

Poverty Reduction Planning & Action 2023 Application Form for Stream 2 - Action

Please complete and return the application form and all required attachments by March 17, 2023. All questions are required to be answered by typing directly in this form.

If you have any questions, contact lgps@ubcm.ca or (250) 356-7123.

SECTION 1: Applicant Information	AP- (for administrative use only)
Name of Local Government: City of Duncan	Complete Mailing Address: 200 Craig Street, Duncan, BC V9L 1W3
Contact Person*: Peter De Verteuil	Position: CAO
Phone: 250 746-6126	Email: peter@duncan.ca

*Contact person must be an authorized representative of the applicant (i.e. staff person or elected official)

SECTION 2: <u>For Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the <i>Program & Application Guide</i> for eligibility.</p> <p>City of Duncan and the Municipality of North Cowichan</p> <p>The City of Duncan and the Municipality of North Cowichan share a municipal border and have a long history of partnerships and working together.</p> <p>Cowichan Housing Association is a non-profit community partner that also operates with core funding through a Cowichan Valley Regional District function/requisition. Cowichan Housing Association are not a consultant group, but a community partner well situated to do convening, organizing, planning work in the community.</p> <p>http://cowichanhousing.com/about-cowichan-housing-association/</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>Complex health and social issues like poverty, homelessness, and food insecurity do not exist within neatly defined geographic boundaries, and in fact, flourish when responses aimed at addressing them are not considered within the context in which they occur. The City of Duncan and Municipality of North Cowichan are highly interconnected municipalities that work together to respond to complex health and social where/when possible.</p>

SECTION 3: Project Information

3. Project Information

- A. Project Title: A Place for Everyone to Call Home - Implementing Duncan/North Cowichan's Action Plan Towards Ending Poverty and Homelessness in the Cowichan Valley
- B. Proposed start and end dates. Start: April 1, 2023 End: March 31, 2024
- C. Total proposed project budget:
- D. Total grant request:

4. A. **Proposed Focus Areas.** Please indicate which of the six priority action areas (as identified in [TogetherBC](#)) will be the primary focus of the proposed project:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Housing | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Families, children and youth | <input checked="" type="checkbox"/> Income supports |
| <input type="checkbox"/> Education and training | <input checked="" type="checkbox"/> Social support |

B. Please identify any other key priorities (as identified in *TogetherBC*) that your proposed activities will address:

By helping to better integrate the system of housing and health services in the region, and by identifying and filling existing gaps in essential mental health and harm reduction services, the project will also address issues of mental health and addiction, and access to healthcare. In this way, the project will help in laying the groundwork for the development of a Coordinated Access System of Housing and Health Service locally.

Food insecurity

Transportation

Access to Healthcare

5. **Confirmation of Poverty Reduction Plan or Assessment.** As outlined in the *Program & Application Guide*, in order to be eligible for Stream 2, applicants must have a completed Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Please outline how your local government meets this requirement and attach completed plans and/or assessments, or excerpts from higher-level plans, with the application form.

Based on available funding and community-driven initiatives responding to pressing health and social needs in the region, including those supported by the work of regional coalitions and task forces both before and during the pandemic, multiple reports and documents have been produced touching on issues of social welfare, the impacts the pandemic, and the needs of disadvantaged people/groups in Cowichan Valley. Within the health and social services sector, there is a highlevel of apathy towards the development of yet another report that checks off a requirement, but does little to alleviate suffering and reduce poverty and its effects among those most in need. However, there is also concern that the learning and recommendations contained

within these reports are not lost, particularly lessons learned in relation to Covid-19, and are used to inform interventions and approaches moving forward.

