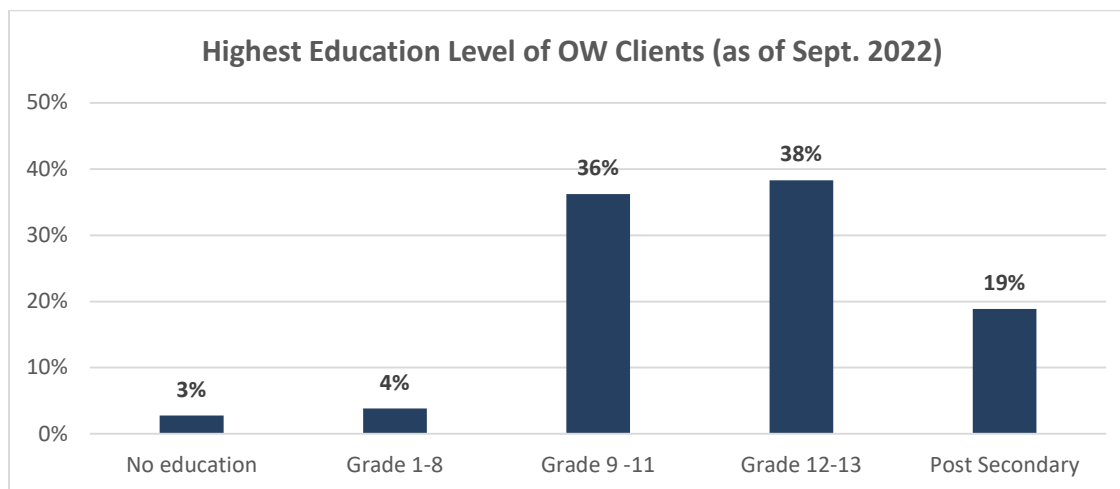
Source: MCCSS CRS355W – Action Plan Details Report – September 2022

As seen above, crisis and safety goals are common among 74% of Ontario Works recipients, which is a 4% increase compared to Q2. It is important to note that all other categories, including Health, Life Skills, Employment Skills, and Community Support, showed increases which may be a predictor/indicator of increasing case complexity.

Q3 has seen little change compared to Q2 for the highest education level of Ontario Works recipients. Education continues to be a significant barrier, with approximately 44% of Ontario Works recipients not having completed grade 12.

While most Ontario Works service users are pursuing goals related to increased income (62%) and housing (20%), many are also attempting to improve their physical health (39%), mental health (28%), and substance use (9%) at the same time. Mental health and substance use identifiers are underreported by service users and the actual incidence of these conditions is thought to be substantially higher. These two goal areas interact, and health conditions prevent or reduce the achievement of financial and housing goals. Some service users are also applying for ODSP (Ontario Disability Support), which has a higher benefit rate due to persistent health conditions which are not expected to improve. Local health system gaps, wait lists, and complex referral pathways factor into the difficulty in meeting health-related goals.

Figure 7 Highest Education Level of OW Service users



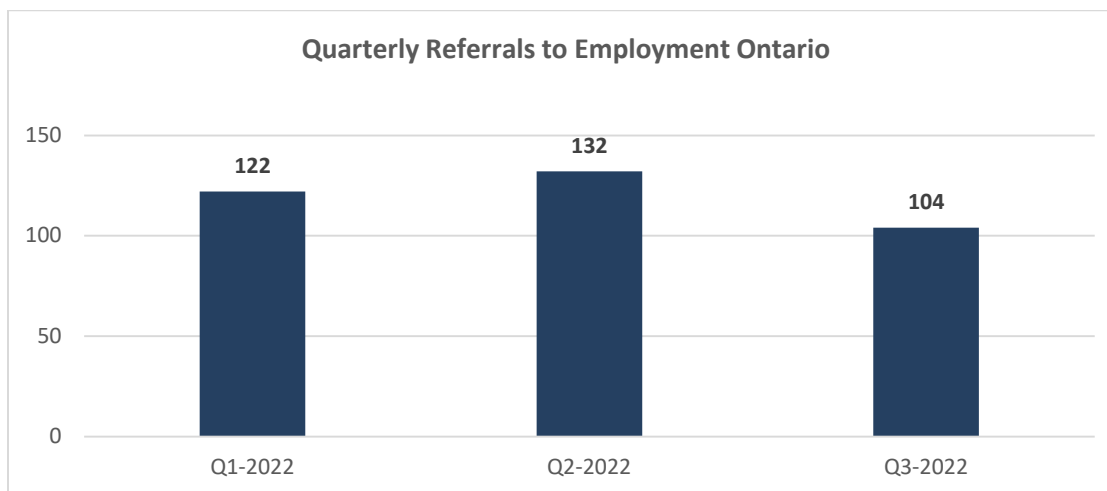
Source: MCCSS CRS100M – Integrated Case Summary Report – September

9.7 Employment Supports

As an Employment Services Transformation (EST) site, the City of Brantford continues to support the implementation of the new service delivery model whereby social assistance employment services are provided by Employment Ontario (EO). Our primary role is to administer a provincially developed standardized assessment and complete a referral to EO based on assessment results, if appropriate.

The figure below shows the number of EO referrals made in 2022 by Ontario Works staff. Q3 saw a 21% decline in the number of referrals. As a result of federal emergency benefits ending and social assistance caseloads increasing, the Ministry requested prioritization of OW clients who were formerly in receipt of CRB to be referred to EO. A local fast-track referral process for these clients was agreed upon by the City of Brantford and Fedcap Canada (the Service System Manager). This meant a list of former CRB clients suitable for an EO referral was provided to Fedcap for distribution to EO without the completion of a formal assessment for referral in the system by OW. This fast-tracking promoted a quicker connection to employment services with EO for this client group but also meant that the referral would not be counted for OW in Q3.

Figure 10 Quarterly referrals to Employment Ontario



MCCSS - Service user Level Social Assistance Common Assessment Report – Brant CMSM – ODSP PWD, NDA and OW – September 2022

Although referrals to EO have been steady and national and provincial unemployment rates have been low (Brantford 4.8% [+] Ontario 5.9% [+] Canada 5.2%)⁴, this has not translated into increased job placements for the Ontario Works population. Many industries and employers report serious Labour shortages, and hiring challenges continue to exist for underemployed groups who require enhanced job placement supports and additional training.

Initiatives are underway to improve the connection between job seekers and employers and improve employment outcomes and experiences for service users in receipt of social assistance and local employers.

The City of Brantford's Family & Income Stability team is partnering with Economic Development, the Workforce Planning Board of Grand Erie and Fedcap Canada to understand initiatives, working conditions and supports social assistance service users require in order to be motivated to look for, obtain and keep employment. The pandemic has only increased the existing skills gap between social assistance service users and employers and has significantly changed the culture/landscape of work for everyone. Both job seekers and employers will be required to make shifts to expectations as well as in recruiting, hiring, training, and employment practices to successfully build and maintain a skilled workforce.

⁴ <https://www.advantagebrantford.ca/en/data-centre/labour-market-reports.aspx>

Family & Income Stability is also in discussion with the City of Brantford's Human Resources Department to identify available internal employment and recruitment opportunities for job seekers in receipt of social assistance. More information about these initiatives will be available in Q1 2023.

9.8 Modernization and Service Delivery Enhancements

The City of Brantford Family & Income Stability department delivers the Ontario Works Program through a centralized model with a satellite office in Paris that launched in April 2022, as discussed in the Cowan Community Health Hub report, [2022-96](#). Service delivery design and resourcing decisions are informed by provincial mandates, caseload data, local context, and community needs. Ongoing evaluation and analysis ensure service delivery planning, design, and implementation are best designed to meet the needs of the community's most vulnerable citizens.

One of the ways staff are able to meet the diverse needs of service users is by establishing specialized caseloads based on either geographic location or specific support needs, i.e., youth. While we already offer specialized caseloads for youth, individuals pending approval for the Ontario Disability Support Program, the homeless, and young parents, etc., staff continue to look for opportunities to expand the strategy.

At the same time, staff continue to offer a hybrid service delivery option for service users. While most interactions continue to occur virtually, the number of in-person appointments and time spent in the community is increasing.

Technology advancements continue to support the hybrid service delivery model, with eSignature scheduled for launch with Ontario Works in the coming months.

The Family and Income Stability department is actively working with the Live Well Housing program to support our most vulnerable clients with financial needs. Bringing services where clients live improves engagement, accessibility, and opportunities for relationship building. Ontario Works is currently located at Marlene Ave, with collaborative planning underway for expansion into larger housing areas.

10.0 Financial Implications

Not Applicable

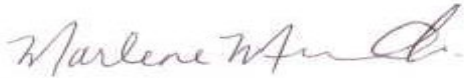
11.0 Climate and Environmental Implications

Not Applicable

12.0 Conclusion

The FIS department takes a proactive approach in terms of planning, adapting, and innovating to meet the needs of the most vulnerable citizens of the Brantford-Brant community. However, challenges related to rising costs of living and case complexity continue to limit service users' ability to focus on overcoming other barriers that hinder their life stability and employability.

FIS staff continues to work closely with community partners, including EO, to ensure service users get connected to the support they need. The top priority continues to be supporting service users in their efforts to meet their crisis and safety needs while providing stability supports to address physical and mental health goals. Staff will continue to provide quarterly reports to keep the Social Services Committee and Council informed on the Ontario Works caseload for the City of Brantford and County of Brant.



Marlene Miranda, General Manager
Social Services and Community Development

Prepared By:

Anthony Labatt, Manager, Family and Income Stability
Niket Shukla, Data and Program Analyst, Family and Income Stability

Attachments (if applicable)

N/A

Copy to:

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required

yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no



Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

Date December 7, 2022 **Report No.** 2022-557
To Chair and Members
Social Services Committee
From Marlene Miranda, General Manager
Community Services and Social Development

1.0 Type of Report

Consent Item [X]
Item For Consideration []

2.0 Topic Update - Federal Community Housing Initiative – Phase 2 – 9-27 Robertson Avenue, Brantford [Financial Impact – None]

3.0 Recommendation

- A. THAT report 2022- 557 titled Update - Federal Community Housing Initiative – Phase 2 – 9 – 27 Robertson Avenue, Brantford BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

4.0 Executive Summary

On February 7, 2022 Canada Mortgage and Housing Corporation (CHMC) circulated information on the Federal Community Housing Initiative – Phase 2 (FCHI-2) and requested that the City of Brantford, as a recipient of the temporary rental assistance program, provide confirmation of whether or not it will apply for FCHI-2 funding.

On March 2, 2022, by way of Report 2022-187, Expression of Interest – Federal Community Housing Initiative – Phase 2 – Robertson Avenue, Brantford, Council directed staff to submit an Expression of Interest and Amending Agreement to Canada Mortgage and Housing Corporation (CHMC) by March 31, 2022. On May 30, 2022, the City of Brantford’s submission was approved, with payments effective August 1, 2022 until March 31, 2028.

5.0 Purpose and Overview

To provide an update to Council regarding the outcome of the submitted Expression of Interest for the Federal Community Housing Initiative Phase 2 with Canada Mortgage and Housing Corporation (CMHC).

6.0 Background

The complex at 9 – 27 Robertson Avenue, Brantford is a 16-unit seniors’ affordable housing project which was developed through a federally-administered social housing project under the National Housing Act. The Operating Agreement between the City of Brantford and CMHC expired April 1, 1994. Upon expiration of the Operating Agreement the City of Brantford committed to continue to provide affordable accommodation to low-income households.

In April 2021, Council directed staff to enter into an agreement with CMHC to receive and deliver temporary rental assistance in the total amount of \$26,551 to eligible households who occupy units at 9 – 27 Robertson Avenue, Brantford (Report 2021-315 “Canada Mortgage and Housing Corporation Temporary Rental Assistance – Robertson Avenue, Brantford”).

In February 2022, as a result of being a recipient of temporary rental assistance, CMHC identified the City of Brantford as an eligible applicant for FCHI-2 funding and requested confirmation of interest. By way of report 2022-187, Expression of Interest – Federal Community Housing Initiative – Phase 2 – Robertson Avenue Brantford, City Council directed staff to submit an Expression of Interest.

On August 1, 2022 the City received notification of approval of FCHI-2 funding. Eligibility for funds were based on availability of funds and total applications received.

7.0 Corporate Policy Context

This report supports the 2020-2021 Council priorities, approved on October 15, 2020, #2: Social services support is provided to Brantford residents in need.

This report also supports Part 1 of the City of Brantford's Official Plan (Section 6: Housing, Economy and Creative Culture, Subsection 6.1.4., Affordable and Rental Housing) and the Brant-Brantford Housing Stability Plan (2014-2024).

This report also supports the County of Brant's 2019-2023 Strategic Priorities: "Healthy, safe, and engaged citizens" and the Community Services and Social Development (CSSD) Commission Vision Plan "Making Life Better, Every Day" specifically P1.1 Continue working towards a range of available housing so residents can live in a setting most appropriate to their needs.

8.0 Input From Other Sources

None

9.0 Analysis

In 2021 CHMC provided the City with a lump sum payment of \$26,551 to provide temporary rental assistance to eligible low-income households at 9-27 Robertson Avenue.

To qualify for this funding, both the Housing Provider (the City of Brantford) and members of the household, must not be in receipt of financial assistance through any other rental assistance program. The 9 – 27 Robertson Avenue site meets this criteria as a seniors' affordable market housing property which does not receive federal or provincial funding. Eight (8) households were deemed eligible for rental assistance. Temporary rental assistance from this funding was available for a one year time period effective April 1, 2021 to March 31, 2022.

CMHC subsequently announced that as a recipient of the temporary rental assistance program, the City of Brantford was able to submit an expression of interest to opt-in to the Federal Community Housing Initiative Phase-2 funding by March 31, 2022. Opting-in was not a guarantee of receiving FCHI-2 funding. Eligibility for funding was determined, on the availability of funds and the total number of applications received.

On May 30, 2022 CMHC advised that the City of Brantford's submission was approved with payments commencing August 1, 2022. As part of the extension

of the Temporary Rental Assistance Program, until the evaluation was completed for the FCHI-2, an additional payment of \$13,975 was provided by CMHC for funding for the period of April 1, 2022 to July 31, 2022.

Rents for Robertson Avenue are \$782.00 per month. These rents are considered low end of market rent. Nine (9) households pay more than 30% of their annual income on rent qualify for assistance from FCHI-2 funding. The total amount of the temporary rental assistance program funding received through FCHI2 for the nine eligible households is \$2,247.52 per month, for the period of April 1, 2022 to March 31, 2028.

