

Kelowna Community Advisory Board on Homelessness Minutes

DATE: June 22nd, 2023

Chair: Sonyia-Taggart Mint

Minutes Recorder: Anna-Lyn Albers

COMMITTEE MEMBERSHIP

P = Present, A = Absent, R = Regrets, G = Guest

	SECTOR REPRESENTATIVE:	NAME:	ORGANIZATION:
P	Chair	Sonyia Taggart-Mint	Stepped Care Solutions
P	Vice Chair	Naomi Woodland	United Way British Columbia Southern Interior
-	<i>Education</i>	<i>vacant</i>	-
-	<i>Rehabilitation</i>	<i>vacant</i>	-
P	Housing / Shelter	Liz Talbott	NOW Canada
P	Provincial Government/Youth	Tracey Martin	Ministry of Children and Family Development
-	<i>Indigenous</i>	<i>vacant</i>	-
-	<i>Indigenous Homelessness CAB-H representative</i>	<i>vacant</i>	Ki-Low-Na Friendship Society
P	Diversity/Community Information/Volunteerism	Ellen Boelcke	KCR – Community Resources
R	Mental Health	Mike Gawliuk	Canadian Mental Health Association
P	Faith	Don Richmond	Evangel Church
S	Coordinated Access	Stephanie Gauthier	Central Okanagan Journey Home Society
-	<i>Corrections</i>	<i>vacant</i>	-
P	Provincial Government/Housing	Janet Bertrand	BC Housing
P	Lived Experience	Elaine McMurray	Lived Experience Circle on Homelessness (LECoH)
P	Front Line Youth	Sarah Mackinnon	Okanagan Boys & Girls Clubs
P	Municipal Government	Sue Wheeler	City of Kelowna
-	<i>Provincial Government/Income Assist</i>	<i>vacant</i>	Ministry of Social Development and Poverty Reduction
-	<i>Provincial Government / Rehabilitation</i>	<i>vacant</i>	-
R	Seniors	Ian Gerbrandt	Seniors Outreach Society
-	<i>Metis Community</i>	<i>vacant</i>	-
-	<i>BC Landlords Association</i>	<i>vacant</i>	-
-	<i>Business Sector</i>	<i>vacant</i>	-
-	<i>Indigenous Housing</i>	<i>vacant</i>	-
P	LGBTQIA2S+	Wilbur Turner	Advocacy Canada: LGBT
Non-Voting Members:			
P	Central Okanagan Foundation	Cheryl Miller	Community Entity/Foundation / Funder
P	Central Okanagan Foundation	Anna-Lyn Albers	Community Entity/Foundation / Funder
P	Service Canada	Karen D'Souza	Service Canada/Federal Government
Alternates:			
P	Provincial Government/Housing	Mitch DeCock	Stephanie Gauthier
G	Municipal Government	Colleen Cornock	Sue Wheeler

AGENDA ITEM
1. Land Acknowledgement
Sonyia offers a land acknowledgement that recognizes that we are situated on the unceded, traditional territory of the Syilx (Okanagan) peoples and that we are privileged to work, live and gather together today on their lands.
2. Welcome and Introductions
Sonyia initiates the meeting at 10:07am. A round of introduction ensues in popcorn format, including the announcement that Colleen Cornock will be taking over Sue Wheeler’s role at the City of Kelowna and therefore her position on the CAB-H as well. New members present for introductions include Tracey Martin, Wilbur Turner, and Colleen Cornock. Mitch DeCock is present as Stephanie Gauthier’s alternate.
3. Approval of March 23rd, 2023 minutes
Sonyia asks if there are any additions/edits or comments/concerns regarding the December 8 th , 2022 minutes. No additions/edits. Sonyia makes a motion to approve the March 23rd, 2023 minutes <ul style="list-style-type: none"> • Wilbur; Seconded: Janet.
4. Approval of June 22nd, 2023 Agenda
Sonyia asks if there are any additions/edits or comments/concerns to the June 22 nd , 2023 minutes. No additions/edits. Sonyia presents a motion to approve the June 22nd, 2023 Agenda. <ul style="list-style-type: none"> • Motion to accept: Sue
5. Community Sector Update
Sonyia expresses that the Executive Committee had spoken about the potential of providing a space during the Community Advisory Board on Homelessness (CAB-H) meetings for members to provide an update on what is going on for them or in the community. Sonyia expresses awareness that historically the CAB-H decided to remove the Community Sector Update as to not duplicate information-sharing that is happening at other community tables. She asks the CAB-H if they feel that it would be of benefit for the members to have an opportunity to provide a Community Sector Update at future CAB-H meetings. Wilbur comments that if there were organizations that desired to do that, that we could include their names on a list in advance of the meeting and do one per meeting as to be respectful of time allotted. He expresses that it could be beneficial to share differences being made and challenges being faced so that we can remain connected to what is happening in our community. Ellen mentions that, previously, if there was time at the end of the meeting, the CAB-H would open the table and provide information of anything coming up in their sector/organization that the board should be aware of such as new trends/changes. Ellen expressed it typically was only 5-7 minutes, and that hearing from a broader perspective was beneficial. She agrees with Wilbur that if it is a full update on one program that it should be included on the agenda in advance, but if there are general updates that are timely and relevant to the sector that she would rather open the table. Sonyia expresses that we could do it dependant on what updates are coming up for members. If it is detailed, we can add it to the agenda and otherwise do open table at the end. Moving forward we can ensure the opportunity is presented to members to be included on the agenda. Depending on how it flows we can amend it in the future.
6. Approval of the Community Homelessness Report

