

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: September 20, 2022

TO: Mayor and Council

FROM: Anne Berry, Director, Planning & Development Services

SUBJECT: Daytime Warming Shelter Single Sourcing Request to Award Fall/Winter 2022-23 Contract for Services

RECOMMENDATIONS

THAT Council:

1. Affirm single sourcing and authorize the awarding of a contract for services to Engaged Communities Canada Societies for the operation of a daytime warming shelter and associated services for the period of November 1, 2022, to March 31, 2023, in the amount of \$480K; and
 2. Authorize the preparation and signing of a Memorandum of Understanding with Engaged Communities Canada Societies for the period of November 1, 2022, to March 31, 2023, for the operation of the daytime warming shelter.
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EXECUTIVE SUMMARY

The purpose of this report is to seek Council authorization to award the contract for services for the fall & winter daytime warming shelter to Engaged Communities Canada Societies (ECC). Typically, the City prepares Requests for Proposals (RFP) in order to determine best value for a service to the City. In the case of the daytime warming shelter, staff recommend proceeding with awarding the contract directly to ECC due to the limited time available to prepare, post, review and consider an RFP for the services in advance of the extreme weather season and based on the City's experience with ECC having successfully provided these services in the winter 2022 and ECC's ability to mobilize to provide these services.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
Motion # 2022-023 January 24, 2022	It was MOVED and SECONDED THAT Council: 1. Approve funding in the amount of \$160,000 to operate a daytime warming shelter in a modular office trailer to be located in the parking lot located adjacent to the baseball concession/washroom facility at Centennial Park from January 28, 2022 to March 15, 2022; however 2. Operation (opening) of the warming shelter would only be in conjunction with the opening of the evening shelter at Mount Olive

	<p>Lutheran Church. Note: Funding in the amount of \$160,000 will be required to accommodate the program. The City of Surrey has agreed to fund 50% of this expense, therefore, the actual cost to the City of White Rock will be \$80,000.</p> <p>APPROVED</p>
<p>Motion # 2022-200 May 9, 2022</p>	<p>THAT Council: 1. Receive for information the May 9, 2022, corporate report from the Director of Recreation and Culture, titled “Daytime Warming Shelter Debrief” for Council’s consideration in providing extreme weather shelter services for the period November 1, 2022, to March 31, 2023; and 2. Direct staff: a) keep the balance on hand for operating the shelter through next year and b) contact the City of Surrey in regard to cost sharing.</p> <p>Motion CARRIED (6 to 0)</p>
<p>Motion # 2022-281 June 27, 2022</p>	<p>THAT Council endorse the City’s Union of British Columbia Municipalities (UBCM) Strengthening Communities’ Services 2022 Grant application and indicate willingness to provide overall grant management.</p> <p>Motion CARRIED (6 to 0)</p>

INTRODUCTION/BACKGROUND

In January 2022, Council authorized funding to permit the operation of a temporary daytime warming shelter during the extreme weather period from the end of January to mid-March. The City engaged the services of ECC to operate the shelter. The City partnered with City of Surrey to share the costs of the service, and the shelter was opened in February, 2022. It was successfully operated for a period of six weeks.

In May 2022 Council received a debrief report summarizing the shelter usage during the six week period and were advised of the estimated costs to operate the shelter again this fall/winter for an extended period of time from November 1 through to March 31, 2023. This report is attached as Appendix A for reference.

This summer, the City was awarded with grant funding in the amount of \$320K through the UBCM Strengthening Communities’ Services Fund, for use towards the operation of a daytime warming shelter this coming fall/winter. Staff have also written to the City of Surrey again, per Council direction, to request funds to share the remaining shelter operation costs for the same period.

FINANCIAL IMPLICATIONS

The total cost expected for the operation of the warming shelter from November 1, 2022, to March 31, 2023 is \$480K. The City has been awarded \$320K in grant funding from UBCM’s Strengthening Communities Services grant program. Council has budgeted \$80K for 2023. Per Council direction, staff have reached out to the City of Surrey to request funding in an equivalent amount as contributed by the City directly.

A cost summary breakdown follows:

	Expense	Grant Funding	WR/Surrey Cost Share
Lease of 60' x 12' mobile office trailer \$3,200/month x 5 months	\$16,000	\$16,000	
Lease of washroom/shower unit including servicing \$400/month x 5 months	\$2,000	\$2,000	
Electrical hookup and disconnect of trailer and washroom 2 x \$2,500	\$5,000	\$5,000	
Janitorial service & supplies	\$7,000	\$7,000	
*Contract staff for daily provision of service: Meals, transportation, first aid, harm reduction supplies, on-site counselling & education, emotional support \$3,000/day x 150 days (5 months)	\$450,000	\$290,000	\$160,000
Totals	\$480,000	\$320,000	\$160,000
City of White Rock contribution		\$80,000	
City of Surrey requested contribution		\$80,000	
TOTAL COST		\$480,000	
*A quote for \$3000/day was provided by a local non-profit society for operating a warming shelter for up to 30 people between 7:00 a.m. and 10:00 p.m. each day. The quote includes trained staff to assist those experiencing homelessness and possibly compounded by mental health, substance use, addictions, etc. Staff are available 15 – 17 hours each day for counselling and support. The balance of the funds provide daily hot meals, snacks, first aid/overdose prevention supplies, harm reduction supplies, transportation to and from appointments and overnight shelters, supplied for wellness activities and education.			