10.0 Financial Implications

There are no financial implications for the City of Brantford as the City of Brantford will act as a flow through agency. This funding will be applied to the rental accounts of the qualifying tenants at 9-27 Robertson Avenue.

11.0 Climate and Environmental Implications

N/A

12.0 Conclusion

For the period of April 1, 2022 to March 31, 2028 the Federal Community Housing Initiative, Phase II, will provide rental subsidy to nine (9) households at 9-27 Robertson Avenue, Brantford who pay in excess of 30% of their income towards rent.



Marlene Miranda, General Manager
Community Services and Social Development

Reviewed By:

Mary Musson, CD, BA (Hons), Dipl MM
Director, Housing and Homelessness

Prepared By:

Donna Kirchknopf, Manager, Housing Operations

Attachments:

Appendix "A" - Federal Community Housing Initiative Phase II ("FCGHI-2") Agreement between the Canada Mortgage and Housing Corporation and the Corporation of the City of Brantford.

Appendix "B" – Canada Mortgage and Housing Corporation approval letter dated May 30, 2022.

Copy to: NA

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no

Federal Community Housing Initiative Phase II ("FCHI-2") Agreement

AGREEMENT made in duplicate this 1st day of August 2022 ("Effective Date").

BETWEEN:

Canada Mortgage and Housing Corporation

("CMHC")

OF THE FIRST PART

– and –

CORPORATION OF THE CITY OF BRANTFORD

(the "Housing Provider")

OF THE SECOND PART

(hereinafter collectively called the "Parties")

WHEREAS CMHC, on behalf of the Government of Canada, wishes to assist Housing Providers (as defined herein) through the Federal Community Housing Initiative Phase II ("FCHI-2") Agreement by providing rental assistance to Low-Income Households and, where applicable, transitional funding to assist Housing Providers temporarily.

WHEREAS the Housing Provider has developed, constructed, acquired or improved a housing Project hereinafter called the "**Project**", as defined in Schedule "B" of this Agreement, with a view of providing accommodation for low-income families and individuals.

AND WHEREAS the Housing Provider has or has previously had an agreement with CMHC wherein CMHC made payments to or provided other supports to the Housing Provider pursuant to the *National Housing Act* for the purpose of assisting with the cost of operating the Project and providing affordable accommodation to persons and families of low-income.

NOW THEREFORE THIS AGREEMENT WITNESSES that CMHC wishes to further support the Housing Provider's Project through this Agreement, and in consideration of the mutual covenants herein contained the Parties undertake and agree as follows:

1. Definitions:

- a) "**Action Plan**" shall mean a plan submitted to CMHC or its representative by the Housing Provider in accordance with Schedule "C" of this Agreement, which demonstrates how the Housing Provider will progress and strengthen four areas, over the Term of this Agreement: Social Inclusion, Financial Viability, Governance, and Asset Management.
- b) "**Assisted Household**" shall mean a Low-Income Household who occupies an Assisted Housing Unit in the Project.
- c) "**Assisted Housing Unit(s)**" shall mean a minimum of one (1) unit described as subsidized in the Project under Schedule "B", which is occupied or is to be occupied by an Assisted Household eligible for assistance under this Agreement.
- d) "**Gross Household Income**" shall have the meaning given in Schedule "E" of this Agreement.
- e) "**Household**" shall mean a person or a group of persons who occupy the same private dwelling and do not have a usual place of residence elsewhere in Canada.

- f) **“Housing Provider”** shall mean the recipient of funding under this Agreement who meets the eligible Housing Providers criteria described in Schedule “A” of this Agreement.
- g) **“Low-Income Household”** shall mean a Household for whom the Occupancy Charge exceeds thirty percent (30%) of its Gross Household Income.
- h) **“Occupancy Charge”** shall mean the monthly housing charge paid by non-Assisted Households.
- i) **“Over-Housing Charge”** shall have the meaning described in Schedule “D” of this Agreement.
- j) **“National Occupancy Standards”** shall mean those occupancy standards determined from time to time by CMHC and set out in the Reference Guide.
- k) **“Reference Guide”** shall mean the FCHI-2 program guidelines, as amended from time to time by CMHC, provided to Housing Providers by CMHC to help the Housing Providers administer the funding under this Agreement.
- l) **“Rent-Geared-to-Income Housing Charge”** means the amount each Assisted Household is required to contribute towards the Occupancy Charge as determined by the Housing Provider and calculated in accordance with Schedule “D”.
- m) **“Rental Assistance”** shall mean the FCHI-2 rental assistance as outlined under Schedules “B” and “D” of this Agreement, which corresponds to the difference between the Occupancy Charge and the Rent-Geared-to-Income charged to the Assisted Household.
- n) **“Term”** shall mean the duration of the Agreement, commencing with the Effective Date and ending on March 31, 2028, or such earlier date as the Agreement may be terminated in accordance with its terms, including but not limited to Section 13 (Termination and Breach).
- o) **“Total Loss”** shall mean where a unit in the Project becomes indefinitely uninhabitable due to fire, explosion, flood or any other unavoidable catastrophe.
- p) **“Transitional Funding”** shall mean assistance paid under Schedule “F”, if applicable.

2. Management and Administration of Funding Under this Agreement

- (a) The Housing Provider will transfer Rental Assistance under this Agreement to Low-Income Households occupying Assisted Housing Units who meet the eligibility criteria set out in Schedule “D” of this Agreement.
- (b) The Housing Provider is required to adopt formal and consistent procedures of selecting Low-Income Households. The Housing Provider shall ensure that its application form for Rental Assistance will contain sufficient information for CMHC or its representative to confirm that the Housing Provider is operating in accordance with this Agreement and the Reference Guide.
- (c) The Housing Provider undertakes and agrees that its financial statements will clearly identify that Rental Assistance under this Agreement is enabling or/has enabled access to accommodation in the Project by the Assisted Households.
- (d) The Housing Provider will ensure that Assisted Households are fully informed of the FCHI-2 federal investment in their housing and of the Assisted Households’ responsibilities related to the FCHI-2 funding under this Agreement.
- (e) Subject to applicable legislation on access to information and protection of privacy, the Housing Provider shall:
 - (i) obtain the written consent of the Assisted Households for the Housing Provider to give CMHC or its representative any and all information required to be collected or received by the Housing Provider for the purposes of providing Rental Assistance under this Agreement; and
 - (ii) permit CMHC to; (A) use any information submitted or provided in connection with the Project in CMHC’s media releases, publications or other venues and events as deemed appropriate by CMHC, and (B) make public its financial assistance to the Project in a manner as determined by CMHC.

The Housing Provider shall comply with federal or provincial human rights legislation, as applicable and as amended from time to time.

3. Rent-Geared-to-Income Housing Charges for Assisted Households

The monthly Rent-Geared-to-Income Housing Charges payable by the Assisted Households to the Housing Provider shall be in accordance with the guidelines set out in Schedule "D" to this Agreement provided, however, that the monthly amount charged to any Assisted Household does not exceed the Occupancy Charge as established from time to time by the Housing Provider. The monthly charge so determined shall be subject to change to reflect increases or decreases in the Household's Gross Household Income and composition, as reported to the Housing Provider in accordance with this Agreement.

4. Leasing / Occupancy of Assisted Housing Units

(a) The Housing Provider shall enter into a written lease or occupancy agreement with each Assisted Household, lasting a minimum of a year or as otherwise agreed by CMHC, in its sole discretion, and in a form acceptable to CMHC or its representative. In addition, the Housing Provider shall ensure that each Assisted Household (i) provides a signed declaration of its Gross Household Income as defined in Schedule "D" on an annual basis, and (ii) signs a written agreement providing that the Rent-Geared-to-Income Housing Charge payable to the Housing Provider will be increased or decreased in accordance with income and that retroactive adjustments will be made if income is misrepresented or not reported. Where prohibited by law, the Housing Provider shall not require payment in advance of the last month's rent or a security deposit under the lease or occupancy agreement.

(b) Every lease or occupancy agreement signed with an Assisted Household shall contain a provision making it a requirement for the Assisted Housing Unit to be occupied only by the Assisted Household named in such lease or occupancy agreement. Further, the Housing Provider shall stipulate, as applicable, in writing, with the Assisted Household, that Assisted Households may be offered another unit of a more appropriate size if such Households' composition changes and a unit of more appropriate size becomes available. In the event that the Assisted Household enters into an assignment or subletting agreement and moves to a separate Assisted Housing Unit, then only the Assisted Housing Unit occupied by the Assisted Household will be eligible for Rental Assistance. The determination of whether or what other units may be offered is at the sole discretion and responsibility of the Housing Provider. If the Assisted Household refuses to move, the Housing Provider is required to apply an Over-Housing Charge, calculated using the difference between the Occupancy Charge for the current unit and the Occupancy Charge for the unit they are eligible for under the National Occupancy Standards.

(c) The Housing Provider shall make available to the Assisted Household the same facilities and privileges as are available to all of its other tenants, except as required to comply with this Agreement. The Housing Provider will not discriminate against the Assisted Household on the basis that it is paying a Rent-Geared-to-Income Housing Charge and will set the Occupancy Charge at the same level for comparable non-Assisted Units and Assisted Units.

5. Payment of Rental Assistance

(a) CMHC will provide monthly disbursements of the Rental Assistance to the Housing Provider for the term of this Agreement, and any extension thereof, equal to the difference between the Rent-Geared-to-Income Housing Charge payable by Assisted Households to the Housing Provider in accordance with this Agreement, and the Occupancy Charge.

Notwithstanding the Rental Assistance amount set out in Schedule "B" of this Agreement, the Rental Assistance may be subject to adjustment in accordance with the terms of this Agreement.

(b) In any given year, should the sum of Rental Assistance actually paid to the Housing Provider exceed the Rental Assistance required to be provided to Assisted Households during that year, the Housing Provider shall promptly refund all excess amounts to CMHC through the reconciliation activity outlined in Section 9(d).

(c) The Housing Provider shall adjust annually the Rent-Geared-to-Income Housing Charge payable by an Assisted Household occupying an Assisted Housing Unit in accordance with the twelve (12) month verification of the income and Household composition of the said Assisted Household and the calculations described in Schedule "D".

(d) No payments shall be paid by CMHC with respect to an Assisted Housing Unit for any period of time during which it was not occupied by an Assisted Household, except as otherwise provided under this Agreement.

(e) Notwithstanding any other provisions of this Agreement, payment of the funding under this Agreement is subject to the necessary appropriations from Parliament. No liability will attach CMHC in the case of no or insufficient appropriations.

(f) It is understood and agreed by the Parties hereto that the calculations of Rental Assistance and Transitional Funding, where applicable, rendered by CMHC under this Agreement may not be definitive and are subject to review by CMHC at its sole discretion. This includes, but is not limited to, any errors, discrepancies and/or omissions in the information provided by the Housing Provider to CMHC. In such event, the Housing Provider agrees that any surplus in the Rental Assistance that has been disbursed by CMHC based on any discrepancies in the original calculations will be promptly refunded to CMHC through the reconciliation activity as outlined in Section 9(d).

(g) CMHC may increase the Rental Assistance provided under Schedule "B" as a result of the Housing Provider's increase in the Occupancy Charge, provided that such increase be comparable to market rent increases or supported by other relevant financial data.

6. Transitional Funding

Should a Housing Provider be eligible for Transitional Funding, Schedule "F" of this Agreement shall be applicable, and the requirements of Schedule "F" shall apply to the provision by CMHC of such Transitional Funding. Should the transitional funding paid in any fiscal year exceed the actual funding required as established by CMHC, the Housing Provider shall promptly refund all excess amounts to CMHC through the reconciliation activity outlined in Section 9(d).

7. Final Reconciliation

At the end of the Term or upon termination of this Agreement, the Housing Provider shall promptly complete and submit a final reconciliation to CMHC or its representative for review and approval. Following the review and approval of the reconciliation: (i) any surplus of funding received under this Agreement will be reimbursed to CMHC within thirty (30) calendar days from the approval of the reconciliation and, (ii) on condition that the Housing Provider is not in breach of this Agreement, any deficiency in funding under this Agreement will be made to the Housing Provider within thirty (30) calendar days from the approval of the reconciliation, upon which CMHC will have no further liability of any kind to the Housing Provider.

8. Vacancies

Where an Assisted Housing Unit has been vacated or abandoned by an Assisted Household, no further payments from CMHC of the funding under this Agreement shall be made until it is again occupied by an Assisted Household. However, the Housing Provider may apply the funding to assist another Low-Income Household in the Assisted Unit or in another Assisted Unit of the Project. Should no other Low-Income Household exist at the time of the vacancy, then the Housing Provider will reconcile the funding provided by CMHC under this Agreement at the end of its fiscal year and return the excess funding to CMHC.

9. Books, Accounts, Audit and Reporting Requirements

(a) The Housing Provider shall meet all reporting requirements outlined under this Section 9 and under this Agreement, including provision of the Action Plan in accordance with Schedule "C".

(b) The Housing Provider shall, not less frequently than every twelve (12) months, or such other period as CMHC or its representative may reasonably require, in respect of each Assisted Household-

- (i) document the income and Household composition of the Assisted Household by obtaining declarations in the form established by CMHC or its representative; and
- (ii) take reasonable steps to obtain verification of the said income and Household composition to the satisfaction of CMHC or its representative.

(c) If, following a period specified by the Housing Provider, the Assisted Household refuses to provide information allowing verification of the said income and Household composition, the Housing Provider shall

provide written notice to the Assisted Household indicating that the Household's Rental Assistance will be terminated within four (4) calendar months, unless documentation in the required form is provided prior to the end of this grace period. Should the Assisted Household not provide the requested documentation within the grace period, then the Housing Provider will return to CMHC any Rental Assistance provided to the Assisted Household for this period of non-compliance through the reconciliation activity outlined in Section 9(d), or may apply the Rental Assistance to another Low-Income Household in the Project, if applicable.

(d) Every year, within four (4) months of its fiscal year end, the Housing Provider shall submit to CMHC or its representative, in the format established by them, the following documents:

- (i) its financial statements, which shall be audited in accordance with Canadian Auditing Standards;
- (ii) CMHC forms or its representative, including the one relating to reconciliation of funds paid under this Agreement and
- (iii) the corresponding calculation worksheets for each Assisted Household receiving rental assistance during the fiscal year.

(e) CMHC or its representative may inspect and audit all books, documents, invoices, records and accounts pertaining to the operation and the administration of the housing Project. The Housing Provider shall retain in its possession for not less than seven (7) years all such books, documents, invoices, records and accounts.