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Sonyia asks if everyone has had the chance to review the Community Homelessness Report (2022-2023) that Anna-Lyn had sent out on June 8th for contributions and subsequently the final draft provided in the board package. Sonyia asks if there are any items for clarification or comments.

Wilbur asked about the quarterly stats provided by BGCO, and other programs that were formatted in numerical results. He was curious if we know if these are unique individuals or if there are overlaps. Anna-Lyn provides context on the way they formatted the document and explains they are usually referencing the annual data collection and/or the quarterly reports. The programs that divided their stats in a way that was more easily translated into quarterly format on the report were reflected as such. Anna-Lyn asks if Wilbur is referring to the Boys and Girls Club of the Okanagan and refers to Sarah to provide more clarity.

- Sarah explains that some may be overlap but for that period that they are reporting on those are all unique transactions.
- Wilbur offers a follow-up question on what the “safe, more appropriate accommodations” are and if they are longer or short term. Sarah explains that BGCO utilizes the family and natural support framework in the way they practice Shelter Diversion, whether it is short term or long-term solutions. The foundational belief is that the more youth are surrounded by caring, loving, and responsible members of their family and natural support system, the better off they are compared to a professional emergency shelter system and adds that BGCO’s shelter is only operational overnight. Therefore, some of those “safe, more appropriate accommodations” are short term stays but the idea is that those short-term stays have better long-term outcomes for the youth than staying at the shelter for that period of time.
- Anna-Lyn adds that, throughout the document, there is most likely overlap. As such they only indicated that stats were unique individuals if it was stated by the organization providing the information.

Anna-Lyn offers that the Final Draft of the Community Homelessness Report remains the same as received in the board package except for Section 1.6 which has been adjusted due to not having received confirmation from the IH CAB that they would like to approve and sign off on the document. They explain they are altering Section 1.6 B to “No” and Section 1.6 C to include written justification. They read out this written response to the CAB-H and share their screen with the document visible.

Elaine makes a motion to accept the 2022-2024 Community Homelessness Report including the edits made to Section 1.6 B and C; Seconded: Don; All in favor: Carried.

Sonyia thanks Anna-Lyn for their work on the document and asks if they get an approval by the IH CAB if they will send an update. Anna-Lyn agrees and expresses they will reach out one last time to be sure they don’t wish to sign-off.

7. IH-CAB Seat

Sonyia explains that Jeremy Bowers has left his role with Ki-Low-Na Friendship Society and Rick Archie, who will be taking over Jeremy’s responsibilities has brought his name forward to be the IH CAB sector representative on our CAB-H. Sonyia explains, for those who are unaware, both the IH CAB and CAB-H have a seat available for a member of the opposite CAB. Sonyia explains that Anna-Lyn as the Community Entity Coordinator currently occupies this role on the IH CAB but exists as a non-voting member.

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Sonya invites discussion on Rick's seat and whether the CAB-H think it should remain a voting position, or as a non-voting liaison seat – as to create the same sector representation on both boards.

- Sarah writes in the chat that she would prefer it remain a voting seat. Elaine asks if we should bring the idea forward that both be voting positions. Anna-Lyn says that they specifically keep the role non-voting for them, and they would like to continue to honour that preference.
- Sonya provides context that when she was in the coordinator role and the IH CE and CAB were created it was decided that the CAB-H seat on their CAB would be a non-voting seat because we are there for information and representation to bring back to the CAB-H and so that the Community Entity Coordinator in the DC stream was not involved in funding decisions due to possible conflict of interest.
- Sue agrees with Sarah that it remain as a voting seat due to the value of their contributions. Liz also agrees. Janet concurs.

