

**Kelowna Community Advisory Board on Homelessness Minutes**

DATE: March 11<sup>th</sup>, 2024

Chair: Sandra Robertson

Minutes Recorder: Anna-Lyn Albers

**COMMITTEE MEMBERSHIP**

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

	<b>SECTOR REPRESENTATIVE:</b>	<b>NAME:</b>	<b>ORGANIZATION:</b>
R	Chair	Sonya Taggart-Mint	Stepped Care Solutions
P	Funder	Naomi Woodland	United Way British Columbia – Southern Interior
P	Provincial Government/Health	Sandra Robertson	Interior Health Authority
P	Housing / Shelter	Liz Talbott	NOW Canada
R	Provincial Government/Youth	Tracey Martin	Ministry of Children and Family Development
p	Indigenous Homelessness CAB-H representative	Gaelene Askeland	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
P	Provincial Government/Housing	Janet Bertrand	BC Housing
P	Front Line Youth	Sarah Mackinnon	Okanagan Boys & Girls Clubs
R	Municipal Government	Colleen Cornock	City of Kelowna
P	Seniors	Ian Gerbrandt	Seniors Outreach Society
P	LGBTQIA2S+	Wilbur Turner	Advocacy Canada: LGBT
<b>Non-Voting Members:</b>			
P	Central Okanagan Foundation	Cheryl Miller	Community Entity/Foundation / Funder
P	Central Okanagan Foundation	Kristine Bugayong	Community Entity/Foundation/Funder
P	Central Okanagan Foundation	Anna-Lyn Albers	Community Entity/Foundation / Funder
P	Service Canada	Karen Olson	Service Canada/Federal Government
Alternates:			
P	Stephanie Martin	Colleen Cornock	City of Kelowna
P	Cal Bryce	Mike Gawliuk	Canadian Mental Health Association

<b>AGENDA ITEM</b>
<b>1. Land Acknowledgement</b>
Don offers a land acknowledgement that recognizes that we are situated on the unceded, stolen and ancestral territory of the Syilx (Okanagan) peoples and that we are privileged to work, live and gather together today on their lands.
<b>2. Welcome and Introductions</b>
<b>Sandra initiates the meeting at 10:05am.</b>
<b>Roundtable introductions ensues:</b>
<ul style="list-style-type: none"> <li>Stephanie Martin is present as Colleen Cornock’s alternate. Cal Bryce is present as Mike Gawliuk’s alternate.</li> </ul>
<b>3. Approval of January 11<sup>th</sup>, 2024 minutes</b>
<b>Sandra asks if there are any additions/edits or comments/concerns regarding the January 11<sup>th</sup>, 2024 minutes.</b> No additions/edits.
<b>Sandra requests a motion to approve the January 11<sup>th</sup>, 2024 minutes</b>