(f) Should the Housing Provider receive Transitional Funding, the Housing Provider will submit, on an annual basis and no later than four (4) months prior to the end of its fiscal year, its annual projected budget. The submitted documentation will be subject to CMHC or its representative's review and must be presented in the form established by CMHC or its representative

10. Sale, Lease and Consent

In the event of any sale, transfer, lease (except any lease on the basis of an individual rental unit to tenants or members) or proposed disposition of all or part of the Project, the Housing Provider undertakes to inform CMHC or its representative in writing at least sixty (60) days prior to the intended transaction. Should the Project be sold or leased to another entity, CMHC may, at its sole discretion, provide written consent to the assignment of this Agreement to such entity.

11. Third Party Funding

The Parties hereto agree that should any Assisted Household receive funding from any municipal, provincial or federal government source or any other source for substantially the same purpose as the Rental Assistance funding provided under this Agreement, then the Assisted Household in question will not be eligible to receive Rental Assistance provided under this Agreement, unless otherwise agreed to in writing by CMHC.

Notwithstanding, should any Assisted Household in the Project be in receipt of Third Party Funding, then the Housing Provider must immediately cease the Rental Assistance to this Assisted Household. The amount of Rental Assistance may be offered to another Household eligible for assistance under this Agreement.

The Parties hereto agree that, should the Housing Provider receive funding from any municipal, provincial or federal government source or any other source for substantially the same purpose as the Transitional Funding provided under this Agreement, then the Housing Provider will no longer be eligible to receive Transitional Funding provided under this Agreement, unless otherwise agreed to in writing by CMHC.

The Housing Provider agrees to inform CMHC before applying for and upon receipt of any Third Party Funding.

12. Conflict of Interest

The Housing Provider shall ensure that its directors, employees, agents and representatives avoid actual or potential conflicts of interest during the Term of this Agreement. Should an actual or potential conflict of interest arise, the Housing Provider shall ensure that its directors, employees, agents and representatives take appropriate steps to resolve the conflict or potential conflict.

13. Termination and Breach

(a) Where the Housing Provider commits a breach of any Section under this Agreement, or where the funding under this Agreement is used for a purpose other than permitted under this Agreement, and the Housing Provider fails to take remedial action as requested by CMHC within thirty (30) days of having received written notice thereof, then CMHC may, at its option

- (i) suspend funding under this Agreement until the requested remedial action is taken;
- (ii) discontinue the Rental Assistance payments with respect to the particular Assisted Housing Units involved in the default; or,
- (iii) terminate this Agreement upon further thirty (30) days' written notice

(b) CMHC, may at its option, terminate immediately in the case of fraud, gross negligence, misappropriation of funds or gross misconduct on the part of the Housing Provider.

(c) The Housing Provider may terminate this Agreement prior to the end of the Term by providing sixty (60) days' written notice thereof.

(d) Should the Housing Provider cease to meet the eligibility criteria established under Schedule "A" of this Agreement, or dispose of, other than as described in Section 10, or discontinue the provision of all of its Assisted Housing Units, CMHC may terminate this Agreement upon thirty (30) days' written notice.

(e) The failure of the Housing Provider to adequately manage or maintain any of the Assisted Housing Units or the Project in which they are located, as required under Section 16, shall constitute a breach of this Agreement.

(f) The insolvency or bankruptcy of the Housing Providers or the appointment of a receiver to manage any of the assets of the Housing Provider shall constitute a breach of this Agreement.

(g) It is understood that a Total Loss which renders one or more Assisted Housing Units uninhabitable shall not constitute grounds for the termination under this Agreement, provided that the Housing Provider proceeds diligently to repair, restore and make the damaged unit/units habitable. This is provided, however, that the funding under this Agreement shall cease with respect to such unit or units until they can again be occupied. The Parties hereto agree that in the event of a Total Loss of all housing units in the Project, then this Agreement shall terminate once such Total Loss is established by CMHC.

(h) In the event that an Assisted Household is in breach of any requirement under this Agreement, including any false submission and/or omission of information, CMHC's obligations to provide funding under this Agreement to the Assisted Household shall be void.

(i) If the Housing Provider eligible under this Agreement has not received funding of Rental Assistance for a period exceeding twenty-four (24) months due to the real assistance need being confirmed as nil pursuant to Schedule "D" of this Agreement, CMHC may terminate this Agreement providing sixty (60) days' written notice thereof.

(j) In the event that the Housing Provider is a leaseholder of an emphyteutic lease (ground lease) which is being either (i) terminated or (ii) not being renewed at the end of its Term, then this Agreement will immediately be terminated on the same day as the termination of such emphyteutic lease (ground lease) and any funding under this Agreement not allocated by the Housing Provider at such date shall be returned to CMHC within thirty (30) business days of such termination.

(k) In compliance with CMHC's authorities, the use of the Rental Assistance or Transitional Funding as security to secure other funding is not permitted under this Agreement.

(l) Notwithstanding any other terms or condition of this Agreement to the contrary, Section 9 (Books, Accounts, Audit and Reporting Requirements), Section 14 (Confidentiality), Section 15 (Relationship of the Parties), Section 17 (No Waiver), Section 18 (Severability), and Section 21 (Entire Agreement) of this Agreement, and all other provisions of this Agreement necessary to give effect thereto, shall survive any expiry or termination of this Agreement.

14. Confidentiality

(a) All personal information collected or received by the Housing Provider in the context of this Agreement for purposes of administering the funding under this Agreement shall be considered confidential (“**Confidential Information**”).

(b) The Housing Provider shall hold all Confidential Information in the strictest confidence, using efforts and a standard of care and employing such precautions as are necessary to prevent unauthorized use, access to and disclosure of Confidential Information. The Housing Provider agrees to use the Confidential Information solely for the purpose of administering the funding under this Agreement and not for any other purpose or for the benefit of any third party.

(c) The Housing Provider shall comply with all applicable legal requirements and, without limiting the generality of the foregoing, nothing in this Agreement shall be construed in a manner that would contravene the *Access to Information Act* (Canada) or the *Privacy Act* (Canada).

15. Relationship of the Parties

Other than for the payment of funding under this Agreement by CMHC as herein set forth, the full normal relationship between the Housing Provider and a tenant or member of the Housing Provider will exist between the Housing Provider and the Assisted Households. It is understood that CMHC will not be responsible to the Housing Provider for any breach or failure of an Assisted Household to observe any of the terms of its lease or occupancy agreement with the Housing Provider including the covenant to pay the Rent-Geared-to-Income Housing Charge and that the only financial responsibility of CMHC to the Housing Provider is to pay the funding under this Agreement. Further, the Housing Provider agrees that CMHC is not a party to lease or occupancy agreements and that CMHC therefore has no obligations under such agreements to the Housing Provider, tenant or member. In the event of a claim made by the tenant or member under such agreements, the Housing Provider shall hold CMHC harmless from any liability of any nature and shall be solely responsible for any indemnifications owing under such agreements.

16. Project Management

The Housing Provider shall furnish efficient management of the Assisted Housing Units, maintain the housing Project in which they are situated in a good state of repair and cleanliness and fit for occupancy and will comply with health and safety standards including any housing standards established by law. The Housing Provider will permit CMHC or its representative to inspect the Assisted Housing Units and the Project upon forty-eight (48) hours' notice, or a mutually agreed upon time if the notice is less than forty-eight (48) hours.

17. No Waiver

Failure on the part of CMHC to assert any of its rights under the Agreement or to abide by the processes described in this Agreement for any period of time shall not constitute a waiver of its rights under the Agreement. Failure on the part of CMHC to vary the content of any Agreement Documents for any period of time shall not constitute a waiver of its right to do so in the future.

18. Severability

In the event that any provision of the Agreement shall be held to be unenforceable by an authority of competent jurisdiction, the provision shall be severed from the Agreement and the Agreement shall be read so as to give effect, as nearly as possible, to the intent of the severed provision.

19. English Language

The Parties hereto agree that this Agreement and all documents related thereto will be in the English language. Les Parties aux présentes conviennent que cette Entente ainsi que tous les documents qui s’y rapportent seront rédigés en anglais.¹

¹ Only applicable to agreements drafted in English with Housing Providers in QC. Due to CCQ requirement.

20. Governing Law

(a) This Agreement is made under and will be governed by and construed in accordance with the laws of the province or territory in which the Project is located. The courts of such jurisdiction shall exclusively hear any dispute related to the validity, interpretation or performance of this Agreement.

(b) In all respects, the Housing Provider must also comply with the applicable legislation of the province or territory where the Project is located.

21. Entire Agreement

This Agreement shall be the sole agreement in respect of Rental Assistance or Transitional Funding and shall replace any prior legacy program agreements as outlined under Schedule "A" between the Housing Provider and CMHC, except as otherwise provided under this Agreement. For greater clarity, the federal Rent Supplement Agreements that are tied to Index-Linked-Mortgage Agreements shall not be terminated by this Section 21.

This Agreement and the Agreement Schedules attached hereto (the "**Agreement Documents**"), as amended, shall collectively form this Agreement and shall extend to, be binding upon, and ensure to the benefit of CMHC and the Housing Provider and their respective permitted successors and assigns. The Housing Provider will not, without the prior written consent of CMHC, assign this Agreement in whole or in part.

Each document that forms part of the Agreement Documents is complementary to the other and what is called for in any one shall be binding as if called for by all. The Agreement Documents shall be interpreted as a whole and the intent of the whole rather than the interpretation of any particular part shall govern. In the event of a conflict between the Agreement Documents, the Agreement Documents shall have precedence in the following order:

- (1) the Agreement; and
- (2) the Agreement Schedules.

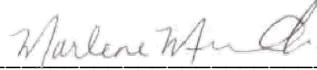
Unless otherwise specified herein, the Agreement, and any part thereof, shall only be amended where the Parties have agreed to an amendment in writing. Notwithstanding the foregoing, the Parties hereto agree that the Reference Guide may be amended from time to time by CMHC. Any updates to the Reference Guide will be made available within a reasonable time by CMHC at the following: www.cmhc.ca/fchi. The Parties agree that it is the Housing Provider's responsibility to periodically review the above link and become familiar with any amendments to the Reference Guide.

This Agreement may be executed in several counterparts, each of which, when so executed, shall be deemed to be an original and all of which together shall constitute one and the same Agreement. The Parties hereto agree that the execution and delivery of this Agreement, by electronic mail or other electronic transmission, including portable document format ("pdf"), shall have the same legal effect as physical delivery of this Agreement bearing original signatures and any signature on a pdf form of this Agreement shall be deemed to be equivalent to an original signature for all purposes.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement under their respective authorities, the day and year above written.

CORPORATION OF THE CITY OF BRANTFORD

Per:



Name: Marlene Miranda

Title: General Manager, Community Services and Social Development

Per:



Name: Tricia Givens

Title: Director, Housing & Homelessness

I/We have authority to bind

CANADA MORTGAGE AND HOUSING CORPORATION

Per:

Name: Carla Sangster

Title: Specialist

Per:

Name: Jessica Conti

Title: Specialist

SCHEDULE "A"
ELIGIBLE HOUSING PROVIDERS

The "**Eligible Housing Providers**" that are eligible for funding under this Agreement are the following:

- (1) Housing Providers (Non-profit Corporations, Urban Indigenous, Co-operatives, entrepreneurs and Index-Linked-Mortgage² ("ILM") Co-operatives) with federal operating agreements that has expired or will expire by March 31, 2028.

- (2) Housing Providers with Project operating agreements falling under one of the following legacy programs:
 - o Section 95 (Pre-86) non-profit, co-operative, urban indigenous
 - o Section 95 (Post-85) non-profit, co-operative, urban indigenous
 - o Section 95 (Post-85) ILM co-operatives
 - o Section 27, 61 non-profit and co-operatives
 - o Section 26 non-profit and entrepreneurs
 - o Section 95 Rent Supplement (units currently leased from a private landlord and rented to those in need)

² An exception exists for ILM cooperatives. The latter are eligible for FCHI-2 as soon as the first mortgage has been repaid and the federal assistance (for operating expenses) has ceased to be paid.

SCHEDULE "B"
RENTAL ASSISTANCE

Part I

- A. PROJECT ADDRESS AND LEGAL DESCRIPTION:
9-27 ROBERTSON AVENUE BRANTFORD ON

- B. THE AMOUNT OF RENTAL ASSISTANCE: **\$ 2,247.52** monthly based on the NUMBER OF ASSISTED HOUSEHOLDS of: 9 Households.

Part II

A. DEFINITIONS THAT APPLY TO SCHEDULE "B"

"Annex" shall mean the annex attached to the enrolment form, which is completed upon joining the program. This outlines current need for Rental Assistance.

"Number of Assisted Households" shall mean the number of Households, as determined by CMHC through the assessment of needs and priorities based on the information in the Annex. This number of Households will receive Rental Assistance for the Term of the Agreement, if the terms and conditions of the Agreement are respected and the Rental Assistance is required. This number will be the basis of future reviews of Rental Assistance Amounts.

" Rental Assistance Amount" shall mean the amount of Rental Assistance that the Housing Provider will receive under this Agreement during its Term, provided that the terms and conditions of the Agreement are respected and the Rental Assistance is required. It is determined by the needs assessment and priorities based on the information in the Annex.

B. AMOUNT OF RENTAL ASSISTANCE AND NUMBER OF ASSISTED HOUSEHOLDS

The calculation of the Amount of Rental Assistance is based on information provided in the Annex and takes into account the Gross Household Income. Service charges are added to or removed from the Rent -Geared-to Income based on the utility allowances determined by CMHC. Finally, this amount is compared to the minimum Occupancy Charge to determine the amount of Rental Assistance. The minimum Occupancy Charge used is twenty-five percent (25%) of the Occupancy Charge for the purposes of this calculation.

The Amount of Rental Assistance and the Number of Assisted Households are effective from the Effective Date until the end of the Agreement, provided the Housing Provider complies with the terms of this Agreement and Rental Assistance is required.

C. REVIEW OF RENTAL ASSISTANCE

CMHC shall provide an amount of Rental Assistance that meets the needs of the Number of Assisted Households.

CMHC or its representative will review the adequacy of the Housing Providers' Rental Assistance Amount on an annual basis, at the time of the review of the Housing Provider's financial statement and annual reconciliation of Rental Assistance.

If the Rental Assistance Amount is insufficient to bridge the gap between the applicable Occupancy Charges and the charges payable by Assisted Households, assuming a Rent-Geared-to-Income ratio of thirty per cent (30%) of Gross Household Income, the Rental Assistance Amount will be revised based on recent calculation worksheets submitted by the Housing Provider and based on a review by CMHC or its representative of the calculation worksheets submitted by the Housing Providers.

