

Kelowna Community Advisory Board on Homelessness Minutes

DATE: April 15, 2021

Chair: Phil Bond

Minutes Recorder: Sonyia Taggart-Mint

COMMITTEE MEMBERSHIP

P = Present, A = Absent, R = Regrets

	SECTOR REPRESENTATIVE:	NAME:	ORGANIZATION:
P	Chair	Phil Bond	UBC Okanagan
P	Vice Chair	Stephanie Ball	Central Okanagan Journey Home Society
P	Funder	Naomi Woodland	United Way-Southern Interior BC
P	Rehabilitation	Mia Burgess	Brain Trust Canada
P	Housing / Shelter	Liz Talbott	NOW Canada
-	Provincial Government/Youth	<i>vacant</i>	<i>vacant</i>
P	Indigenous	Cheryl Woods	Ki-Low-Na Friendship Society
R	Indigenous	Tina Larouche	Kelowna Indigenous Housing Society
P	Diversity/Community Information/Volunteerism	Ellen Boelcke	KCR – Community Resources
R	Provincial Government/Health	Sandra Robertson	Interior Health Authority
R	Mental Health/Housing	Mike Gawliuk	Canadian Mental Health Association
P	Faith	Don Richmond	Evangel Church
-	Corrections	<i>vacant</i>	<i>vacant</i>
R	Provincial Government/Housing	Nanette Drobot	BC Housing
P	Lived Experience	Elaine McMurray	Lived Experience Circle
P	Front Line Youth	Sarah Mackinnon	Okanagan Boys & Girls Clubs
P	Municipal Government	Sue Wheeler	City of Kelowna
P	Provincial Government/Income Assist	<i>vacant</i>	Ministry of Social Development and Poverty Reduction
Non-Voting Members:			
P	Central Okanagan Foundation	Cheryl Miller	Community Entity/Foundation / Funder
P	Central Okanagan Foundation	Sonya Taggart-Mint	Community Entity/Foundation / Funder
P	Service Canada	Wayne Ackerman	Service Canada/Federal Government
A	Service Canada	Lisa McHaffie	Service Canada/Federal Government
Alternates:			
P	Provincial Government/Health	Andrea Antonishen	Interior Health Authority
p	Provincial Government/Housing	Matthew Camirand	BC Housing
Guests:			
p	Indigenous Homelessness representative	Jeremy Bowers	Ki-Low-Na Friendship Society
P	Indigenous Homelessness representative	Kody Woodmass	Ki-Low-Na Friendship Society

MINUTES DISTRIBUTION

- CAB-H Members

Meeting called to order at 10.05am

AGENDA ITEM

1. Welcome to New Members, Guests, Introductions –Phil

- Phil called the meeting to order at 10.05am, April 15, 2021
- Cheryl Woods welcomed us to the unceded territory of the Syilx Nation
- Phil welcomed everyone and thanked them for their attendance, thanked Richard Roy the previous Community Entity for his work and welcomed the new Community Entity Coordinator, Sonyia Taggart-Mint.
- Phil opened up for a round of introductions.

2. Approval of April 15, 2021 Agenda and September 24, 2020 Minutes – Phil

- **Motion to approve April 15, 2021 agenda: Phil; Seconded: Elaine**
- **Motion to approve September 24, 2020 minutes: Phil; Seconded: Stephanie**

3. Update on Indigenous Community Entity / Guest Jeremy Bowers and Kody Woodmass - Wayne

Phil opened the floor to Wayne / Indigenous Homelessness Community Entity.

Wayne gave an overview of the history of the Community Entity in Kelowna. The Central Okanagan Foundation has been the Community Entity for Designated Communities and Indigenous Homelessness stream. Wayne explained that Canada began the process in Kelowna a year ago to transition Community Entity responsibilities for the Indigenous Homelessness stream, to an Indigenous Organization in the Community.

- **Wayne confirmed that the Ki-Low-Na Friendship Society is now the Indigenous Homelessness Community Entity.**

Wayne introduced guest Jeremy Bowers (Ki-Low-Na Friendship Society – Indigenous Homelessness Community Entity) to give an update on the Indigenous Homelessness Community Entity.

Jeremy gave an overview of the Indigenous Homelessness Stream Community Entity:

- Jeremy has worked at the Ki-Low-Na Friendship Society for 10 years.
- Started talking to Wayne in 2020 and became more formalized in February 2021 when the contract was signed.
- Recruited small Indigenous Homelessness CAB-H – looking for new members. Currently have members from: Ki-Low-Na Friendship Society, Okanagan Training & Development Council and Metis Community Services, looking to recruit representation from West Bank First Nation.
- Had one meeting so far, awarded one sub-project so far which is a continuation of Ki-Low-Na Friendship Societies Outreach Program which was previously funded from the Reaching Home funds overseen by the Central Okanagan Foundation.
- Additional COVID-19 funding confirmed.