<b>AGENDA ITEM</b>
<ul style="list-style-type: none"> <li>• <b>Wilbur; Seconded: Naomi; Carried.</b></li> </ul>
<b>4. Approval of March 11<sup>th</sup>, 2024 Agenda</b>
<p>Sandra asks if there are any additions/edits or comments/concerns to the January 11<sup>th</sup>, 2024 Agenda. No additions/edits.</p> <p>Sandra requests a motion to approve the March 11<sup>th</sup>, 2024 Agenda.</p> <ul style="list-style-type: none"> <li>• <b>Motion to accept: Liz; Seconded: Ellen; Carried.</b></li> </ul>
<b>5. Membership</b>
<p>Anna-Lyn shares that John T from the Lived Experience Circle on Homelessness will be welcomed as the LECO H sector representative on the CAB-H. Since he was on the Project Review Committee and would be in conflict for this discussion, he will be present next meeting. LECO H representatives are not voted in by the CAB-H.</p> <ul style="list-style-type: none"> <li>• <b>Sonyia will be having an orientation meeting with him prior</b></li> </ul>
<b>6. Coordinated Access Funds (CCI) and Winter Top-Up Funding</b>
<p>Stephanie Martin is requested to leave the room as she is in conflict for the discussion.</p> <p>Cheryl reminds the CAB-H that the CE terminated the contract with the Central Okanagan Journey Home Society on December 31<sup>st</sup>, 2023. The remaining \$37,394 was returned to the Central Okanagan Foundation as CE. Today, Cheryl is seeking approval to move those funds to the City of Kelowna for their contract for April 1<sup>st</sup>, 2024 – March 31<sup>st</sup>, 2025.</p> <ul style="list-style-type: none"> <li>• Sandra clarifies that this is on top of what they have already been allocated <ul style="list-style-type: none"> <li>○ Yes, they have already been approved for \$161,700 each fiscal year (2024-2025 &amp; 2025-2026). The revised allocation for 2024-2025 would be \$199,094.</li> </ul> </li> <li>• The City will be following the criteria from Infrastructure Canada on implementation of Coordinated Access and HIFIS</li> <li>• Sandra asks if it will be a start-up <ul style="list-style-type: none"> <li>○ They will be picking up where Journey Home left off and continue the ongoing work the CE has had to fill-in on</li> </ul> </li> <li>• Liz asks if there are any other options for the funds and if they will be obligated to the same reporting <ul style="list-style-type: none"> <li>○ The funds are intended for Coordinated Access and yes they will</li> </ul> </li> <li>• Naomi asks where HIFIS has landed, as in whether there will be a local instance or part of BC Housing’s provincial instance. <ul style="list-style-type: none"> <li>○ Anna-Lyn shares the instance request was denied in November of last year and the CE received direction from Infrastructure Canada to onboard to BC Housing provincial deployment project. The current stage of the project is centred around finalizing privacy documents. The Project Charter was just signed by BC Housing and is awaiting signatures from CE’s. The City will be developing a working group to begin configuring HIFIS and Coordinated Access within our community.</li> </ul> </li> </ul> <p>Sandra requests a motion to approve the leftover funds of \$37,394 for allocation to the City of Kelowna in fiscal year 2024-2025 for a total allocation of \$199,094</p> <ul style="list-style-type: none"> <li>• <b>Janet; Seconded: Liz; Carried</b></li> </ul> <p>Stephanie is welcomed back into the room.</p>

## AGENDA ITEM

**Cheryl explains that the Winter Top-Up funds have been allocated. The CE gathered local non-profits and had two discussions regarding the funds. The outcome is as follows:**

- City of Kelowna: Tents and Sleeping Bags
  - \$15,000
- Canadian Mental Health Association: Rent Bank and Shelter Diversion Hub
  - \$79,000
- Central Okanagan Foodbank Society: Protein Supplements
  - \$5,752
- Helping Out People Exploited (HOPE) Society: Outreach Supplies and Staff wages
  - \$50,000
- John Howard of the Okanagan & Kootenay: Outreach, Basic Needs and Staffing
  - \$45,000
- Kelowna Gospel Mission Society: Enhancing the Dinner Program
  - \$125,000
- Metro Community: Warming Day Program, Basic Needs, Water Hub (purchasing enough water to see everyone through the summer)
  - \$100,000
- NOW Canada Society: Shelter Diversion Hub
  - \$11,000
- Seniors Outreach Services Society: Shelter Diversion, Protein, Hydration products, Transit Passes
  - \$25,000
- Turning Points Collaborative Society: Shelter Diversion Hub
  - \$118,000

**Total allocation of \$573,752 from November 1<sup>st</sup>, 2023 to April 30<sup>th</sup>, 2024. The funding was retroactive.**

Gaelene provides the IH CE Winter Top-Up funding breakdown. The total allocation to the Indigenous Homelessness Stream was \$420,016.

- \$35,700 - Xastwiltan Housing ; People Lived Experience Society
- \$86,000 – Warming Centre Metro Community
- \$80,500 - Central Okanagan Foodbank
- \$134,26 - Ki-Low-Na Friendship Society – Outreach
- \$13,000 - Ki-Low-Na Friendship Society - Mold remediation, window replacement for outreach building
- \$4500 - People: Transitional Housing supplies

## 2024-2026 Project Review Committee Recommendations

Anna-Lyn invites people who are in conflict to declare it. Members in conflict: Noami, Don, Liz, Cal, Sarah, Ian. Anna-Lyn explains that we will go through the projects one-by-one and do a final motion at the end. Anna-Lyn will provide a brief overview of the project and invite discussion. The project review committee decided to maintain their recommended allocations for both fiscal years, per each project recommended.

**AGENDA ITEM**

**Canadian Mental Health Association**

**1. *Bright Mindz Youth Housing***

- Ask: 2024-2025: \$88,596; 2025-2026: \$91,761
- **Recommendation: \$88,474.95**

**2. *Central Okanagan Rent Bank***

- Ask: 2024-2025: \$99,244; 2025-2026: \$100,094
- **Recommendation: \$85,000**

Question: Is rent bank supposed to be self-sustaining since they are providing loans? Answer: The application is for non-repayable grants rather than loans.