The pandemic stressed the capacity of our local non-profits and front-line government services. Therefore, to best set the project up for success, through Stream 1 - Planning, and in the preparation for Stream 2 - Action, it was important not to overly burden health and social service providers knowing their time/capacity was limited, while at the same time delivering an inclusive and meaningful engagement process. To maximize the likelihood of key stakeholder involvement, including specifically health and social service providers, we moved back the start and end date of the project (from April 2023 to September 2023) to better align with people's general availability (extension approved by UBCM February 2023). It was also necessary because in a challenging labour market, Cowichan Housing Association was unable to find someone to oversee the work until September 2022. As a result of the work occurring later, detail/specificity regarding the priority actions is lacking in this proposal because the timing of the engagement did not allow findings to be integrated in time for the funding deadline. A more detailed response to Q. 6, 7,8, and 11 addressing specific priority actions will be forwarded to UBCM with the Summary Report and graphic recording (see below) by April 3rd, 2023.

To maximize potential interest in the outcome of the planning work and appeal to a broad audience, we used four unique ways of presenting/sharing the findings from Stream 1 - Planning.

1) A literature review (How Far we Have Come - Honouring the Work of the Cowichan Community 2017-2022) that summarizes and makes accessible the key findings from multiple reports on poverty-reduction, housing and homelessness prevention and response planning, before and during the Covid-19 pandemic. The literature is attached for your information/review. The main themes identified through the review were used in the community engagement to frame the priorities for action.

As a core component of the planning work, a broad community engagement (held March 15th, 2023 from 8:30 am - 12:30 pm in Duncan) that brought together all levels of government, non-profit service providers, local first nations and Indigenous organizations, ministry service partners, people with lived expertise, and interested others was hosted by the Mayor of Duncan and North Cowichan, and Cowichan Housing Association. The main goal was to share the findings from the literature review, and validate and/or identify new priorities areas emerging out of Covid-19 to guide the work for Stream 2 - Action.

The moderator/facilitator for the event was a local Indigenous scholar and consultant, Marcia Turner.

2) A graphic recording by a local Indigenous graphic designer that visually depicts the key outcomes from the broad community engagement.

3) A Summary Report of the findings from the community engagement that lays out the priorities for action (3 total) moving forward and articulates the governance/committee structure.

4) On Cowichan Housing Association's website, there is a page dedicated to Poverty Reduction and Coordinated Access (new website is under development to be completed by April 1, 2023) to broadly share/make accessible all the information noted above, including all the reports summarized through the literature review. The page will not only preserve important information work done to-date, but ensure that it will continue to inform our efforts moving forward.

The specific poverty reduction principles implicit within the work outlined above are:

- 1) Prioritizing among different actions and populations for intervention.
- 2) Promoting participation for improved effectiveness of service delivery.
- 3) Bringing together all levels of government, community, and people with lived expertise to plan for future action.

4) Increase awareness of issues of discrimination and stigma and who is impacted and how.

6. Proposed Activities. Please describe the specific activities you plan to undertake. Refer to Section 6 of the *Program & Application Guide* for eligible activities under Stream 2.

Three main themes or overarching priority areas emerged from the literature review (How Far we Have Come - Honouring the Work of the Cowichan Community 2017-2022). They are: 1) Homelessness Response and Prevention, and 2) Communication and Education to End Stigma and Discrimination, and 3) Collaborative and Consistent Leadership.

Through the engagement session, priority areas for action were identified for each theme and separate working committees were established for each.

Picking up where Stream 1 - Planning left off, the schedule of activities for Stream 2 - Action is as follows (in consecutive order):

Hire a Coordinator

Finalize membership for each committee (ensuring an inclusive, diverse membership)

Working with members, develop a schedule of meetings for each committee (monthly or bi-weekly).

Working with members, develop a communication plan that outlines how the committees will communication/interface with each other, other committees, and the Governance committee.

Committee Meetings

Elect Chair, Vice Chair, and Secretary for each Committee

Develop a workplan for each committee with tangible steps for achieving priority action (review regularly for relevance).

Develop an evaluation framework (inclusive of each committee) with milestones for success.

Conduct meetings for each committee, as scheduled.

Implement workplan, as developed (revise/update as needed).

Implement evaluation plan for each committee (compile/track data as needed).

Complete Summary Report - Outcome of the work for each committee; next steps.

Stream 2 - Action Engagement Session - To share the findings from the Summary Report, articulate lessons learned, celebrate successes, and lay out next steps for the work of the committees.