Notwithstanding the above, as soon as the Rental Assistance Amount is insufficient to apply a Rent-Geared-to-Income level of thirty percent (30%) to the Number of Assisted Households, the Housing Provider may request a revision of the Rental Assistance Amount. The Rental Assistance Amount will be revised based on

recent calculation worksheets submitted by the Housing Provider and based on a review by CMHC or its representative of the calculation worksheets submitted by the Housing Providers.

Any revised Rental Assistance Amount will be communicated with an amended Schedule "B" of this Agreement and this will apply for the remaining Term of the Agreement, starting on the effective date of the modification noted on Schedule "B". The number of requests for revisions of the Rental Assistance Amount is not limited and requests for revisions are to be submitted based on need.

The Rental Assistance Amount is still subject to Section 5, where any Rental Assistance paid which exceeds the Rental Assistance required during that year shall be promptly refunded by the Housing Provider to CMHC through the annual reconciliation activity, as outlined in Section 9(d).

Where the need for Rental Assistance decreases significantly during the life of the Agreement, CMHC and the Housing Provider may mutually agree to revise the Rental Assistance Amount.

D. INCREASE TO THE NUMBER OF ASSISTED HOUSEHOLDS

In order to assist more Low-Income Households, CMHC may from time to time, subject to the availability of program budget, invite eligible Housing Providers to submit an application to increase the number of Assisted Households in situations where there is a greater need for Rental Assistance.

CMHC reserves the right and absolute discretion to modify or replace the content of this Schedule "B" at any time during the Term of the Agreement. In accordance with the terms of the Agreement, failure by CMHC to enforce this right for any period shall not constitute a waiver thereof. For greater clarity regarding Part II of this Schedule "B", please consult the Reference Guide.

SCHEDULE "C"
ACTION PLAN AND REPORTING REQUIREMENTS

A. ANNUAL REPORTING AND PERFORMANCE MEASUREMENTS - ACTION PLAN REQUIREMENTS

Housing Providers will have twelve (12) months from the execution of this Agreement to develop and submit an Action Plan to CMHC or its representative, as defined in this Schedule "C". Every three (3) years the Housing Provider will be required to update this Action Plan. That Action Plan will demonstrate how the Housing Provider will progress and strengthen in these four areas: (i) Governance, (ii) Social Inclusion, (iii) Financial Viability, and (iv) Asset Management.

Housing Providers are expected to participate actively and in good faith to improve their long-term operating performance. While the funding under this Agreement is not conditional on the progress demonstrated in the Action Plan, it is required that this Action Plan be kept up-to-date throughout the Term of the Agreement. The Housing Provider shall report annually on its achievement of the milestones set out in the Action Plan, in order to allow CMHC or its representative to review its progress.

B. DEFINITIONS

(i) Governance:

Governance refers to the oversight provided by a Housing Provider's board of directors with the aim of ensuring that the organization remains economically viable and achieves its social mission. A Housing Provider is well governed when its board fulfils its fiduciary duties, operates in a transparent and accountable manner and sees to it that effective management is in place.

This can include such things as effective decision-making practices, prudent and efficient management of resources and regular updates to procedures (non-exhaustive list).

(ii) Social Inclusion:

Social inclusion refers to process of improving the terms on which individuals and groups engage in the community improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity. It is a situation in which individuals have the resources and opportunities to be involved in society to an extent that is satisfactory to them. Working towards social inclusion means finding and using measures to reduce barriers that restrict the resources and opportunities of disadvantaged groups.

This can include barrier-free design, inclusivity to vulnerable groups, mixed income/tenure models and a dynamic community life (non-exhaustive list).

(iii) Financial Viability:

Financial viability refers to the ability for the Housing Provider to generate sufficient income to meet its operating expenses and debt commitments and saving for future capital needs to maintain housing in good condition.

This can include activities such as adequate rent revenues and financial planning and operating cost control (non-exhaustive list).

(iv) Asset Management:

Asset management refers to the sound practices in place to manage the assets from which the Housing Provider derives its income.

This can include activities such as member or tenant relations, budgeting, rent setting, filling units in the property, collecting rents and other income, systematic building condition assessments and maintenance programs to ensure units conform to minimum health and safety standards and that the housing units and Project are in a satisfactory state of repair; planning for and carrying out capital repairs and replacements; and protecting the Housing Provider's assets against financial loss (non-exhaustive list).

For greater clarity regarding these Schedule "C" definitions or the Action Plan requirements, please consult the Reference Guide.

**SCHEDULE “D”
CALCULATION OF RENT-GEARED-TO-INCOME HOUSING CHARGES**

A. DEFINITION OF OCCUPANTS

Any person aged eighteen (18) years or older or otherwise emancipated in accordance with applicable laws, is considered an adult, and a child ceases to be considered as such upon reaching the age of eighteen (18) years. All household members must be entitled to reside in Canada, and the dwelling must be the primary residence of all the occupants (except for children in shared custody situations).

For the purposes of this schedule, Occupants shall be defined as follows:

- A person living alone;
- A person and spouse (of each family in the Household, if the Household is formed by more than one family);
- Any parent residing with a child or person legally responsible for a child;
- Any relatives sharing a housing unit;
- Any unrelated persons sharing a housing unit; and
- Any current signatories to the lease or occupancy agreement.

Financially dependent relatives are not considered Occupants. These include:

- an individual who is attending a recognized learning institution on a full-time basis and under the age of twenty-six (26);
- a child (under the age of 18), without dependants, who is not attending a primary, secondary or post-secondary institution as a full-time student; and
- an adult or child with a severe and permanent recognized disability who requires constant and daily care.

B. CALCULATION METHOD – RENTAL ASSISTANCE

This section describes how to calculate the “Rent-Geared-to-Income Housing Charges” for Assisted Households.

Occupants (defined above) pay Rent-Geared-to-Income (RGI) Housing Charges based on a range of twenty-five percent (25%) to thirty percent (30%) of their total Gross Household Income (as defined in Schedule “E”). Housing Providers will determine the RGI percentage used, based on the Housing Provider’s individual needs.

A Housing Provider must ensure that they consistently apply the same RGI percentage for all applicable Assisted Households in the Project.

To calculate the Rental Assistance, Housing Providers will apply the following calculation:

- Calculate the total Gross Household Income of all occupants (defined above);
- Apply a twenty-five percent (25%) to thirty percent (30%) ratio (as determined by the Housing Provider) to the total Gross Household Income amount;
- Determine whether to apply an adjustment for services;
- Determine whether an Over-Housing Charge needs to be applied;
- Deduct this adjusted Rent-Geared-to-Income Housing Charge from the Occupancy Charge to determine the Rental Assistance amount to be allocated to the Assisted Household.

C. UTILITY CHARGES AND ALLOWANCES

The Rent-Geared-to-Income Housing Charge for Assisted Households is based on a fully serviced unit. A fully serviced unit means that the rent includes (i) heat and (ii) hot water. Utility charges and allowances will be as provided by CMHC from time to time for different unit sizes and different geographic locations.

D. MINIMUM OCCUPANCY CHARGE

A Minimum Occupancy Charge must be factored into the Rental Assistance calculation. The minimum Occupancy Charge used is twenty-five percent (25%) of the Occupancy Charge.

E. OVER-HOUSING CHARGE

Over-Housing is the term used for an Assisted Household residing in a unit where the number of bedrooms is greater than the number of persons as established under the National Occupancy Standards (NOS). Over-Housing Charge means the difference between the Occupancy Charge for their current unit and the Occupancy Charge for the unit for which they are eligible per the NOS.

Assisted Households are required to immediately report any household composition changes to the Housing Provider.

For greater clarity regarding this Schedule "D", please consult the Reference Guide.

SCHEDULE "E"
GROSS HOUSEHOLD INCOME

For the purposes of this Schedule "E", the following definitions shall apply:

"Gross Household Income" means the combined Income, as defined in this Schedule "E", of every Occupant residing in an Assisted Housing Unit.

"Income" means all income, benefits and gains, of every kind and from every source, as outlined in the Reference Guide.

A. MONITORING OF GROSS HOUSEHOLD INCOME – RENTAL ASSISTANCE

To ensure Rental Assistance funding is targeted to Low-Income Households, CMHC or its representative will conduct an annual monitoring control and analysis to confirm that Rental Assistance under this Agreement remains targeted to Low-Income Households.

Monitoring and analysis of the Gross Household Income of the Housing Providers' Assisted Households will be completed annually and may include, but may not be limited to, the use of *CMHC's Housing Income Limits*³. Upon review and analysis, if it is noted that the Rental Assistance provided under this Agreement is not targeting Low-Income Households, CMHC may implement an income qualification criterion and adjust the amount of Rental Assistance available to the Housing Provider.

For greater clarity regarding Schedule "E", please consult the Reference Guide.

³ NOTE: Housing Income Limits represent the income required to pay the average market rent for an appropriately sized unit in the private market. Average rents are derived from CMHC's annual Rental Market Survey. The size of unit required by a household is governed by the National Occupancy Standards.

**SCHEDULE “F”
TRANSITIONAL FUNDING**

Part I

- A. PROJECT ADDRESS AND LEGAL DESCRIPTION: N/A

- B. TRANSITIONAL FUNDING: N/A

Part II

A. ELIGIBLE HOUSING PROVIDERS – TRANSITIONAL FUNDING

Housing Providers who have qualified for Rental Assistance and are experiencing challenges as they shift their operations to align with the new program model may qualify for Transitional Funding. Housing Providers **are not eligible** for Transitional Funding where:

- The Housing Provider is an on-reserve provider;
- The Housing Provider was never under a federally administered operating agreement; and
- The Housing Provider is still under a federally administered operating agreement, except in the case of multiple-phased Projects where one or more phase(s) is/are no longer under a federally administered operating agreement.

Please refer to the Reference Guide for greater detail.

B. ELIGIBLE AND NON-ELIGIBLE COSTS

Transitional Funding will only be used to cover operational costs only. Eligible Transitional Funding costs will include, but may not be limited to, the following eligible costs:

- Maintenance costs;
- Utility costs;
- Insurance;
- Special client needs; and
- Legal and professional fees.

This list is not exhaustive and other eligible costs may be funded, at CMHC’s sole discretion. Transitional Funding will be made payable to Housing Providers for activities and costs identified under this Agreement and in accordance with the Reference Guide.

Transitional Funding does not include the following costs:

- Expenses related to “hard” Project development activities, such as site preparation, lot servicing, construction, renovation, etc.;
- Retainer fees paid to consultants or any other professionals for work to be completed in the future; and
- Project marketing/promotion/fundraising expenses.

C. ALLOCATION AND TRANSITIONAL FUNDING AMOUNT

Allocation of Transitional Funding will be based on the Housing Provider’s needs and the following criteria:

1. The date of the expiring operating agreement, if they are experiencing challenges transitioning to the new program model, and if the Housing Provider is identified by CMHC as one of the providers most in need, based on

- inclusion of vulnerable populations (e.g. Urban Indigenous and “Deep Subsidy” providers);
 - percentage of Assisted Housing Units in the Project; and
 - average income level of tenants or members.
2. Transitional Funding amounts will be based on the needs and operating deficits of the Housing Provider as they transition to this Agreement and begin to administer Rental Assistance to their Households.
 3. Transitional Funding would be available for up to two (2) years from the Effective Date of this Agreement.
 4. The amount of Transitional Funding paid to the Housing Provider will be annually assessed based on operating costs and operating deficit amounts and based on the needs of the Housing Provider over the applicable period for the Transition Funding.

D. FREQUENCY OF PAYMENTS

Transitional Funding payment frequency will be determined by CMHC, in its sole discretion. Unless determined and confirmed in writing by CMHC, Transitional Funding will be payable for a period not exceeding twenty-four (24) months following the Effective Date of this Agreement.

For greater clarity regarding the scope of this Schedule “F”, please consult the Reference Guide.

CMHC reserves the right and absolute discretion to modify or replace the content of the context of Part I of this Schedule “F” at any time during the Term of the Agreement. This includes the right to modify or replace references to provincial programs, guidelines or standards. In accordance with the terms of the Agreement, failure by CMHC to enforce this right for any period shall not constitute a waiver thereof.

May 30, 2022

CORPORATION OF THE CITY OF BRANTFORD

PO BOX 488
BRANTFORD, ON N3T5N9

Attention: Board of Directors

By Email: dkirchknopf@brantford.ca, mmelanson@brantford.ca
housingservices@brantford.ca

Account number: 26-655-852

Subject: Federal Community Housing Initiative – Phase 2 (FCHI-2)

Dear Board Members:

The Canada Mortgage and Housing Corporation (CMHC) has received your completed Enrolment form and we are pleased to inform you that your project is eligible to receive rental assistance under the Federal Community Housing Initiative – Phase 2 (FCHI-2) for the following account: 04-138-731-000.

Based on a review of the information you have provided, your amount of rental assistance has been calculated and is confirmed in Schedule B of your enclosed FCHI-2 Agreement.

We ask you to please confirm your decision to participate in the FCHI-2 by completing and returning a copy of the Agreement signed by two authorized members of your board of directors, making sure to print their name and the title of their position.

If you decide to participate in the FCHI-2, the Agreement and its payments will become effective as of August 1, 2022. Note that based on the FCHI-2 Agreement, the federal assistance payment covers the current month's rent support.

The banking information that was previously provided to CMHC will be used for direct deposits. If your banking information has changed, please contact the FCHI-2 team at fchi2-iflc2@cmhc-schl.gc.ca.

All requested documents must be returned to CMHC, via email to fchi2-iflc2@cmhc-schl.gc.ca, no later than July 1, 2022, to avoid funding delays.

If you are unable to provide these documents via email, please contact your FCHI-2 Specialist, or contact us at fchi2-iflc2@cmhc-schl.gc.ca. Once finalized, CMHC will return one original copy of the executed Agreement to you for your records.

If we have not received all requested documents by September 1, 2022, at such time, the attached Agreement shall become null and void and you will be considered as having opted out of the FCHI-2, without any further notice from CMHC. Please note that any future funding requests will be accepted and prioritized based on available FCHI-2 budget.

To help you become familiar with the new FCHI-2, the following tools are available at www.cmhc.ca/fchi:

- Reference Guide - outlines the FCHI-2 guidelines;
- Calculation worksheets - determines how much a household can receive in Rental Assistance; and
- Request for Rental Assistance - Annual Household Declaration form - needs to be completed at least annually by households seeking financial support under the FCHI-2 rental assistance.

By the time your FCHI-2 Agreement is effective, you need to ensure that you are following the FCHI-2 guidelines. This means that the calculation tool listed above should be used to calculate the rental assistance amounts for each assisted household.