**3. *Shelter Hub***

- Ask: 2024-2025: \$13,316; 2025-2026: \$13,849
- **Recommendation: \$13,849**

**Central Okanagan Foodbank Society**

**4. *Integrated Community Food Access Program***

- Ask: 2024-2025: \$85,966; 2025-2026: \$88,756
- **Recommendation: \$0**

Question: Can you identify why projects who were not recommended were not selected for funding?

Answer: The committee felt the need wasn't well established, there were questions around what constituted nutritional packages and what was actually in the packages, as well as questions around the collaborative element. The decision-making in general came down to the assessment rubric that projects were provided in their application. There was a large over-ask and it was tough decision-making. The committee also tried to be conscious of bias around "quality" of writing and ensuring that projects weren't denied because of writing format.

Question: Will they be given feedback?

Answer: Yes, after this adjudication is final.

**Freedom's Door**

**5. *Next Steps and Community Care Program***

- Ask: 2024-2025: \$517,394; 2025-2026: \$552,618
- **Recommendation: \$0**

This project was not as highly scored as others, it was difficult for the committee to discern how the project would be impacted with such a significant cut of funds.

**HOPE Outreach**

**6. *Ally Outreach***

- Ask: 2024-2025: \$94,273; 2025-2026: \$85,373
- **Recommendation: \$0**

**7. *Jewels of HOPE***

- Ask: 2024-2025: \$35,252; 2025-2026: \$31,422
- **Recommendation: \$0**

**8. *Women's Program***

- Ask: 2024-2025: \$73,344; 2025-2026: \$67,664
- **Recommendation: \$0**

The applications were all in one and lacked clarity. They were lowly scored and committee had difficult seeing how Jewels of Hope fit into Reaching Home given it's social enterprise-like model and the ask.

**AGENDA ITEM**

**John Howard Society**

**9. Bedford Place**

- Ask: 2024-2025: \$110,450; 2025-2026: \$112,450
- **Recommendation: \$82,450**

**Karis Support Society**

**10. Aftercare Program**

- Ask: 2024-2025: \$67,000; 2025-2026: \$67,000
- **Recommendation: \$40,000**

**Kelowna Gospel Mission**

**11. Housing Placement Coordinator**

- Ask: 2024-2025: \$74,878; 2025-2026: \$73,377
- **Recommendation: \$0**

This ask would have been better received if it better established the need in the community, and the gap being fulfilled, as well if it provided better clarity on the role itself and the way it differentiated from current work in outreach and case management team.

**Metro Community**

**12. Metro Warming Centre and Hygiene Program**

- Ask: 2024-2025: \$188,802; 2025-2026: \$188,802
- **Recommendation: \$172,000**

**National Society of Hope**

**13. HOPE – Short Term Housing Supports**

- Ask: 2024-2025: \$61,352; 2025-2026: \$61,352
- **Recommendation: \$30,100**

The committee looked at how at a reduced approved funding how they could keep this going. A focus was staff wages and participant costs.

**New Opportunities for Women**

**14. The Essentials Program**

- Ask: 2024-2025: \$41,446; 2025-2026: \$41,446
- **Recommendation: \$41,446**

**15. Shelter Hub**

- Ask: 2024-2025: \$15,901; 2025-2026: \$15,901
- **Recommendation: \$15,901**

**Peoples Employment Services**

**16. Weekly Rental Vacancy Listing + Floater Position**

- Ask: 2024-2025: \$81,178; 2025-2026: \$87,295
- **Recommendation: \$0**

This application lacked establishing the need in the community and emphasized the need of the position in the organization. Other asks came across as higher priority to the committee.

**Seniors Outreach Services Society**

**17. SHINE Program**

- Ask: 2024-2025: \$60,650; 2025-2026: \$60,650
- **Recommendation: \$60,650**

**AGENDA ITEM**

**The Bridge Youth and Families**

**18. Bridging the Gaps – Transitional Case Management**

- Ask: 2024-2025: \$110,440; 2025-2026: \$118,946
- **Recommendation: \$100,000**

Is the \$100,000 just for a wage? This appears high.

The wage is \$98,000.