Sonya presents a motion to accept Rick Archie to take on the position of IH CAB Sector representative as a voting member; Seconded: Liz.

Wilbur suggests an amendment to the motion to distinguish whether the person is a voting member or if the seat remains a voting seat.

Sonya presents a motion to accept Rick Archie as the Indigenous Homelessness Community Advisory Board Representative on the Designated Communities Community Advisory Board and moves to retain the Indigenous Homelessness CAB sector seat as a voting position; Seconded: Wilbur. Carried.

8. Terms of Reference Follow-Up – Elaine McMurray

Elaine expresses that Sue, Stephanie, Elaine, and Anna-Lyn reviewed the Terms of Reference and a large amount of amendments are to the wording and language in the document. She explains that the most significant change is the term limits added.

- Sue confirms that the recommendation is a period of 3 years with a renewal of 2 years for a maximum of 5 consecutive years and Elaine supplements that existing members would be grandmother or grandfathered in.
- Anna-Lyn summarizes that all the edits remain the same from the previous meeting except the addition of the term limits which Stephanie supplemented from a different CAB in Canada. The sub-committee decided to retain the second objective paragraph that was a bit contentious in the previous meeting.

Additionally, in regards to the Annual Sector Evaluation Tool note the TOR sub-committee acknowledged that it would involve having an additional sub-committee and the overarching questions were: What is the tool? Is it to address membership gaps? Is it about the broader CAB-H's effectiveness? Or the participation and effectiveness of members themselves? TOR sub-committee did not come to a formal conclusion. Anna-Lyn opens the conversation to other CAB-H members for feedback.

- Janet expresses that she agrees with the term limits makes sense. She wanted to clarify that if the objectives are changed the question remains how as we are a community going to change what we do to accurately reflect that objective. She thinks we need to look at that commitment, what it means and if we are actually prepared as a Community Entity to follow up on the objective, she expresses that's not how,

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historically, she has seen the CAB-H work. Before she would agree to an evaluation tool, she would like better understanding of what that tool is.

- Elaine agrees that Janet's concerns are important, and the committee wanted to see if there was interest before unpacking what that tool would be developed into. She appreciates the comment about objectives.
- Anna-Lyn mentions that there was a large amount of discussion on the objectives between sub-committee members and asks if either Elaine or Sue would like to speak to the decision to maintain the new objectives paragraph.

Sue recalls that the discussion involved recognition that we have direction from Reaching Home and a significant leadership group gathering, the TOR committee believe that it's an opportunity to have a broader conversation with stakeholders and respective knowledges in the room. Maintaining the statement in the objectives gives us room to evolve and have that opportunity. Sue asks for guidance from Karen.

- Karen expresses that different CAB's run differently and they have different objectives. A lot of CAB's do have a take on a broader perspective like the one that's being proposed, but it really is up to how the CAB-H feels about that. Karen expresses that Sue is right; it brings together all these leaders from various sectors to talk about the issue and more broadly about issues. Some CAB's choose to focus on Reaching Home and how RH funds should be allocated. It really is up to the membership and she wouldn't want to advise on which direction to proceed.
- Sue's thoughts are that in particular with the Coordinated Access funds that we've directed to Journey Home to do this work, she thinks that a broader conversation comes out of that – to look at trends happening in the community and how we can come together as leaders in the sector.
- Sonyia was wondering as well if we want new sector representation while we still have vacant seats. Anna-Lyn supplements that including a veteran seat was brought up at the Terms of Reference Meeting. Anna-Lyn also adds that they appreciated Karen's comments and expresses that a lot of what they heard in that meeting was, "what is the purpose of our meetings?" and the feeling of missing opportunities. They also express they've been hearing this in various ways from others and think it's a great conversation to be having but this is an opportunity to speak up on what they want to see themselves do, ultimately. Per Karen's guidance, do you want this to be a board that meets less frequently and solely discusses funding decisions and Reaching Home or alternatively are you wanting to have this be a table for advocacy and stakeholder engagement in addition to the other work that you are doing in the community. This is a choice for the voting membership who get to choose how they want the CAB-H to be run, and the inclusion of the expansion of the objectives is moving into the latter direction and everyone should agree on this. Cheryl supplements that also most likely means additional commitment from the board.
- Elaine adds that veterans was an obvious gap and there's others, but she feels that for herself, the CAB-H should be a way that we all work together to create the best and greatest community we can. To have an exclusive club or a club that just focuses on funding, we lose the big picture. This is still a small enough city that the CAB-H can make a big difference.
- Sarah adds that the clarification on general goals would be needed to agree on length of term for a CAB-H. She's thinking that many of the members are sitting representing a specific population or sector and she's not 100% certain that there is another person in the community that could replace certain positions if members did step away after a term – given the size of the community. She thinks clarifying the long-term goal would be important to determine whether or not it would be crucial to maintain current sector

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representation. If as individuals we can be replaced by a different organization or if we can be replaced by someone within our organization would also need to be clarified, which if the latter then it is a bit of a mute point and it doesn't necessarily benefit us to have it in the terms.