In addition, as a result of needs being assessed higher under FCHI-2, you will receive an additional payment as of August 1, 2022. This payment will be in the amount of **\$139,75** to cover the difference between the Temporary Rental Assistance provided by CMHC as part of the extension of your Temporary Rental Assistance Agreement and the amount resulting from the evaluation of your FCHI-2 enrolment annex, for the months of April, May, June and July 2022. Please note that these funds are an exception and temporary measure, provided at the sole discretion of CMHC to housing providers who have an executed FCHI-2 agreement and whose Project(s) have demonstrated this need. These funds are not subject to reimbursement or reconciliation under the FCHI-2 but shall be used for the same purposes as your FCHI-2 Agreement or for future rental assistance needs. Please inform your auditor

If you need additional information or support, please do not hesitate to contact your CMHC Specialist, Carla Sangster, at (902) 426-7193 or by email at csangste@cmhc-schl.gc.ca. You can also contact us via our toll-free number 1-800-668-2642 or by email at fchi2-iflc2@cmhc-schl.gc.ca.

Yours truly,



Rushika Jebamoney
Senior Manager, Operations
Canada Mortgage and Housing Corporation

Enclosure:
FCHI-2 Agreement



Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

Date December 7, 2022 **Report No.** 2022-691
To Chair and Members
Social Services Committee
From Marlene Miranda, General Manager
Community Services and Social Development

1.0 Type of Report

Consent Item
Item For Consideration

2.0 Topic **Live Well Brantford-Brant (LWBB) Q2-Q3 Report** **[Financial Impact: None]**

3.0 Recommendation

- A. THAT Report 2022-691, Live Well Brantford-Brant (LWBB) Q2-Q3 Report, BE RECEIVED; and
- B. THAT Staff BE DIRECTED to report on the Live Well Brantford-Brant (LWBB) Program annually; and
- C. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

4.0 Executive Summary

Staff were directed to provide quarterly program updates for the Live Well Brantford-Brant (LWBB) program, when the decision was made to have City staff responsible for this program, effective January 1, 2021.

In June, 2022, Council approved Report 2022-308, Live Well Brantford-Brant (LWBB) 2022 Q1 Quarterly Report and Program Evaluation Report, which

directed City staff to continue to operate the LWBB Adult Program Component. Council further directed staff to initiate the procurement of services upon the completion of the current contract with St Leonard's Community Services Inc. for the delivery of the Live Well Brantford-Brant Program, Youth Component.

This report includes the activities of the Live Well Brantford-Brant (LWBB) Program in the second and third quarters of 2022: April 1, 2022 to September 30, 2022.

5.0 Purpose and Overview

The purpose of this report is to provide Social Services Committee and Council an update on the LWBB Program for the second and third quarters of 2022, April 1, 2022 to September 30, 2022.

6.0 Background

The Home for Good (HFG) Program is focused on the goal of reducing homelessness, a key difference from existing supported housing in our community, targeting specific populations who have typically endured the most difficulty obtaining and retaining housing.

The City of Brantford, as the Consolidated Municipal Service Manager (CMSM) for Housing and Homelessness Services for both the City of Brantford and the County of Brant, submitted a proposal to the Ministry of Municipal Affairs and Housing (MMAH) for funding through a program called Home for Good (HFG) for a new supported housing program, which was approved in October 2017 (Report PHSS2017-097, The City of Brantford's 100% Provincially Funded Home for Good Live Well for Supportive Housing Program in Brantford/ Brant Allocation). The report included the MMAH approved funding request for \$1.256 million (annualized) for operating costs and \$3.15 million for one-time capital costs for a capital build (\$3.6M requested), and gave approval for the construction of a design-build twenty (20) unit supportive housing building with the MMAH capital funding to be paid to the City over a 20 year period to offset debt costs for the building. This was later increased to 30 units in May 2018 (Report HHS2018-025, To request an increase to the capital budget for the City of Brantford's Marlene Avenue Homes for Good (HFG) supportive housing apartment project to increase the approved total of twenty (20) units to a range of thirty to thirty-three (30-33) total units and increase the scope of work for site servicing costs), to request an increase to the capital budget for the City of Brantford's Marlene Avenue Homes for Good (HFG) supportive housing apartment project to increase the approved total of twenty (20) units to a range

of thirty to thirty-three (30-33) total units and increase the scope of work for site servicing costs), with construction in 2019-2020. The building was completed in May 2020, with occupancy beginning on June 1, 2020.

The Live Well Brantford-Brant (LWBB) support services were contracted out to an external provider, beginning in April 2018 with a December 31, 2020 end date with the operating budget of \$1.25 million, and consisted of three components:

- Live Well – Adults (High Support) at Marlene Avenue supportive housing apartment provides 30 self-contained studio units (5 accessible) with staff space to provide on-site support;
- Live Well - Adults (Medium Support) at Winston Court community housing provides supports for up to 30 tenants; and
- Live Well – Youth (High-Medium Support) provides funding for rent supplements for up to 20 youth, and supports for up to two years to help them transition to independent living.

The external service provider delivered the LWBB supportive housing program at the Winston Court housing site and in the community until the June 2020 addition of the Marlene Avenue apartments, which rendered the LWBB program fully operational. A program update was provided to Social Services Committee in June 2020 (Report 2020-169, Marlene Avenue Apartments Supportive Housing Update) and again in October 2020 (Report 2020-418, Live Well Supportive Housing Program Update).

Based on the November 10, 2020 Report to Council, (Report 2020-530, Home for Good Support Services Staffing Proposal), the decision was made, effective January 1, 2021, to move to a City-operated model for the Live Well Adult Components and to have staff contract out the Youth Component to an external service provider. The expectation was that the City-operated model would continue until December 31, 2021 to allow for a more fulsome program review in the fall of 2021, and then decide on the longer-term model for this program (in-house or out-sourced).

The Youth Program component was contracted out to St. Leonard's Community Services, effective January 1, 2021, through a single source procurement process.

The annual operating budget supports LWBB programming in its entirety including staffing costs, funding for alternate service delivery by St. Leonard's Community Services Inc. (SLCS) for the LWBB Youth component, current security services at 5 Marlene Ave., rent supplements, therapeutic recreation programming, and supports for life stabilization.

In October 2021, by way of report 2021-458 (Live Well Brantford Brant Q2 Update and Evaluation Report), Council approved the single source procurement for the continued service delivery of the LWBB Youth Program Component by St. Leonard's Community Services, Inc., from January 1, 2022 to December 31, 2022 and staff were directed to continue to operate the LWBB adult program components for a subsequent one-year period until December 31, 2022 to allow for gathering of additional data for a more fulsome program evaluation in 2022 at which time a final decision would be made regarding the service delivery provider.

In June 2022, by way of report 2022-308 (Live Well Brantford-Brant Q1 2022 and Program Evaluation Report), Council approved City staff to continue the operation of the Live Well Brantford-Brant (LWBB) program staffing model, with City staff delivering the Adult Program Components and engage in the appropriate procurement process in accordance with the Purchasing Policy for the Live Well Youth Program Component to an external service provider.

7.0 Corporate Policy Context

This report supports City Council's 2021-2022 priority #2: "Meaningful supports are in place for those most in need in the community". In particular, the information in this report supports Brantford being a safe and healthy community, one that promotes and enables the well-being of its citizens and supports access of all citizens to a full range of health and community services.

This report also supports the County of Brant's 2019-2023 Strategic Priorities: "Healthy, safe, and engaged citizens".

This report also supports Part 1 of the City of Brantford's Official Plan (Section 6: Housing, Economy and Creative Culture, Subsection 6.1.4., Affordable and Rental Housing) and the Brant-Brantford Housing Stability Plan (2014-2024).

This report also supports the Community Services and Social Development (CSSD) Commission Vision Plan "Making Life Better, Every Day."

8.0 Input From Other Sources

Alert Private Security Agency
Brant County Health Unit
Brant County SPCA
Brant Haldimand Norfolk Rapid Access Addiction Medicine (RAAM) Clinic
Canadian Mental Health Association Court Diversion Program
City of Brantford Family and Income Stability
City of Brantford Housing and Homelessness Services
City of Brantford Purchasing Department
St Leonard's Community Services, Inc.

9.0 Analysis

9.1 LWBB Youth Program

By way of report 2021-458 Live Well Brantford-Brant Q2 Update and Evaluation Report, Council approved the single source procurement for the continued service delivery of the LWBB Youth Program Component by St Leonard's Community Services, Inc. (SLCS) from January 1, 2022 to December 31, 2022 and a contract extension was completed with St Leonard's Community Services, Inc.

Staff have commenced the procurement process in accordance with purchasing policy to source ongoing service provisions effective January 1, 2023 of the Live Well Youth Program Component by an external service provider. If necessary, purchasing policy allows for a temporary contract extension until the contract is awarded.

For the 2022 calendar year, the youth age demographic was expanded to provide services to youth between the ages of 16-29. This was done in joint consultation with St. Leonard's Community Services, Inc. staff in an effort to bring the LWBB Youth program eligibility in line with other youth-targeted programming such as the Youth Employment Skills Strategy – Work Readiness Advancement Program (WRAP).

Table 1 - LWBB youth program statistics

LWBB Youth Program Statistics	2021 Totals	2022			2022 Totals
		Q1	Q2	Q3	
Number of Youth Served	36 ¹	73 ²	65	67	205
Program Intakes (Total)	36	1	1	7	9
Program Exits (Total)	8	2	5	7	14
- Discharged by staff/not participating	3		2	2	
- Moved in with family	1	1			
- Moved in with partner	1		1		
- Move to long-term treatment program	1				
- Took over cost of unit independently	1			1	
- Took over cost of unit with roommate	1	1	1		
- Moved out to Community or Other ³			1	4	

In Q2 2022, sixty-five youth have been served by the LWBB Youth Program resulting in one program intake. Three youth have successfully exited the program this quarter. In this quarter, twenty-four youth in Brantford-Brant are receiving a rent subsidy through the LWBB Youth Program as of June 30, 2022:

- 2 youth have been successfully housed for 1-6 months;
- 12 youth has been successfully housed for 7-12 months; and
- 10 youth have been successfully housed for over 12 months.

In Q3 2022, sixty-seven youth have been served by the LWBB Youth Program resulting in seven program intakes. Five youth have successfully exited the program this quarter. In this quarter, twenty-two youth in Brantford-Brant are receiving a rent subsidy through the LWBB Youth Program as of September 30, 2022:

- 8 youth have been successfully housed for 1-6 months;
- 5 youth has been successfully housed for 7-12 months; and
- 9 youth have been successfully housed for over 12 months.

9.2 LWBB Adult Program – Marlene Ave

Occupancy and Vacancies

¹ Number includes only clients screened into the program

² 2022 quarterly numbers include referrals, screened, and waitlisted clients

³ Number includes clients who aged out of the youth program and have transferred to SLCS Ministry of Health Supportive Housing program, or moved out of municipality for postsecondary schooling.

In this reporting period, a total of five new tenancies were established with two new tenancies in Q2 2022, and three new tenancies in Q3 2022.

Managing vacancy loss at 5 Marlene Ave. was previously noted as an area for improvement within the LWBB Adult Program and in Q4 2021, LWBB program staff, in collaboration with Housing Stability staff and staff from the Salvation Army Housing Resource Centre (SA HRC) successfully implemented a referral and intake process using the Homelessness and Individuals and Families Information System (HIFIS) to support the coordination of referrals from community partners and to streamline the intake process to the LWBB Adult Program.

In Q2 and Q3 2022, the LWBB team continued to work collaboratively with the SA HRC staff to continue to find ways to increase efficiencies within the referral and intake process and reduce barriers for people experiencing homelessness. In order to target transient clients who may experience difficulties in attending scheduled appointment times, LWBB Adult Program staff began offering drop-in intake appointment times as of September 2022. In addition, staff leveraged the Homeless Individuals and Families Information System (HIFIS) to update client profiles of individuals on the LWBB waitlist regarding progress towards placement on the centralized housing waitlist⁴. This practice allows SA HRC staff to access updated client information and support the client through the entire application process for tenancy at 5 Marlene Ave.

Ongoing continuous program improvements in this area has resulted in a 29% increase in new tenancies by Q3 2022 in comparison to 2021, as well as a 31% increase to the average length of tenancy by Q3 2022 in comparison to 2021.

⁴ Offers of tenancy at 5 Marlene are made to prioritized individuals from the By Name List however, prospective tenants must still meet eligibility criteria for placement on the centralized housing waitlist.

Table 2 - Vacancy tracking

Vacancy Tracking	2021 Totals	2022			2022 Totals
		Q1	Q2	Q3	
New Occupancies (Total)	7	4	2	3	9
Average length of Tenancy ⁵	13	16	17	18	17
Client Length of Stay ⁶					
- # of clients housed 12+ months		20	19	21	
- # of clients housed 7-11months		2	5	8	
- # of clients housed 1-6 months		8	7	5	
Move Outs (Total)	10	1	4	2	7
- Deceased	2		1	1	
- Evicted	2	1	2		
- Internal Transfers ⁷	2		1	1	
- To Community or Other ⁸	4				

Security

On-site security services at 5 Marlene Avenue continue to be provided 24/7 by Alert Private Security Agency. City and contracted staff work together in the joint effort of providing a safe environment for all residents, guests and staff.

The security contract at 5 Marlene Ave was added to the greater Corporate Security Services request for proposal. The contract has been awarded to Garda Canada Security Corporation and the new service provider will be transitioning security services at 5 Marlene Avenue early 2023.

The security company identifies every interaction they have with tenants as an “incident”. Appendix A includes an explanation of the types of incidents within each category.

Key Observations:

- ‘Very Serious’ incidents comprise 3% of the total incidents logged from January 1, 2022 to September 30, 2022. There was an increase in ‘Very Serious’ incidents reported in Q3 2022 due to a marked increase in Security observing and reporting on weapons concerns.

⁵ In months.

⁶ This figure is captured by quarter and all tenants starting/maintaining/ending their tenancy within that quarter are counted.

⁷ To Winston Court.

⁸ Includes clients who choose not to disclose next place of residence.

- ‘Serious’ incidents comprise 9% of the total incidents in 2022 to-date with excessive noise/yelling complaints (n=254, 29%) and unauthorized guest concerns (n=237, 27%) making up the bulk of logged incidents.
- ‘Minor’ incidents account for 26% of security incidents between January 1, 2022 to September 30, 2022, and is the second largest category. The types of incidents included in this category primarily relate to enforcing public health and safety measures such as encouraging masking in public areas (in relation to COVID-19) and ensuring hallways are clear of obstructions. From January 1, 2022 to September 30, 2022, 76% of all ‘Minor’ incidents were for masking reminders.
- ‘Medical’ incidents account for 3% of all incidents in 2022 to-date with wellness checks accounting for the majority of logged incidents (n=214, 81%).
- ‘Tenant Support’ incidents comprise 60% of the total security incidents. This category includes activities such as locking/unlocking units for residents, logging visitors, providing access to the telephone designated for client use, calling taxis on behalf of residents when city staff are unavailable, and providing contractors access to the building.