**Turning Points Collaborative Society**

**19. Kelowna Shelter Diversion Hub**

- Ask: 2024-2025: \$139,637; 2025-2026: \$139,637
- **Recommendation: \$117,000**

Part of this budget includes payment to Metro for the use of the space, which previously was all done in-kind.

**Before voting, Anna-Lyn ensures that all members are aware that they get final say on the recommendations.**

Attention brought to the fact that the outreach level programs have been denied: Ally Outreach, Foodbank, Floater position. These would all be people that would be out in the community. Is there direction from Reaching Home regarding street level outreach versus the other types of support funded here.

- There was no specific conversation about outreach at the committee. Shelter Hub was regarded as a place for people to connect to services, additionally Kelowna Gospel Mission receives base-funding for the next two years for street level outreach.
- Gaelene shares that outreach is also funded through the Indigenous Homelessness Stream, as well as peoples
- Sandra adds that it is a great question and it seems as a community we are doing a much better job than we've ever done around collaboration. Hope Outreach is also a very specific target demographic and perhaps we are trying to stabilize other areas. It makes me think how we can support the more grass-roots organizations in their application process to produce better quality proposals. Yes, we can provide feedback but is there grant writing workshops?
  - Yes there is, and it was a suggestion of the committee as well
  - They can also apply to the Central Okanagan Foundation for funding to pay for a grant writer. I know the college will be offering a course. There is also Do Gooders.
- Sandra mentions this is important, as even if we aren't looking at quality of grant per say, the ability to articulate what you're trying to do rather than a general "this is what we are going to make happen" can impact decision-making.
- Cheryl shares that we instruct organization to provide their proposal to someone who does not know their program and organization and see if they comprehend.
- Janet mentions the Community Plan and the opportunity to have discussions regarding funding allocation to certain activities and needs in the community.
  - Anna-Lyn addresses that the Community Plan is a living document and INFC has changed the submission date. It can be revisited and strategized around.
- What are reporting expectation?
  - Anna-Lyn explain sub-projects must submit quarterly reports, CE conducts Site Visits, CE provides Quarterly reports to INFC, and some sub-projects dependant on Reaching Home activities may have to submit Annual Results

## AGENDA ITEM

- How does payment to sub-projects work?
  - Anna-Lyn explains that the agreements work on a quarterly payment process. The organizations can choose either progress or advance payments. The latter being that an organization is advanced an amount of funds based on their Forecast of Project Expenditures at the start of every quarter. The former being that 30 days after a quarter ends, a sub-project must submit a claim. They are reimbursed for the amount claimed that quarter.
- What happens if a program is not working? Is there a mechanism for the CAB-H to have a discussion and reallocate?
  - Journey Home is a good example, as they had their project ended prior to the end of a fiscal year. We did first have multiple discussions on whether they could continue their work. Eventually it was decided to terminate their agreement in December 2023. On this occasion, those funds have been redirected to the new CA lead.
  - If something goes sideways with an organization, first the CE would have a conversation with the sub-project holder to see what we can do to support. If it is going to fall through, then there would likely be an emergency meeting with the CAB-H regarding the funds. How would we like to proceed? A call for proposals? Directly allocate? Specific to the same work that the sub-project was doing?
- How is funding determined for each community by INFC?
  - Based on population and information that they gather.

**Sandra requests a motion to accept the funding recommendation made by the Project Review Committee in respect to the 2024-2026 Reaching Home Funds.**

- **Janet; Seconded: Wilbur; Carried**

## 7. Community Roundtable

- Gaelene provides an update that Jennifer Palma who was hired as the IH CE coordinator is no longer with Ki-Low-Na Friendship Society, so they have been actively recruiting. There is currently a promising candidate.
  - The IH CAB is also being revitalised with new members
  - IH CE is carrying over the base-funded projects for the fiscal year 2024-2025. There may be a Call for Proposals in the second fiscal year.
- Ellen provides an update that KCR is at 620 Leon but have run out of space. They will continue to have the meeting room we are currently located in which can be utilized, They are moving 2, Family and Adoption Services and Community Services, departments to Bernard. Administration and Employment and Immigration services will remain at Leon. This will begin April 1<sup>st</sup>, 2024.

## 9. Final Summary – Close

**It is Cheryl Miller's final CAB-H meeting, and she is wished well in her retirement.**

**Sandra thanked everyone for their attendance, the meeting was adjourned approximately 11:20pm.**

**Next meeting date: June 20<sup>th</sup>, 2024**