Elaine asked Jeremy: Will there be a role for an Indigenous representative from the Lived Experience Circle to join the Indigenous Homelessness Stream CAB-H. Jeremy confirmed yes this is possible, Elaine will connect with Jeremy.

Phil raised the topic for motion regarding an Indigenous representative on the Designated Communities CAB-H – Community Entity. Phil confirmed he sees no reason for us to not have a representative from the Indigenous CAB-H on the Designated Communities CAB-H and opened to discussion.

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- Stephanie agreed with Phil, that an Indigenous representative should sit the CAB-H, but who that is should be decided by the Indigenous Homelessness CAB-H and does not necessarily need to be an assigned individual.
- Elaine agreed that we should have a representative from the Indigenous Homelessness CAB-H on our board.

Kody Woodmass joined as a guest; Kody was welcomed by the group. Kody introduced himself and provided some information on the work he is currently undertaking at the Ki-Low-Na Friendship Society:

- 4 years in the social sector - recently moved into new role – Strategic Planning Coordinator at Ki-Low-Na Friendship Society,
- Working on a 5-year, 3 year and 10-year plan.
- Indigenous Homelessness CAB-H, Jeremy Bowers as Community Entity Coordinator, Kody Woodmass, Karen Abramsen (Okanagan Training and Development Council), Wayne Ackerman, Renye Lebel (Metis and Community Services Society BC).
- First Indigenous Homelessness - CAB-H meeting was a month ago, initial host and proposal, reviewing total awarded: \$187,000.

Phil presented a motion presented to have an Indigenous Homelessness representative on the Designated Communities CAB-H, with no assigned individual and the Indigenous Homelessness CAB-H can decide who to put forward.

Wayne asked Jeremy Bowers and Kody Woodmass if the Indigenous Homelessness CAB-H had discussed who they would want to be their Indigenous Homelessness representative. Jeremy confirmed they discussed Kody being the representative, it has been informally discussed but no formal vote has been passed.

Phil thanked Kody and Jeremy for their time and invited them to leave the meeting.

4. CAB-H Votes – Indigenous Homelessness representative

Phil re-presented the motion to have Indigenous Homelessness representative on the CAB-H and invited discussion: No discussion.

Don – Seconded

Vote: Passed / Unanimous

5. Journey Home Update – Stephanie / Sue

Phil opened the floor to Stephanie and Sue to give their updates.

Stephanie Ball – Journey Home:

- Final draft of system mapping report ready for review. Report published a few weeks ago, and presented to Mayor and Council, has system mapping, highlights 15 key points – Stephanie will send through to Sonyia to circulate.
- Stephanie gave history of the System mapping document: Saran, Journey Home Society spent a year mapping the touch points for individuals experiencing homelessness – COVID-19 hit when the first draft was finalized and was put on hold. Some items/gaps identified on the system map have been able to change/mobilize as a result of COVID-19, for example: working together in more alignment.

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- Upstream Kelowna is an incredible project led by Sarah Mackinnon.
- Pivotal that our community continues to support lived experience and peer support.
- Highlighted hard work of the Lived Experience of Homelessness table (LeCoH).
- Momentous time for community with the start of the Indigenous Homelessness Community Entity.
- Saran Mallinson and Malcolm Evans would like to attend a CAB-H meeting to discuss - coordinated outreach, coordinated shelters, and coordinated tables. Outreach has been evolving from just basic needs, to looking at case management and housing placement.
- Around 40 organizations attending weekly coordination meetings which is supporting the Journey Home Strategy.
- Started on a data road map with the city of Kelowna last year, working with a consulting partner from NMP Toronto, focusing on data sovereignty, jurisdiction of data privacy, and looking at difference between housing and data privacy.
- Mobilized / moved forward with complex needs advocacy work, localized work has broadened with intension of regional focus. Now have data on complex needs for Kelowna, Vernon, Lake Country by end of week (April 16, 2021), West Kelowna. Doing road show with mayor and councils in different communities. Westbank First Nations had participated but are not currently participating in the data piece.
- Saran from Journey Home Society in partnership with the faith community, and Sue and Nick from the city of Kelowna – put together a Faith Collective. There is a strong faith community that would like to be part of the Journey Home strategy – around 40 partners participating. Next steps are forming some action committees.
- Journey Home Society – recently applied to Employment and Social Development Canada (ESDC) for 3-year project focused on sector capacity building on a system and community wide level. Focus on staff capacity, training.