LEGAL IMPLICATIONS

The City of White Rock's Policy 301 – Procurement sets out how contracts are to be awarded in White Rock. The purpose is to ensure that the awarding of contracts is a fair and transparent process and is compliant with legislation and legal requirements. For contracts over \$250K Council authorization is required unless prior authorization to do otherwise has previously been granted by Council.

In accordance with that policy single source refers to a procurement of goods and services, including construction, from one supplier despite there being competitors in the market. Single source procurement is not typically a recommended approach unless there are valid reasons to proceed.

It is staff's recommendation to proceed with single sourcing the services to Engaged Communities Canada for the following reasons:

1. The City was only recently able to report that the \$320K grant had been awarded for daytime warming shelter services.

2. Proceeding with a Request for Proposals process presents challenges in terms of timing and the necessary start of the operation of the warming shelter.
3. Due to the high costs of funding the service this is not a service the City has committed to providing in the long term. If a long-term solution is proposed staff recommend proceeding with an RFP.
4. Engaged Communities Canada has experience in the operation of a daytime warming shelter in the City and is able to provide added benefit to the City for the fall/winter 2022/23 season through lessons learned in the February/March 2022 period of operation.
5. With the \$320K grant the City has an opportunity to treat this as a more fulsome pilot approach to a daytime warming shelter in the South Surrey/White Rock area, over the five month period. If a long-term solution is proposed staff recommend proceeding with an RFP.

Staff have spoken with ECC representatives who have confirmed that they are prepared to operate the warming shelter again this season.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

The operation of the daytime warming shelter is not a typical form of use for municipal engagement. Due to this, staff recommends the City use its platforms (social media and website etc.) to provide information about the operation of the daytime warming shelter (dates, location etc.) before opening it to the public, to ensure this reaches as many people and community groups as possible.

The operation of the daytime warming shelter in February and March of this year provided significant learning opportunities for staff. It provided staff with the opportunity to better understand the needs of the homeless community in the South Surrey/White Rock area. This is considered a positive outcome from a staff perspective due to the rising cost of housing and the recent rise of inflation. There are many stigmas associated with homelessness perceived by the general population and staff hope to use the knowledge gained to break down barriers and provide a safe place where people from all socioeconomic backgrounds can stay dry and warm through the winter months.

Significant efforts were undertaken by the shelter operators and staff to ensure the impact to the surrounding area were minimal. As a result, few complaints were received.

Beginning this fall, the batting cage at Centennial Park, adjacent to the daytime warming shelter location, will be replaced to enable year-round use. It is hoped that the work will be completed prior to the start of the baseball season in spring 2023. Staff believe the construction site can be managed in conjunction with the daytime warming shelter operations and believe the two uses can be separated with fencing, and the provision of an alternative construction access.

The White Rock South Surrey Baseball Association has indicated concerns regarding the interface between the future new batting cage user group, and the daytime warming shelter user group. This interface will need to be evaluated prior to decisions regarding the operation of a daytime warming shelter in the fall/winter 2023-24 extreme weather season, should Council wish to consider this location at centennial Park again next year.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Engineering and Municipal Operations should oversee the placement and utility hookup of the modular office trailer on City property, and to arrange for the extra janitorial cleaning of the washroom building(s) located adjacent to the warming shelter trailer.

Fire Services to establish the room capacity of the warming shelter trailer.

Parking staff to be advised of the parking lot closure area.

Recreation and Culture staff to respond to park user inquiries regarding the temporary use of the parking lot area as a daytime warming shelter.

ALIGNMENT WITH STRATEGIC PRIORITIES

There is no specific strategic priority for the operation of the daytime warming shelter, however the implementation of the shelter is key to improving the quality of life of some of the City's most vulnerable members of the population, and is therefore aligned with the following strategic priority:

- *Community: We will make the best possible community decisions in collaboration with residents and stakeholders, providing an excellent quality of life.*

OPTIONS / RISKS / ALTERNATIVES

The following alternative options are available for Council's consideration:

1. Direct staff to prepare and issue a Request for Proposals for the provision of the daytime warming shelter services.

If Council selects the alternative option above, staff anticipate that there will be delays to the commencement of the operation of the daytime warming shelter to after the start of the extreme weather season.

CONCLUSION

Following the successful trial operation of a daytime warming shelter in February/March 2022 and enabled by the additional funds awarded through the UBCM Strengthening Communities' Services Fund, the City has the opportunity to operate a daytime warming shelter for the period of November 1, 2022 to March 31, 2023. Given time constraints and previous experience (as outlined in the body of this report), staff recommend that Council authorize single sourcing and awarding of a contract to Engaged Communities Canada for these daytime warming shelter services.

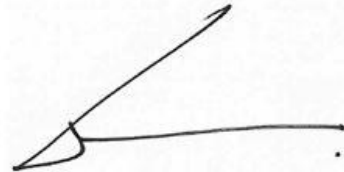
Respectfully submitted,



Anne Berry
Director, Planning & Development Services

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer

Appendix A: Corporate Report dated May 9, 2022, titled "Daytime Warming Shelter Debrief"