7. Intended Outcomes & Impacts. What are the specific intended outcomes and impacts of the proposed project? How will this help to reduce poverty at the local level?

Outcomes

Homelessness Response and Prevention

An updated list of community priorities to improve the system of housing and health services

An updated list (mapping) of the System of Housing and Health Services

An important gap in homelessness response and prevention has been addressed

Communication and Education to End Stigma and Discrimination

Improved understanding of homelessness and its causes and consequences

The intended audiences have been reached with the message/messaging

People with lived experience have been empowered/engaged through process

Collaborative and Consistent Leadership

Refinement of the co-led Indigenous and non-Indigenous governance/committee structure based on its efficacy in practice.

Ongoing funding for Coordinator to support the continued work of the committee has been secured

Effective communication/information flow within/between committees

The centering of Indigenous knowledge and ways of knowing through process

Impacts

Improved coordination of, and access to, the System of Housing and Health Services for people in need and service providers.

Decreased stigma/discrimination towards the homeless/people with complex support requirements

The voices of people in poverty, and specifically those living in states of homelessness, have been elevated.

Additional gaps in the System of Housing and Health services are filled (the work of the committee(s) continues because ongoing funding for Coordinator is in place)

- 8. Proposed Deliverables.** What will be the specific deliverables of the proposed project? List any policies, practices, plans, or documents that will be developed or amended as a result of your project.

Although the deliverables for each committee will be refined by the committee members (adding more detail/specificity), the specific deliverables of the proposed project are:

1) Homelessness Response and Prevention

An important gap in services in the Cowichan Region will be addressed or there will be significant movement towards addressing them.

Summary Report (Stream 2) - what worked/what didn't; lessons learned to inform future action

2) Communication and Education to End Stigma and Discrimination

Educational Series aimed at dispelling myths related to homelessness consisting of a range of different approaches and modalities targeting a broad audience.

Summary Report (Stream 2) - what worked/what didn't; lessons learned to inform future action

3) Collaborative and Consistent Leadership

Reinvigorate previous work (different task forces/coalitions) with an updated/refined structure and membership

Ongoing funding for Coordinator is in place

Summary Report (Stream 2) - what work/what didn't; lessons learned to inform future action.

9. Community Partners & Participation by People with Lived Experience. To be eligible for funding, all projects must involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations, Indigenous organizations, and/or Métis Chartered Communities.

- A. List all confirmed partners that will directly participate in the proposed planning activities and the specific role they will play. *Please note: up to three letters of support from partnering organizations may be submitted with the application.*

Confirmed Partners

Cowichan Tribes - Health

House of Friendship

Ladysmith Resource Centre Association

Cowichan Lake Community Services Society

Bylaw Enforcement

Cowichan Valley Youth Services

Duncan - Downtown Business Improvement Association

Ministry of Poverty Reduction and Social Development (Income Assistance)

Discovery Youth and Family Substance Use Services

RCMP

BC Housing

Clements Centre

Cowichan United Way

Cowichan Green Community (Food Hub)

Cowichan Housing Association

Our Cowichan Communities Health Network

Lookout Housing and Health Society

People with lived and living experience (Lived Experience Circle)

City of Duncan

Municipality of North Cowichan

Island Health

Canadian Mental Health Association

Cowichan Women Against Violence (CWAV)

Cowichan Community Action Team (representing over 200 individual unique members that includes local government, health, social services, provincial and federal government, First Nations, FNHA, People with lived experience, business, RCMP, First responders)

- B. Demonstrate evidence of engagement with First Nations, Indigenous organizations, and/or Métis Chartered Communities in both the development of the application package, and the proposed project activities.

Cowichan Housing Association is committed to bringing an equity lens to our work by using two-eyed seeing through which we promote different ways of knowing and work to elevate the voices of marginalized individuals/groups (i.e., Indigenous peoples/communities, unhoused youth and adults, people living in poverty) through planning and development, implementation, and the evaluation of our programming. Our organization is committed to building services and practices guided cultural safety and our collective commitment to build a climate of respect and safety for all.