Sue Wheeler – The city of Kelowna:

Community Inclusion Model:

- Introduced 1 year ago
- To support the introduction of supportive housing in neighbourhoods to help create conditions for success prior to supportive housing openings. Looked at; *what is happening? How can we enhance a neighbourhood before supportive housing is announced? Once it opens how can we better the neighbourhood?*
- We have seen a change in the community, McCurdie recently opened. Sue opened the question to Matthew Camirand from BC housing regarding negative feedback, Matt confirmed no.
- This year Stephanie Ball and Sue Wheeler are co-chairing the committee. Our committee is working with Urban matters / community collaborative on a template and will rollout a community engagement process. Did test engagement session in the North End, and feedback was that individuals want more opportunities to learn and for discussion.
- Waiting on finalization on funding, will keep CAB-H informed.

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Reaching Home - Coordinated Access funds:

It has been difficult for Journey Home to access the Coordinated Access funds due to being in progress to become a charitable society. The city will be stepping in to work with the Community Entity and Journey Home to create an intermediary agreement to support moving this work forward. This work will unfold in the next month or so.

UBCM – Strengthening Communities Grant:

- The city of Kelowna is putting in application, our city is eligible for 2.5 million.
- City was encouraged by UBCM on a strategy, and how to access these dollars.
- The application is being submitted today (April 15, 2021) is focused on work on improving site development, including things such as; personal belongings storage program including bike lockers, site operations, drinking water on site, Queensway washroom operation, looking at working with Metro for a day -use site. Looking to fund the personal hygiene centre Metro hosts. Also looking at accessing funding for Ki-Low-Na Friendship Society and Canadian Mental Health Associations Outreach programs, for when their Reaching Home funding ends. Also included an anti-stigma campaign, developed by group of partners around a year and a half ago, so have included this in this application. UBCM has encouraged the city to apply for an amount beyond the \$2.5 million amount. Application is a 90 day turn around.
- Elaine: Felt great this work is being done but feels sad there has to be an outdoor sheltering plan.

6. Community Entity Update – Sonyia

Phil opened the floor for Community Entity updates: Sonyia thanked everyone on the Community Advisory Board on Homelessness for their time reviewing the many proposals, and their commitment to the group.

Recap of COVID-19 funding:

- Funded over 31 projects with over 2 million dollars in 2 rounds of additional COVID funding.
- Finalized COVID reporting tools.
- COVID has invited some new and meaningful projects, for example: the long-term hygiene centre at Metro, 3 rental assistance programs, the collaborative work between John Howard and Canadian Mental Health Association with their new harm reduction coordinator.
- The Community Entity confirmed the remaining COVID-19 funding is \$10,893 and invited CAB-H members to encourage organizations who may be eligible to apply of this funding. The Community Entity confirmed they will be reaching out to operators, and existing sub-projects to inform them of these remaining funds and that applications are still open. Cheryl reminded the group that these funds must be spent by June 30, 2021 when the funding period ends.

The Designated Communities Community Entity is focusing on the end of fiscal year reporting for the five-year sub-projects, using a new annual data collection tool.

Sonyia informed the CAB-H that the Central Okanagan Foundation has administrative slippage of \$21,296.77 from 2020-2021 to be allocated to Designated Communities for the current fiscal year (2021-2022).

AGENDA ITEM

Central Okanagan Foundation – recap on actions of administrative slippage in previous year:

Phil: What was the amount last year that we moved forward? (2019-2020 slippage into 2020-2021 DC sub projects).

Sonyia: \$16,904.52

For the 2019-2020 in-house administrative slippage which was allocated to Designated Communities in 2020-2021, the CAB-H majority vote was to award these funds to the 5-year base sub-projects, the amounts awarded to each organization were calculated the same way as their 2020-2024 annual percentages were calculated.

Discussion on fiscal year 19-20 slippage that was expended in 20-21:

Phil raised the question to confirm if there is quorum for voting, the Community Entity confirmed post meeting: *Quorum is 50% of voting members. In the case that a conflict of interest is declared, quorum will still be in effect and not be reassessed dependent on the number of voting members leaving*

Wayne provided valuable information that with small amounts of funding (such as slippage), it is best practice to have them assigned within the first quarter of the new fiscal year. The administrative slippage should ideally be allocated by the end of June 2021. If the existing sub-projects are awarded this funding, there would be an amendment to their funding documents. Wayne made everyone aware the option for a one off funded project utilizing these funds is also an option, and the process would be to go through the voting process to pass a motion through CAB-H.

Stephanie: My understanding is the amount can roll into the new fiscal year with the desire it is spent early in the new fiscal year.

Cheryl: The slippage from last year was not spent in the first quarter, the sub-projects allocated extra funds was, and it was a minimal amount for each organization, they had the entire fiscal year to expend these additional funds.

