



	<b>REPORT No.: 2020-37</b>
<b>MEETING DATE: SEPTEMBER 17, 2020</b>	<b>DATE PREPARED: JULY 20, 2020</b>
<b>SUBJECT: REVISED HOUSING SECURITY FUND POLICY</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2020-37 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the revised Housing Security Fund Policy as presented;

AND THAT we authorize the Chief Administrative Officer to amend the policy with respect to housekeeping items, as may be required from time to time;

AND THAT any necessary by-law be presented to the Board.

**REPORT SUMMARY**

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with information on the revised Housing Security Fund (HSF) Policy for approval.

**BACKGROUND**

The Community Homelessness Prevention Initiative (CHPI) was established on January 1, 2013 combining funding from six (6) distinct homelessness-related initiatives from the Ministry of Community and Social Services (MCSS) and the Ministry of Municipal Affairs and Housing (MMAH): Consolidated Homelessness Prevention Program (MCSS), Emergency Energy Fund (MCSS), Emergency Hostel Services (MCSS), Domiciliary Hostel Program (MCSS), Community Start-Up and Maintenance Benefit (MCSS), and Provincial Rent Bank (MMAH).

With the elimination of Community Start-up and Maintenance Benefit, TBDSSAB approved the utilization of CHPI funding to implement the HSF in order to meet the emergency housing needs of those with low income living in the District of Thunder Bay (Resolution No. 13/18).

**COMMENTS**

Administration reviewed the HSF Policy in consultation with the TBDDSAB solicitor to determine the changes that should be made as a result of issues that have arisen in the interpretation of the policy through the appeals process.

Gowling WLG reviewed and recommended updates to the policy to clarify the intent and requirements of the HSF.

The revised HSF Policy provides clarification for the use of CHPI funding to promote stability within the housing and homelessness system by assisting individuals with low income to obtain housing or remain housed.

The procedures that accompany this policy have also been revised to clarify decision making based on the qualification for HSF.

**FINANCIAL IMPLICATIONS**



There are no financial implications related to this report.

**CONCLUSION**

It is concluded that the revised Housing Security Fund Policy be approved by the Board as presented.

**REFERENCE MATERIALS ATTACHED**

Attachment #1 – [Revised Housing Security Fund Policy](#)

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<b>APPROVED / SIGNATURE:</b>	 Ken Ranta, Director, Integrated Social Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

The District of Thunder Bay Social Services Administration Board

**TBDSSAB #CLSISS-04:11**

**POLICY**

CATEGORY/SECTION

**INTAKE**

SUBJECT

**HOUSING SECURITY FUND –  
COMMUNITY HOMELESSNESS  
PREVENTION INITIATIVE –(CHPI)**

**AUTHORITY**

Service Manager Service Agreement (Community Homelessness Prevention Initiative) between the Minister of Municipal Affairs and Housing and The District of Thunder Bay Social Services Administration Board (TBDSSAB);

Program Guidelines for Community Homelessness Prevention Initiative (CHPI); and

The District of Thunder Bay Social Services Administration Board (TBDSSAB) Resolution No. 13/59

**INTENT OF POLICY**

The purpose of this Policy is to prevent, address, and reduce homelessness in the District of Thunder Bay and in particular, to achieve the CHPI’s two key program outcomes, namely: to enable people experiencing homelessness obtain and retain housing; and to enable people at risk of homelessness remain housed (“Key Program Outcomes”).<sup>1</sup>To prevent, address and reduce homelessness.

**POLICY**

To achieve the Key Program Outcomes, the TBDSSAB will use CHPI funding to create and administer the Housing Security Fund (“HSF”) in accordance with the Agreement and the CHPI Guidelines.

Under this Policy, TBDSSAB will develop all necessary materials, including application forms and procedure documents, and take any necessary steps or actions as required for the administration of the HSF.

Objectives:

The TBDSSAB will deliver the Housing Security Fund in order to;

- a) enable people experiencing homelessness to obtain and retain housing

<sup>1</sup> CHPI Guidelines at page 5.

IMPLEMENTATION / BOARD APPROVAL DATE:

**May 23, 2013**

REVISION DATE(S):

September 17, 2020

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CATEGORY/SECTION  
**BOARD – GENERAL**

SUBJECT  
**COMMITTEES**

~~b) enable people at risk of homelessness to remain housed~~

### **STANDARDS OF APPLICATION**

TBDSSAB will establish eligibility criteria for the HSF in accordance with this Policy, the Agreement, and the CHPI Guidelines (“Eligibility Criteria”).

TBDSSAB may amend the Eligibility Criteria from time to time in light of local needs and priorities.

Among other things, the Eligibility Criteria may:

- establish categories of eligible applicants;
- address the financial eligibility of applicants;
- set standards for the sustainability of approved shelter costs;
- identify categories of other eligible costs and set funding limits for same; and
- provide for the types of documents or other materials necessary to establish that an applicant meets the Eligibility Criteria.

In all cases, HSF applications will only be approved where, in TBDSSAB’s judgment, the provision of HSF funds to an applicant is likely to achieve a Key Program Outcome.

TBDSSAB will assess HSF applications in accordance with the Eligibility Criteria and this Policy.

~~The Housing Security Fund is available to recipients of Ontario Works (OW) and Ontario Disability Support Program (ODSP), and low-income families (as defined by income/asset levels) to assist in obtaining a new principal residence, or to prevent eviction or the discontinuance of utilities or heating in an existing residence.~~

~~The HSF may also be issued where there is a threat to the health or welfare of a recipient or a member of the benefit unit.~~

### **RELATED PROCEDURES**

Housing Security Fund Community Homeless Prevention Initiative – CHPI ISS-04:05-09

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