A current example is our lead role in the development of a Coordinated Access System for the Cowichan Valley. A Coordinated Access System is a community-wide system that streamlines the process for accessing services for people experiencing or at risk of becoming unhoused. This work is directly related to the work that happened through Stream 1 - Planning, and the work that will be happening in Stream 2 - Action. We initiated this project by forming a Circle of Elders advisory group, to center local Indigenous knowledge and to create a guiding framework grounded in Qwu'utsun traditional teachings. This Framework will then be used to inform the development of the Coordinated Access System of Housing and Health Services. It will also be used to inform the work occurring under Stream 2, including the structure and functioning of the governance and working committees. Our approach positions Indigenous people as integral co-leaders, creators, and collaborators at every step of the way (from the beginning), to create a culturally sensitive approach to accessing housing and support services in an otherwise predominantly Euro-centric system.

Please see attached Letters of Support from project partners Cowichan Tribes (Health Department), House of Friendship, and CAT Peer program.

- C. Describe how people living in poverty or with a lived experience of poverty will participate in the proposed project.

As with the Stream 1 - Planning, the Cowichan Action Team Peer program will be an important partner in the work occurring through Stream 2 - Action. Through the CAT Peer program we have identified a group of Peers to be involved in the project in different ways, including providing input into any potential solutions. In addition, through Cowichan Housing Association's Housing Loss Prevention Services, we support a range of people living in poverty and highly precarious housing situation. Through this service we will convene a small advisory committee to provide input/feedback related to the work happening through Stream 2 - Action.

10. Sustainability. How will the proposed project be sustained after grant funding?

The sustainability of the project was a key consideration in how the committee was structured. As much as possible, the governance/committee structure is integrated with existing committees and community tables that will continue to function well past the end of Stream 2 - Action. In

addition, a core function of one working committee is to secure ongoing funding for a Coordinator position to support the continued work of the committees. These efforts will help to ensure that this important work can continue for the foreseeable future.

11. Evaluation. Describe how will the project be evaluated and the specific performance measures and/or benchmarks that will be used to measure outcomes. How will this information be used?

Each committee will complete a Summary Report detailing the outcome of their work including whether or not milestones were achieved, why/why not, other opportunities or challenges that emerged through the process, as well as any other significant learnings.

The specific evaluation for each committee are outlined below.

Homelessness Response and Prevention

Measurable steps (were milestones achieved or not) towards addressing the gap in service?

Why/why not? What worked/what didn't? (evaluation form for members)

Communication and Education to End Stigma and Discrimination

Attitudinal Change - Did attitudes about homelessness change for people who participated in the events? (evaluation form for participants)

Breadth/scope of Communication - Type of approaches (social media campaign; letters to editor); number of approaches; audiences reached through different approaches; feedback received.

Collaborative and Consistent Leadership

Did the committee meetings occur, as scheduled.

Did members attend meetings? (track attendance for each meeting)

Committee Structure and Functioning - How well did the committee function? Were members clear on their roles? Was the level of communication sufficient/effective? Was the membership inclusive? (evaluation form for members)

Attitudinal Change - Did members' attitudes about homelessness change through process? Why? (evaluation form for members)

Was ongoing funding for Coordinator secured or not? Why/why not? Other opportunities that came to light through process? (evaluation form for members)

12. Additional Information. Please share any other information you think may help support your submission.

SECTION 4: Required Attachments

Please submit the following with the application form:

- ☐ Council, Board, or Local Trust Committee Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management;
- ☒ Detailed budget, including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding;
- ☐ **For regional projects only:** Each partnering eligible local government must submit a Council, Board, or Local Trust Committee resolution indicating support for the primary applicant to *apply for, receive, and manage the grant funding on their behalf*.

Submit the completed Application Form and all required attachments as an email attachment to lgps@ubcm.ca and note “2023 Poverty Reduction” in the subject line. Submit your application as either a Word or PDF file(s).

SECTION 5: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant’s jurisdiction (or appropriate approvals are in place).

Name: Peter De Verteuil

Title: CAO

Signature*:

Date:

**A certified electronic or original signature is required*