Table 3 - Security incidents

Security Incidents	2021 Totals	2022			
		Q1	Q2	Q3	Total
Very Serious	681	84	81	128	293
Serious	1846	303	265	300	868
Minor	3724	1564	476	549	2589
Medical	343	34	156	73	263
Tenant Support	7675	2025	1463	2643	6131
Totals	14,269	4010	2441	3693	10,144

Figure 1 - Security incidents January 2022 to September 2022

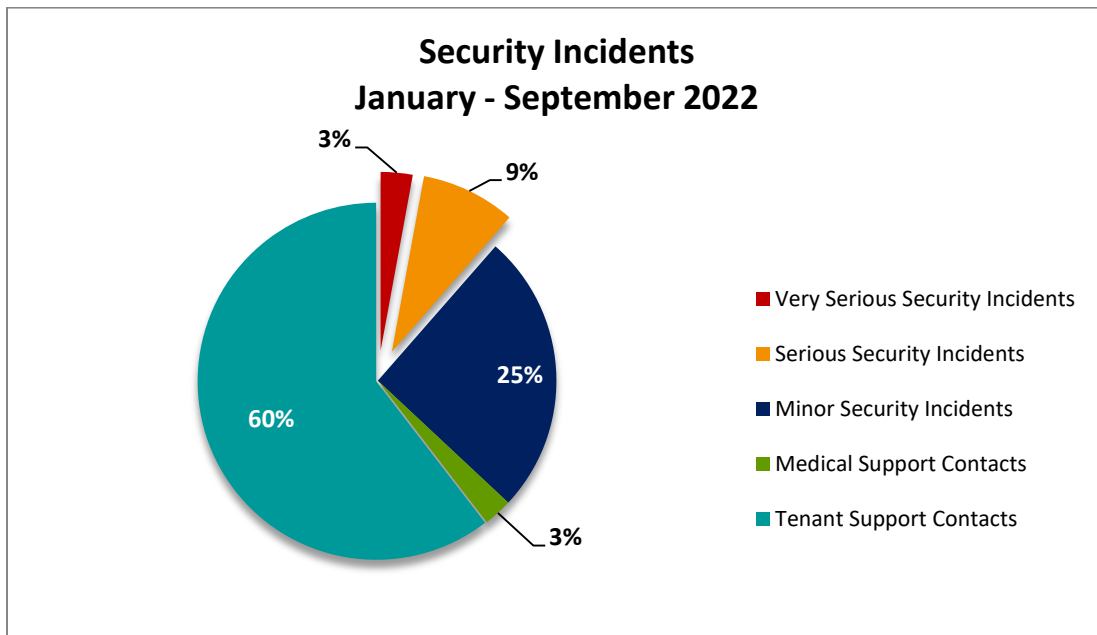
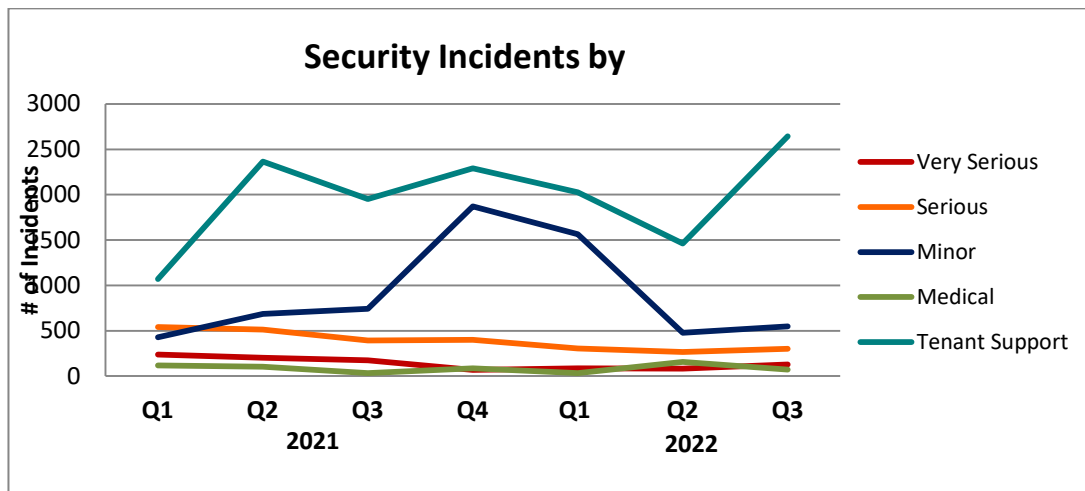


Figure 2 - Total number of security incidents by type



Programming and Leisure

Throughout Q2 and Q3 2022, the LWBB Adult program has continued to increase available supports and programming at 5 Marlene Ave.

The RAAM clinic continues to attend weekly to support individuals with physical health, addictions/mental health concerns and other supports. There are currently 13 clients connected to and receiving services from the RAAM clinic.

The Brant County Health Unit (BCHU) attends Marlene Ave weekly for programming and groups promoting social inclusion, where residents also have the opportunity to access meals and/or snacks provided by BCHU staff. This support is important for overall wellbeing, promoting feelings of community, and as part of food security.

Staff from the Grand River Community Health Centre (GRCHC) attend bi-weekly to provide mobile care for clients and to provide referrals, and the Canadian Mental Health Association (CMHA) attends weekly to connect with clients who have been screened for mental health court diversion.

The Brant County SPCA attends on site monthly to provide pet food and other pet items to clients. All pets have previously received basic vaccines and rabies vaccines through the SPCA.

Throughout Q2 and Q3 2022, Equal Grounds Community Gardens assisted staff and clients with tending the community gardens at 5 Marlene Ave. The community garden was an overwhelming success again in summer 2022, with clients being able to enjoy fresh vegetables. Staff obtained their Food Handlers Certificates in order to assist clients in preparing salads and other meals from vegetables from the community garden.

Food security and nutritious meals are a focal point at 5 Marlene Ave. Staff hosted bi-weekly barbeques between June to September 2022, which provided nutritious meals, socialization, and rapport building between staff and clients. The barbeques coincided with our community gardening days to increase participation. The Brantford Food Bank delivers monthly to 5 Marlene Ave as clients have been unsuccessful attending the food bank by themselves. In the future, the LWBB Adult program will increase food security programming at 5 Marlene Ave in order to further assist clients in life stabilization.

The LWBB Adult program has partnered with staff in the Family and Income Stability Department (FIS) and has established a schedule where an Ontario Works (OW) Service Coordinator attends monthly to connect with social assistance recipients residing at 5 Marlene Ave. to provide case management services. To help increase efficiencies and external customer service, FIS staff are taking a client centered approach to managing cases that reside at this location to maximize client contact opportunities. In Q3 2022, staff connected with the Ontario Disability Support Program (ODSP) to collaborate on establishing streamlined service delivery which included having one ODSP Case Manager assigned to all clients within the LWBB Adult Program.

9.3 LWBB Adult Program – Winston Court

Current Caseload

Caseload numbers for clients residing at Winston Court fluctuate depending on client movement within the LWBB program and is limited to a maximum of 25-30 clients depending on level of acuity and case management supports each individual requires.

In Q2 2022, there were 21 clients residing at Winston Court actively engaging in the LWBB program. Two Winston Court LWBB clients successfully completed the program, no longer require moderate supports and continue to be connected to appropriate services within the community.

One LWBB client accepted an internal transfer to 5 Marlene Ave. from Winston Court as they were at risk of losing their tenancy and required more intensive housing supports, and one client transitioned to Long Term Care.

In Q3 2022, there were 17 clients residing at Winston Court actively engaging in the LWBB program. One client moved out in the community and was connected to services. As of August 2022, the Tenant Support Coordinator team has been operating at 50% staffing. As the LWBB staff team are at full complement as of November 2022, the Winston Court caseload will be increased to full capacity in order to support more clients in maintaining successful tenancies and achieving their individual goals.

Table 4 - Winston Court

LWBB Program – Winston Court	2021 Totals	2022			2022 Totals
		Q1	Q2	Q3	
New Occupancies (Total) ⁹	2	0	1	1	2
Successful Completion of the LWBB program ¹⁰	0	0	2	0	2
Move Outs (Total)	2	1	2	1	4
- Deceased					
- Evicted	1				
- Internal Transfers to Marlene Ave ¹¹				1	
- To Community or Other ¹²	1	1	2		

⁹ LWBB client transfers from Marlene Ave to Winston Court

¹⁰ Clients continue to remain housed at Winston Court and have successfully completed the LWBB Program

¹¹ To prevent eviction

¹² Includes Long-Term Care facilities, and clients who choose not to disclose next place of residence.

Programming and Leisure

During Q2 and Q3 2022, the LWBB Adult program has increased programming at Winston Court.

Staff from the Brant County Health Unit (BCHU) attend Winston Court biweekly to provide harm reduction supplies, tenant education and programs promoting social inclusion, such as weekly craft and social groups.

Grand River Community Health Centre (GRCHC) staff attend bi-weekly to provide mobile care for clients and referrals. The SPCA attends monthly to provide pet food and other pet items to clients. In Q3 2022, the SPCA offered two Pet Wellness Clinics at Winston Court, where clients can have their pets treated for fleas and deworming, obtain basic vaccines and rabies vaccines.

LWBB Adult Program attempted to create community gardens at Winston Court; however there was low interest this year. The LWBB Adult Program will attempt to create a community garden next Spring 2023.

The LWBB Adult Program has been working with Property Management in making physical improvements to existing Winston Court meeting spaces in order to increase meeting places available for community partners connecting with clients.

As part of the collaboration with ODSP management, City staff highlighted the need to have one ODSP Case Manager for all clients engaging in the LWBB Program at Winston Court. As of Q3 2022, all LWBB Adult clients residing at Winston Court in receipt of ODSP assistance have been transferred to one Case Manager to streamline requests for mandatory benefits, pay directs, and implementing completed arrears agreements. The LWBB Adult Program is also working with the Family and Income Stability Department to transition all Ontario Works social assistance recipients residing at Winston Court to one Service Coordinator. As part of a greater interdepartmental partnership, this will include those tenants not participating in the LWBB Adult program. The assigned Service Coordinator will have increased presence on site at Winston Court with the intention of improving service accessibility and collaboration between agencies.

9.4 Staffing

By way of report 2022-308 Live Well Brantford-Brant Q1 2022 and Program Evaluation Report, staff was directed to operate the LWBB Adult Program Component as fully funded by the Homelessness Prevention Program.

Recruitment for temporary positions was previously identified as a challenge and the LWBB Adult Program had been operating at reduced staffing rates since February 2022.

In Q3 2022, recruitment and hiring for four (4) permanent Tenant Support Coordinators and one (1) permanent Program Supervisor was completed. As of Q4 2022, the LWBB Adult Program is at full staffing complement.

10.0 Financial Implications

There are no financial implications for the City of Brantford and the County of Brant associated with this report. Operating funding for the entire LWBB Program, inclusive of both the adult and the youth components, is provided through the Homelessness Prevention Program (HPP) funding, formerly the Home for Good Program (HFG) funding, provided by the Provincial government.

As of April 1, 2022 Homes For Good program funding was consolidated into the Homelessness Prevention Program (HPP) along with the former Community Homelessness Prevention Initiative (CHPI) and the Strong Communities Rent Supplement Program (SCRSP) into one new program under a single policy and accountability framework.

The commitment of HPP funding for 2022-23 for the LWBB Program remains at \$1.25M in annual operating support. At this time, this annual funding covers all of the annual program costs with \$260,000 dedicated to the Youth Program component and the remainder dedicated to the Adult Program components. Staff continue to reevaluate the program to find efficiencies as the program matures to remain within provincial funding. The HPP is intended to be flexible and streamlined and should LWBB operating costs increase, there will be flexibility to respond and target funding as appropriate with future HPP investment plans.

11.0 Climate and Environmental Implications

Not required for report.

12.0 Conclusion

The Live Well Brantford-Brant (LWBB) Programs are centered on providing ongoing supportive housing that combines affordable rental housing with individualized and flexible support services for people experiencing homelessness with high needs related to physical or mental health, developmental disabilities or substance use.

The strategy is consistent with the “Housing First” philosophy of assisting and preventing homelessness, where those individuals that might otherwise continue to rely on shelters or experience repetitive homelessness are provided with their own independent residence along with support services.

As the LWBB Youth Program operated by St. Leonard’s Community Services, Inc. and City operated LWBB Adult Program continue in their second year of operations, staff will continue to make a significant difference in the lives of participants as well as in reducing homelessness in our community.