The approval process was completed via email with the CAB-H as COVID-19 was in effect.

Wayne: To confirm you had the decisions of who was getting the funding (slippage) in the first quarter?

Cheryl: No, the email for votes went out on July 7, 2020 and final decision was made by July 10, 2021.

Discussion on 20-21 slippage and options - how to allocate this 21-22:

The Community Entity invited discussion on this slippage.

Elaine: I personally favor splitting it up, as it is such a small amount. But if people do not like that idea, then I will personally move to say let us add it to the existing water project. This water project Nick (from the city) is working on is important.

Phil: Other thoughts?

Stephanie: Although a small amount, in reviewing the grant applications that have come through and what can be achieved with \$20,000 dollars. I would feel differently if the existing projects had reached out. – I would rather see the money go to a purpose, rather than be dispersed amongst organizations that probably have the resources and infrastructure to continue what we already support.

Phil: What would be the process?

Sonyia: I will let you speak to this Cheryl

Cheryl: This is the second year we have had slippage, last year we had it and that was the \$16,904.52. We have not done an RFP. Let us also remember we have \$10,893 in COVID funding, and we are finding it difficult to find a place for this money.

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Sue Wheeler commented we may have a lapse between the Reaching Home COVID-19 funds end, and the funding with UBCM beginning, so we might want to consider keeping the COVID-19 funding or some of the slippage amount to keep the outreach going through that gap if it is possible. If the city does obtain the UBCM funding, then the additional COVID-19 funding could be focused on prevention and housing than crisis management.

Don R suggested Sonyia provide an email with the information necessary. Sonyia confirmed she will send out information / a brief regarding this slippage to the CAB-H before a second meeting, along with proposed options. Sue confirmed she would connect with Sonyia, to inform what projects are going to be funded under UBCM.

Cheryl suggested to set another meeting to discuss the slippage.

Phil presented a motion to set another meeting to discuss this slippage. Motion forwarded for the options around how to allocate the Central Okanagan Foundations slippage money to be discussed at another CAB-H meeting to be held at the end of April / as soon as possible.

Vote: Passed / Unanimous

The Community Entity confirmed there will be a 3rd round of COVID-19 funding in the amount of \$1,287,083 to be expended by March 31, 2022:

Wayne confirmed that 15% of this can go towards Central Okanagan Foundation's in-house administrative costs. Wayne gave an overview of the 2 rounds of COVID-19 funding, and that they had statutory agreements, and the money was mobilized quickly.

The Round 3 funding process will be the formal established measures used in the main Reaching Home 5-year projects, which means amending the Community Entity agreements with Canada. Round 3 cannot be retroactive, expenses will have to occur from the date of the signed agreement and forward. Wayne confirmed that anticipatory work can begin, but Community Entity's cannot write sub-project agreements, until their agreement with Canada has been amended. Community Entity's may do a call for proposals but must be clear and explicit that this is anticipatory and dependent on funding.

7. Membership and TOR Review Committee - Sonyia

Membership:

3 vacant seats on CAB-H Board, Sonyia encouraged CAB-H members to connect with anyone they feel would be a suitable fit for the position, and to connect them with Phil Bond (Chair) and the Community Entity Coordinator.

The 3 vacant CAB-H seats are:

- Provincial Government – Youth
- Corrections
- Provincial Government – Income Assistance

AGENDA ITEM

Terms of Reference:

Sonyia confirmed the Terms of Reference sub-committee members:

- Mike Gawliuk,
- Mia Burgess,
- Sue Wheeler,
- Don Richmond,
- Stephanie Ball (*approved via email CAB-H vote*).

Sonyia will connect with the TOR sub-committee to set up a meeting in the next week. Sonyia opened the question to CAB-H of how they would prefer to review the next draft of the Terms of Reference document after it has been reviewed by the sub-committee.

Phil suggested sending the Terms of Reference via email, and if people require clarity, then there could be a zoom call to discuss.

Cheryl suggested combining the CAB-H meeting for slippage as motioned earlier in the meeting with reviewing the Terms of Reference draft.

Phil presented a motion to send the Terms of Reference out in an email and include this on the next CAB-H meeting for review / feedback.

Seconded: Don

Vote: Passed / Unanimous

Next steps summary:

- Connect with Terms of Reference sub-committee to set meeting to review the Terms of Reference,
- Connect with CAB-H via email to set up second CAB-H meeting / provide necessary information to review Central Okanagan Foundation’s administrative slippage and review and approve the Terms of Reference draft.

Phil thanked everyone for their attendance, the meeting was adjourned at 11.39am.

NEXT MEETING
To be determined
10 am-12pm
Zoom