- Sue adds that they discussed that there are two different layers, that there are organizations that there is only one person who could represent but there are also sectors with there are many organizations that could fill the position and she feels it should reflect that.

Mitch returns to the discussion on whether or not we want to be a more action-focused CAB-H and move outside of funding discussions, he expresses that Journey Home, for example, just completed a survey with almost 400 participants and have 70+ questions in the survey (co-created with LeCoh). Mitch is beginning the analysis now, but one of the challenges they will face is knowledge mobilization as there will be incredible takeaways from that information. It would be great if the CAB-H was a place to present those findings. Once systems are in-place that kind of real-time analysis will be happening all the time. If there are material findings, it would be great to have a venue to share those results with leaders in the community and discuss collective action.

- Wilbur adds that his thoughts on roles and responsibilities of members is around feeling valued as a voice for the community. Learning more about what is happening, and as a representative of a particular sector and being able to use that knowledge and have a voice and make a difference versus being a rubber stamper. He feels a level of engagement that values lived experience and sector knowledge is important.

Anna-Lyn expresses that it sounds like another sub-committee will be struck up, and asks if the membership is requesting another sub-committee meaning (albeit Sue and Elaine will no longer be part of the membership).

- Janet adds that it may be helpful to look at the Terms of Reference in smaller sections so that the process is smoother. Naomi and Sonyia agree.
- Naomi feels like we've been going back and forth and perhaps doing it with the larger membership as part of the agenda, by section, and hopefully we will come to conclusion. Sonyia concurs that, that is a fantastic idea, especially when considering that this workload is that of the CAB-H and gives the opportunity to share momentum. Sonyia asks if it would be a good idea to get a summary through the minutes and look at reviewing the first section of the TOR at the next CAB-H meeting. Sue agrees with Sarah, and suggests beginning with Objectives.

9. Community Entity Update

Anna-Lyn updates the membership on the sub-projects that have ended and begun in the new fiscal year.

Additional funding projects that are no longer active as of March 31st, 2023:

- Westside Salvation Army; Seniors Meal Program; Allocation of \$58,950
- Central Okanagan Foodbank; Community Full Spectrum Food Program; Allocation of \$162,664
- Boys and Girls Clubs of the Okanagan; Kitchen and Food Education Improvements; Allocation of \$71,800

Incremental Slippage Projects that ended

- Canadian Mental Health Association; Outreach Expansion; Allocation of \$91,020.59
- John Howard Society; Health Coordinator Role; Allocation of \$30,940

New active sub-projects for 2023-2024 (began April 1st, 2023):

- Boys and Girls Clubs of the Okanagan ; Upstream Kelowna; Allocation of \$100,000

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- Kelowna Gospel Mission – Outreach Expansion

Farewell to Sue and Elaine:

Anna-Lyn expresses gratitude for the years spent on the CAB-H by Elaine McMurray and Sue Wheeler. They thank them for being such engaged and proactive members. On behalf of CAB-H, they express an enormous thank-you and look forward to working with Colleen Cornock as a sector representative for the City and continuing to work with LECOH membership once someone is brought forward for membership.

Membership Recruitment:

Anna-Lyn expresses they spent some time on Canva creating a poster for recruitment since there are a handful of vacancies remaining in the membership; particularly in hopes to gain traction for indigenous representation and tap into different networks. They will post on Central Okanagan Foundation's LinkedIn for members to share and interact with and they will also send an email with the poster attached so that members can share via different means if desired.

CE PLANNERS:

Anna-Lyn provides a brief overview of the CE Planners, explaining that the CE Planners branched off the BC-15. The BC-15 was a collective of CE's in BC who gathered to meet, advocate, and share Reaching Home related progress and information. The BC-15 is currently being re-instated after disbanding from a lack of chair in the last year. The CE Planners were members who were undertaking Coordinated Access Planning due to the unique provincial situation of BC Housing's sole license of HIFIS utilized provincially for BC Housing Funded organizations/programs. Last fall BC Housing created a Project Charter for HIFIS Deployment within Designated Communities and since then we have been meeting biweekly with the CA Lead, Journey Home, with BC housing and the rest of the CE Planners. BC Housing has drafted a Governance Plan, HIFIS Access Rights Templates, and a HIFIS shared administration and support plan. We continue to work and provide feedback to the documents alongside the other CE's although Kelowna participates a bit more uniquely as Journey Home applied for a HIFIS instance in early November of 2022. This would mean Journey Home would hold the license for HIFIS in Kelowna and that a data sharing agreement or bridging tool would need to be developed with BC Housing, but we are still awaiting a response of approval or denial from INFC.