Marlene Miranda, General Manager
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Housing Stability

Attachments (if applicable)

Appendix A – Security Analysis Results

Copy to: NA

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no

Community Services and Social Development

DATA REQUEST RESULTS



Data source: Security Activity Report Data for 5 Marlene Ave, Brantford

Date of data extraction: 24/10/2022

Reporting timeframe: 1st January to 30th September 2022

Inclusion/Exclusion: Security activity data included only for 5 Marlene Ave, Brantford

2022 Security Incidents	Q1	Q2	Q3	Total
Very Serious				
Theft/Accused Theft	10	5↓	15↑	30
Police Onsite	45	41↓	34↓	120
Fighting	15	22↑	15↓	52
Threats/Self Harm	3	4↑	1↓	8
Suspected Drugs/Found needles or drug	6	9↑	11↑	26
Weapons (knife, machete, etc)	5	0↓	52↑	57
Total	84	81	128	293
Serious				
Excessive Noise/Yelling	77	104↑	73↓	254
Damage to Building/Erratic Behaviour	26	13↓	7↓	46
Previous Trespasser Removed	30	19↓	31↑	80
Unauthorized Guest	73	41↓	123↑	237
Exterior Door Open	64	62↓	1↓	127
Cameras Down	9	24↑	63↑	96
Trespass Issued	24	2↓	2	28
Total	303	265	300	868
Minor				
Not Wearing Mask	1399	255↓	322↑	1976
Going Door to Door	55	39↓	17↓	111
Bikes/Carts/Items in Hall	51	55↑	93↑	199
Garbage	40	81↑	61↓	182
Smoking in building	9	4↓	17↑	30
Tenant Complaint (building, other tenant)	5	23↑	16↓	44
Fire Alarm/Assistance/Reset	4	10↑	15↑	29
Drinking Outside/Intoxication	1	9↑	8↓	18
Total	1564	476	549	2589
Medical				
Wellness Check	20	134↑	60↓	214
Medical/First Aid or Ambulance	6	14↑	6↓	26
Harm Reduction request	4	2↓	2	8
Drug Overdose (or suspected)	4	6↑	5↓	15
Total	34	156	73	263

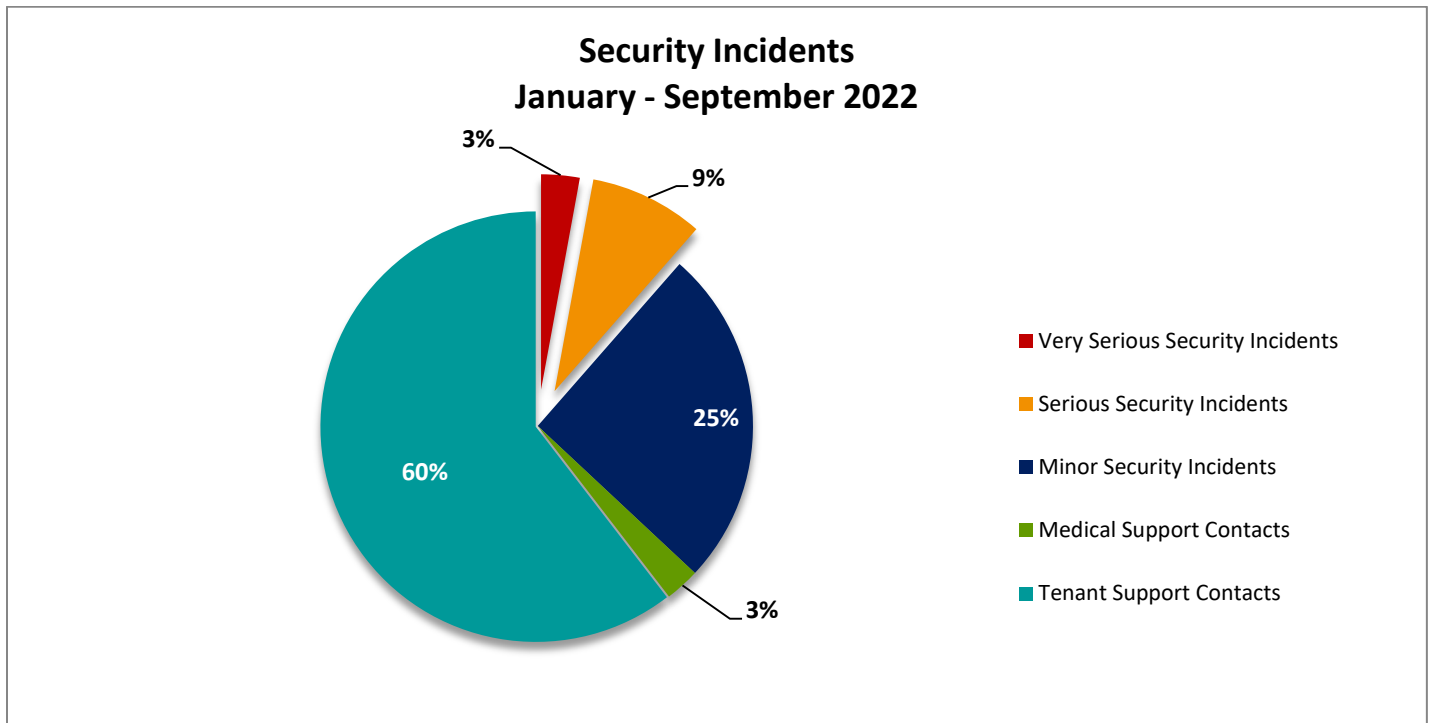
Community Services and Social Development

DATA REQUEST RESULTS



2022 Security Incidents	Q1	Q2	Q3	Total
Tenant Support				
Visitors/Dropoff	682	295↓	432↑	1400
Lock/Unlock Units for Residents	565	292↓	1469↑	3226
Use of Phone	300	260↓	57↓	617
Tenant Support	177	136↓	211↑	524
Food Request	150	157↑	113↓	420
Taxi	80	190↑	241↑	511
Contractors onsite/assistance	53	77↑	92↑	222
Bike Storage	14	44↑	31↓	89
Laundry Access	4	12↑	6↓	22
Total	2025	1463	2643	6131

Totals 4010 2441↓ 3693↑ 10144





Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

Date December 7, 2022 **Report No.** 2022-688

To Chair and Members
Social Services Committee

From Marlene Miranda, General Manager
Community Services and Social Development

Type of Report

Consent Item [X]
Item For Consideration []

Topic Housing Stability Services and Emergency Shelter System Update for 2022-2023 Winter Season [Financial Impact – None]

Recommendation

- A. THAT Report 2022-688 Housing Stability Services and Emergency Shelter System Update for 2022-2023 Winter Season BE RECEIVED; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of the final resolution and staff report to the County of Brant.

Executive Summary

This report provides members of Social Services Committee and The City of Brantford Council an update on the housing stability work being done throughout the Brantford-Brant Homeless System of Care (BHSC) including the City of Brantford Encampment Network (COBEN) response and to inform of the proposed plan for Emergency Shelter System (ESS) service delivery for the 2022-2023 winter season.

Purpose and Overview

The purpose of this report is to provide an update on the Brantford-Brant Homeless System of Care (BHSC), the City of Brantford Encampment Network (COBEN) response, and the Emergency Shelter System (ESS), and to inform of the proposed winter sheltering response.

Background

6.1 Brantford-Brant Homeless System of Care (BHSC)

The Brantford Homeless System of Care (BHSC) is comprised of a number of agencies that provide emergency shelter services (ESS), housing, addictions, and mental supports within Brantford and Brant County.

Individuals are able to access the system through a no-wrong door approach through multiple access points in order to receive the service they are looking for at any of locations listed below.

- Brantford Native Housing;
- Brantford Public Library;
- Canadian Mental Health Association (Brant Haldimand Norfolk), Crisis Stabilization Beds;
- Canadian Mental Health Association (Brant Haldimand Norfolk), Housing;
- City of Brantford, Community Services and Social Development;
- City of Brantford, Live Well Programs;
- Grand River Community Health Centre;
- Grand River Estates (previously known as Penmarvian Retirement Home);
- Kayorie Manor;
- Nova Vita;
- Rosewood House;
- Salvation Army, Brantford Booth Centre;
- Salvation Army, Housing Resource Centre; and
- St. Leonard's Community Services.

At first contact, individuals' needs are assessed and referrals to all appropriate services are provided. If consent is provided, individuals are also added to the City's By-Name List.

Through the ESS, eligible individuals are able to access financial support such as Housing Stability Funding that can be used towards, first or last month's rent deposits, rental or utility arrears; portable housing benefits such as the Canada-Ontario Housing Benefit; as well as support in applying to the centralized

waitlist, completing housing searches, and intense case management in order to assist with housing security and stability.

6.2 Emergency Shelter System (ESS) and Winter Response

The BHSC currently has 68 permanent shelter beds throughout the Emergency Shelter System (ESS), with 60 being allocated to adults. Organizations within the BHSC look to divert individuals back to natural supports and appropriate alternate housing arrangements in order to keep these beds available for those without options.

The goal of the ESS remains the same in winter months as throughout the remainder of the year: to reduce homelessness using a Coordinated Access approach, shelter diversion techniques, and Housing First case management strategies.

Historically, data has shown that the Emergency Shelter System (ESS) fluctuates and shelter demand increases throughout the winter months (January to April) as more individuals and families seek a warm place to stay. During this time, staff and shelter providers work together to implement a plan for the winter months to ensure adequate space is available within the ESS to ensure that individuals are not subject to cold temperatures without sheltering options.

To assist with shelter system planning, data obtained from the Homeless Individuals and Families Information System (HIFIS), is reviewed in order to forecast the types and number of beds that are needed for the colder months.

Corporate Policy Context

2021-2022 Council Priorities Desired Outcome: Social Service support is provided to Brantford residents in need.

This report also supports the County of Brant's 2019-2023 Strategic Priorities: "Healthy, safe and engaged citizens", with the goal of offering programs, services, facilities, and events to enhance residents' quality of life.

This report also supports the Community Services and Social Development (CSSD) Commission Vision Plan "Making Life Better, Every Day", specifically P1.3 – Promote solutions to ensure individuals and families who are unhoused or at highest risk for chronic homelessness are housed and experience housing stability; and P 1.3.4 – Continue to build capacity within the emergency shelter

sector to consistently operate from a Housing First / Housing Focused framework.

The report also supports four goals included in the Brantford/Brant Housing Stability Plan:

1. Providing holistic prevention and support services
2. Strengthening collaboration and coordination
3. Improving systems, planning and measurement
4. Reducing chronic homelessness

Input From Other Sources

City of Brantford Building Services
City of Brantford Finance Department
City of Brantford Fire Department
City of Brantford Housing and Homelessness Department
City of Brantford Parks and Facilities Services
Nova Vita Women's Shelter, Inc.
Rosewood House, Inc.
Salvation Army Housing Resource Centre
St. Leonard's Community Services, Inc.
The Salvation Army - Brantford Booth Centre

Analysis

City of Brantford Encampment Network (COBEN)

The City maintains a coordinated response to supporting individuals experiencing homelessness and in encampments. Outreach staff complete various routes daily to connect with individuals experiencing homelessness, or who may need assistance. The City's mobile security team is trained to provide information about the services available through Housing Resource Centre (HRC) and other agencies when encountering individuals struggling with homelessness or other challenges.

Municipal and contracted staff work with community partners to support long-term housing planning for individuals experiencing homelessness, and monitor the number of individuals accessing and in need of services to ensure adequate planning for the future happens.

The City of Brantford Encampment Network (COBEN), led by staff from the Housing and Homelessness Department, is responsible for the coordinated

response to encampments¹. Appendix A details the COBEN Encampment Response Protocol. This coordinated response is especially critical throughout the winter months, to ensure that individuals are not sleeping unsheltered during the coldest nights of the year.

Staff from the HRC are responsible for initial outreach efforts to try to engage with individuals. Outreach staff typically visit reported sites within 24 hours of a report.

If an encampment is to be removed due to unsafe conditions, individuals are provided with a minimum of 72 hours before they may be asked to relocate to safer shelter by Bylaw staff. If an encampment is located on private property, there are limitations to the level of engagement and enforcement that can be done. Outreach staff may be able to coordinate with the owner of the property to offer support and referrals to alternative accommodations but the private land owner is ultimately responsible for the cleanup of these sites.

This coordinated response to supporting individuals experiencing homelessness and in encampments is critical throughout the colder months and is often the entry point for individuals that are unhoused to the Brantford-Brant Homeless System of Care (BHSC).

Between January 1, 2022 and September 30, 2022, there were 1078 encampment calls logged. Outreach staff successfully engaged with individuals a total of 671 times² resulting in 32 referrals to emergency sheltering and 485 referrals to community service providers.

COBEN Responses

The COBEN network, in partnership with other community partners such as the Brantford Downtown Outreach Team (BDOT), the Grand River Community Healthcare Centre (GRCHC) which provides multiple medical services and supports, and the Brantford Police Services, provides responses to both public and private encampments within the City encampment network.

COBEN response to encampments varies depending on the level of engagement with individuals at encampments and whether the encampment is located on public or private property.

¹ <https://www.brantford.ca/en/living-here/encampment-response.aspx#>

² This is a total of 671 encounters but not unique individuals.

When necessary, larger clean-up efforts are contracted out at an additional cost of up to \$600 per encampment.

In the time period January 1 – September 30, 2022, 1078 calls for encampments were logged and tracked.

Each encampment response is dependent upon whether the encampment is located on private or public property and whether the individuals choose to engage with outreach services or not. HRC Outreach staff may visit an encampment multiple times before individuals accept service or have to leave as the encampment site is scheduled for pick up.

On average, the cost to respond to an encampment from initial call to clean up is \$452. This includes the cost of staff under contract to the City such as HRC Outreach and Security as well as municipal staff and management including Housing and Homelessness, Parks and Facilities, Security, Bylaw and Fire.

Some encampment sites require clean up to be contracted out at a cost of up to \$600 per site. From January 1, 2022 – September 30, 2022, there were 41 sites contracted for clean up at a cost of \$24,600.

It is estimated that approximately \$511,000 has been invested towards encampment response in Q1-Q3 2022. Staff continue to enhance the tracking and measurement of encampment response including costs and staff time and will provide fulsome information at a future update.

Brantford-Brant Homeless System of Care (BHSC)

The Brantford-Brant Homeless System of Care (BHSC) continues to build on shelter diversion and homelessness prevention strategies in order to prevent individuals and families from having to enter the emergency shelter system (ESS).

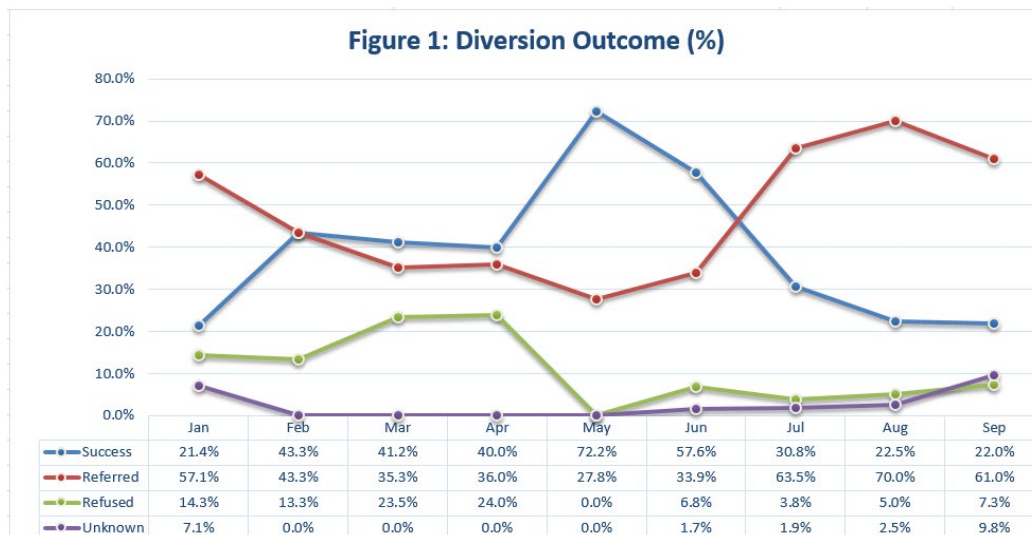
When an individual or family accesses support, a critical first step is for organizations within the BHSC to explore all available alternatives to emergency shelters such as: connecting individuals and families back to natural supports; exploring alternate living arrangements; assisting in accessing financial assistance such as the Housing Stability Fund for rental and utility arrears; and providing appropriate referrals to agencies.

From January 2022 until September 2022, diversion services were offered 814 times, with a success rate of almost 40% (Figure 1). Almost half of all individuals

or households accessing emergency sheltering services were successfully diverted to safe housing alternatives, instead of relying on emergency shelter services.

Agencies within the BHSC will continue to build upon the success of diversion and prevention strategies as these are critical approaches that ensure that the ESS has available beds for those who cannot be successfully diverted.

Figure 1 – BHSC Diversion Success Rates



Emergency Shelter System HIFIS Data

From January 1, 2022 until March 31, 2022, a total of 136 adult shelter beds were available in the Emergency Shelter System (ESS). As of April 1, 2022 until December 31, 2022, a total of 80 adult shelter beds remain available within the ESS.

The additional 56 beds were made available at the Lucy Marco Place student residence, as a separate isolation shelter for those who were required to isolate due to COVID-19.

This brought the total adult shelter capacity to 136 beds per day (4080 bed nights per month) up until March 31, 2022 when Lucy Marco Place isolation shelter ended operations, removing 56 beds, from the system.

Figure 2 - ESS Average Occupancy Data

	Available Beds		Total Monthly Bed Nights and Monthly Occupancy Percentage									
	Avg monthly bed nights*		2021					2022				
	2021	2022	Jan	Feb	Mar	Apr	Avg	Jan	Feb	Mar	Apr	Avg
Nova Vita	10	10	31	19	209	290	137	252	224	205	240	230
	300	300	10%	7%	67%	97%	45%	81%	80%	66%	80%	77%
Rosewood House	40	40	914	808	1029	979	933	800	1051	1214	1165	1058
	1200	1200	74%	72%	83%	82%	78%	65%	94%	98%	97%	88%
Salvation Army	30	30	862	812	879	787	835	726	834	927	813	825
	900	900	93%	97%	95%	87%	93%	78%	99%	100%	90%	92%
Lucy Marco Place	56	56	658	604	669	574	626	986	779	349	-	705
	1680	1680	38%	39%	39%	34%	37%	57%	50%	20%	-	42%
Total Adult Shelters	136	136	2465	2243	2786	2630	2531	2764	2888	2695	2218	2641
Occupancy	4080	4080	58%	59%	66%	64%	62%	66%	76%	64%	54%	65%
Motel Bed Nights			64	91	170	418	186	704	543	597	593	609

*Monthly bed nights are calculated by the number of available beds multiplied by the number of days in a month.

Between January 1 - April 30, 2021 and again from January 1 - April 30, 2022, the ESS as a whole did not reach 100% occupancy. Individual shelters experienced 100% or near 100% occupancy in some months of 2022.

Occupancy levels at the isolation shelter were influenced by measures implemented during the COVID-19 pandemic to maintain safety and necessary social distancing measures for individuals in congregate living settings. As a result, clients that may not have normally required emergency shelter beds were accommodated at the temporary Lucy Marco Place isolation shelter in order to prevent COVID-19 outbreaks in emergency shelters. These individuals included people who:

- Were medically vulnerable and at high risk of complications from COVID-19;
- Had COVID-19 symptoms and/or were awaiting COVID-19 test results; or
- Had tested positive for COVID-19.

Current Capacity

Current contracts with shelter providers fund the following 68 bed spaces within the Emergency Shelter System (ESS), of which 60 are allocated to adults:

- Rosewood House – 30 beds
- Salvation Army Booth Centre – 20 beds
- Nova Vita – 10 beds (women)

- Cornerstone House – 8 beds (youth)

Report 2021-684 Emergency Shelter System Update for 2021-2022 Winter Season provided comparators of the available shelter beds to other municipalities. In 2021, a review per-capita shelter ratio for neighbouring municipalities was completed against similar size municipalities.

Figure 3 - 2021 Shelter System Per Capita Comparison by Municipality

County	Population ¹	# of Shelter Beds	Shelter Bed Ratio ²	Shelter Beds Per Capita (100,000) ³
Brantford - Brant	153,903	78	1:1,973	51
		68	1:2,263	44
Barrie	156,130	87	1:1,795	56
Guelph	147,864	64	1:2,310	43
Kingston	161,175	94	1:1,715	58
Milton (Halton)	139,543	34	1:4,104	24
Peterborough	148,932	110	1:1,354	74
Chatham Kent	108,177	10	1:10,817	9

1 Data: Based on November 2021 data collection

2 Calculation: Total population divided by total number of shelter beds

3 Calculation: total number of shelter beds divided by total population, multiplied by 100,000

In 2021 and 2022, provincial Social Services Relief Funding (SSRF) allowed for increased shelter capacity within the ESS by 22 bed spaces:

- ten (10) additional beds were funded at Rosewood House;
- ten (10) additional beds were funded at the Salvation Army Booth Centre; and
- two (2) additional youth shelter beds were funded at Cornerstone House.

Nova Vita's bed count remained the same at 10 beds during this time period. This brought the ESS system capacity to 90 beds total; 80 of which were allocated to adults.

An additional 56 beds were also made available at the Lucy Marco Place student residence until March 31, 2022, as a separate isolation shelter for those who were required to isolate due to COVID-19.

Effective December 31, 2022, SSRF Phase 5 will end and the 22 additional beds that have been funded through SSRF within the ESS will no longer be available.

Investments in Housing Stability

Staff utilize the Homeless Individuals and Families Information System (HIFIS) to monitor the ESS by reviewing and analyzing available data in order to determine the levels of support needed throughout the system. The overall goal is always to reduce shelter use through diversion and rapid housing programming, and to provide housing stability supports so that individuals can obtain and maintain long term housing.

From January 1, 2022 to September 30, 2022, the total investment into the Brantford-Brant Homeless System of Care was over \$3.6M.

Included within this investment are the contracted agreements with providers for emergency sheltering and housing with supports, the Housing Resource Centre, intensive case management services, diversion and prevention services, and supports for the Housing Stability System.

Figure 3- Housing Stability Funded Services

Investment to Housing Stability Services	Amount
Emergency Shelter Services (ESS) including: <ul style="list-style-type: none"> • Housing with Supports • Lucy Marco Place Isolation Shelter • Motels 	\$2,296,206
Service Provisions and Programs: <ul style="list-style-type: none"> • Housing Resource Centre (HRC) • Housing Stability Fund • Intensive Case Management Services • Diversion and Outreach Services 	\$1,333,526
Total	\$3,629,732

HIFIS Service Data:

HIFIS data compiled below captures the use of emergency shelter services from January 1, 2022 to September 30, 2022. Emergency shelter service data during this nine month time period include:

-
- 3398 shelter admissions³
 - 27,814 total bed nights utilized out of 32,450 available (86%)
 - 118 households accepted diversion support and maintained or moved to long term (permanent) housing:
 - 69 households maintained long term housing;
 - 32 households from being unsheltered;
 - 15 households from emergency sheltering; and
 - Two (2) households from transitional housing.
 - Housing Stability Funds have assisted 556 households:
 - 179 households required assistance with utility arrears
 - 273 households required assistance with rental arrears
 - 87 households required assistance with last month's rent deposits
 - 17 households received support for housing starts (e.g., purchases of beds)

Winter Response

The ESS plan for the 2022-2023 Winter Season has three key elements in order to provide adequate beds for all demographics heading into the colder months:

- Ensuring adequate space in the formal shelter system;
- A plan for overflow beds if needed when the shelter system approaches “full” occupancy; and
- A plan for those who are not able to use the formal shelter system, especially during the winter season.

By way of report 2022-362 - Housing Stability Services and Reaching Home Update Report, two youth emergency shelter beds have been added to the ESS for the entirety of 2023, supported by Reaching Home funding. This will support ongoing system pressures and fund a total of 10 youth beds.

Current pressures within the ESS will be offset with the completion of the 177 Colborne Street building development that is scheduled to be ready for occupancy in January 2023. Twenty six (26) permanent housing units will be made available to eligible individuals on the By Name List who are currently utilizing the ESS.

Additionally, during the weeks leading up to the winding down operations at the Lucy Marco Place isolation shelter in March 2022, City staff and community

³ Total number of admissions and not unique individuals. Each entry to shelter is counted.

partners met regularly to discuss clients and create robust housing and transitioning plans to ensure that these clients did not return to unsheltered homelessness. As a result, 16 of the 28 individuals staying at the isolation shelter gained permanent housing and are no longer reliant upon the ESS. The remaining 12 individuals were assisted to find alternative housing options, such as connection back to family supports, or through the temporary utilization of motels.

Increasing bed spaces at shelters is contingent upon respective shelter providers ensuring that any additional sleeping spaces meet all requisite legislation (e.g., Building Code Act, 1992, Fire Protection and Prevention Act, 1997), building bylaw and other related zoning bylaws and laws and regulations.

Additional bed spaces would be allocated as follows for the winter months:

- Rosewood House to increase by 10 beds from 30 to 40;
- Salvation Army to increase by 5 beds from 20 to 25; and
- Salvation Army to be approved to increase up to another 10 additional beds for overflow purposes, only when required within the ESS.

This would bring the total number of adult emergency shelter system beds to 75 with the flexibility to increase up to 85 for the 2023 winter season (2,250 bed nights per month with the flexibility of up to 2550 bed nights per month). Based on available HIFIS data, this increase within the system is anticipated to be adequate to support individuals requiring emergency sheltering in the winter months.

By way of Report 2022-362 – Housing Stability Services and Reaching Home Update Report, \$250,000 of Reaching Home Funding has been allocated to support system pressures within the ESS to increase shelter bed space.

The plan for the 2022-2023 winter season is to:

1. Amend the contract with Rosewood House in order to increase capacity by 10 beds at a cost of \$78,000, fully financed through Reaching Home funding. A total of 40 beds will be available at Rosewood House from January 1 to April 30, 2023.
2. Amend the contract with Salvation Army Booth Centre in order to:

-
- a) increase capacity by 5 beds at a cost of \$39,000, fully financed through Reaching Home funding; and
 - b) increase capacity by up to 10 beds on an “as needed” basis at a maximum overall cost of \$78,000, fully financed through Reaching Home funding.

A maximum total of 35 beds will be available at the Salvation Army Booth Centre from January 1 to April 30, 2023 with priority for those who traditionally remain unsheltered throughout the remainder of the year.

3. Use motels for emergency sheltering as an option for families and adults with specialized housing needs and for individuals if the entire ESS reaches capacity. Up to \$55,000 of Reaching Home funding is available to be used for motels as part of the contingency plan for system pressures during the colder months.

Financial Implications

Additional beds added to the ESS will be financed by federal Reaching Home funding as referenced in Report 2022-362 Housing Stability Services and Reaching Home Update Report.

Staff have allocated \$250,000 in the Reaching Home Investment Plan to address system pressures within the ESS. Overall costs for the addition of up to 25 beds into the ESS for 120 days will be \$195,000 (cost per bed is \$65/day). The remainder of the allocated Reaching Home funding will be reserved for motel use.

Climate and Environmental Implications

Not applicable.

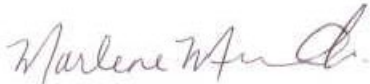
Conclusion

All components of the Brantford-Brant Homeless System of Care (BHSC) need to work together successfully in order to support housing stability and the overarching goal of reducing chronic and episodic homelessness in Brantford-Brant.

This includes ensuring the proper coordination of response through the City of Brantford Encampment Network (COBEN); the appropriate availability of

emergency shelter beds within the Emergency Shelter System (ESS); and the availability of interventions such as shelter diversion and homelessness prevention, intensive case management, and financial assistance.

As a whole, the BHSC continues to support the City's most vulnerable populations and remains ready to respond to help support households towards more permanent housing solutions.



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Attachments (if applicable)

Appendix A: City of Brantford Encampment Network Protocol

Copy to:

NA

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required

yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no

City of Brantford Encampment Network (COBEN) Protocol

The City of Brantford Encampment Response is posted online at <https://www.brantford.ca/en/living-here/encampment-response.aspx>.

Definitions:

Active Site: Individuals are currently residing in the space

Inactive Site: Individuals are not currently residing in the space

Encampment Response Overview:

When an encampment is reported to the City, the City of Brantford Encampment Network is notified and outreach staff attempt to connect with, and offer services to individuals at the reported site.

Outreach staff typically visit reported sites within 24 hours of the report. Messages & resources to be delivered by the Outreach Team(s) include:

- Access to alternative sleeping locations and emergency shelters
- Information about addictions & mental health services
- Other relevant community resource information for basic need items
- Staff will also advise encampment residents that they are unable to continue residing at the location and that it is likely the site will be cleaned up within the very near future.

For some, it may take multiple visits and conversations about shelter options before they feel comfortable to accept, as there are multiple reasons why individuals may be reluctant to relocate.

Encampment Network Protocol:

Public Property Response

If the site is located on public property, an Outreach Team will attend the site in an effort to connect with clients within 24 hours of the encampment being reported to the network to attempt meaningful engagement. They will determine if the site is currently active or inactive if this information was not previously available.

If a site is **Inactive**: cleanup/removal efforts will commence, led by the Parks Department.

If a site is **Active**:

City of Brantford Encampment Network (COBEN) Protocol

If there is meaningful engagement with Outreach, encampment residents are supported to relocate and usually do so within 24 hours.

If no meaningful engagement was completed during the outreach response and the encampment is still active 24 hours following outreach efforts, cleanup/removal efforts led by a Parks Department representative will commence.

Private Property Response

If an encampment is located on private property, there are limitations to the level of engagement and enforcement that can be done:

1. Outreach staff will attempt to connect with the individuals on the property from a distance, if access to enter private property was not granted by property owner. If access was granted, outreach to lead efforts to offer support and referrals to alternative accommodations.
2. Bylaw will attend the site and attempt to contact owner within 24 hours of the email being sent through to the COBEN.

If the site is **Active**, Bylaw will work with the property owner on next steps and clean up. If no contact with property owner is made, Bylaw will remove occupants and bill cleanup back to property owner.

If site is **Inactive**, Bylaw will work with the property owner on clean up. If no contact with property owner is made, Bylaw will bill cleanup back to property owner.

Additional Information

The City of Brantford Encampment Network continue to meet regularly to review concerns, and discuss any sites which may be unsafe or dangerous.

Encampment sites deemed high risk due to unsafe conditions have additional outreach efforts made, and alternative sleeping arrangements are reviewed and referrals are made accordingly.

If an encampment is to be removed due to unsafe conditions, individuals are provided with a minimum of 72 hours before they may be asked to relocate to safer shelter by Bylaw staff.