The HIFIS Deployment project being rolled out by BC Housing would enable DC CE's in BC to onboard onto BC Housings HIFIS. One of the first steps to being onboarded is completing a systems map, which was a tool designed by ESDC in 2021. It essentially maps out service providers and relevant programs in a way that can prepare a community to create a coordinated access system and streamlines HIFIS configuration; it is a way to develop a comprehensive understanding of the local network, documenting the resources that are a part of the housing and homelessness response system and how those resources can be organized to support a more coordinated service delivery approach. There will be an email sent out to relevant service providers from Journey Home soon regarding the systems mapping. The Systems Map is recommended by the Homelessness Policy Directorate as a step toward a fulsome Coordinated Access System.

Mitch adds that to his knowledge no community has signed up for the BC Housing HIFIS expansion, yet they continue to meet for ongoing discussion on what the expansion looks like. He explains that we are all moving forward together based on the principles of the HIFIS Key Implementation document which Journey Home drafted and was endorsed by communities like Victoria, Nanaimo, and Kamloops. Included in the document is OCAP

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(Ownership Control Access and Possession) of Indigenous Data and some other key requirements for a successful expansion of the system and for the service providers that the system be fully customizable and operational to meet their needs. Regarding the systems map, he acknowledges this may have been a pain point in the past and could be seen as a make-work project. It is a request by Infrastructure Canada, and they have had meetings with them on the map itself and the reason behind the various data points. It is a real-time live document being utilized by communities across Canada. What does live mean in this context? There are a lot of data fields, but Mitch expects that when one of those data fields has a material change, he doesn't expect service providers to change it immediately, but rather will need to coordinate a process for how regularly those updates will take place. Journey Home will be reaching out by email to relevant service providers. As mentioned, these responses will aid in the configuring of HIFIS, how it will be customized, and those discussions will take place in a HIFIS working group. INFC has requested that we form a HIFIS working group which is how it works across Canada. This group is kept in perpetuity not just to launch and customize HIFIS, but to constantly reflect on the system and make improvements. HIFIS will become a product of the community at that point.

- Anna-Lyn adds, for clarification, that approximately 3-5 communities have submitted their Systems Map as the first step to being onboarded to BC Housing's HIFIS expansion. There are communities who don't have the capacity to host their own HIFIS, and the CE Planners are showing up to these bi-weekly meetings with the intent of configuring access to HIFIS in a way that is positive for the communities. I would say that there are communities who are interested and are moving towards being onboarded.
- Mitch agrees and provides the example of Nelson, a smaller community who might not have the capacity to host their own system. One thing they are working towards is the right to choose to do so in the future, ensuring that the system can always meet community needs. Communities across Canada need this system and they need it fully operational and to be community wide; otherwise, we are restrained in efforts to address homelessness.

Mitch confirms that the decision of the HIFIS application is with senior government currently. They hope the decision is made quite soon and the meetings they have been having are reinforcing that.

- Sonyia clarifies that Kelowna has applied for a local instance and the documentation and governance that BC Housing is working on is for a provincial instance.
- Anna-Lyn responds that as it currently stands the Project Charter that BC Housing has proposed states that communities not onboarding to the BC Housing HIFIS will be considered in next steps. Obviously, we don't want duplication of data or added labour on the part of service providers, for BC housing funded organizations there would need to be resolve found.
- Journey Home has confirmed with INFC that the HIFIS request they submitted in November 2022 was a high-quality request and were told it would be approved quickly in every other circumstance. Initially Journey Home was told that they would receive a decision by December 12th, 2022, but there are added complications in the province with BC Housing instance and data needs. The primary delay is working with BC Housing and understanding their data needs, being able to report to them and share the information they require in an agreed upon fashion. Journey Home is working to streamline that but as Anna-Lyn mentioned, it is not the priority in the Charter.

11. Final Summary – Close

Sonyia thanked everyone for their attendance, the meeting was adjourned at 11:32am.

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Wilbur for next meetings Land Acknowledgement Next meeting date: September 21 st , 2023. Location: Virtual Zoom Meeting.