

**Minutes  
PHAT-CO Executive Meeting  
August 17, 2010**

**Hotel Eldorado  
500 Cook Road  
Kelowna, BC**

**In Attendance:**

Ian Graham, Chair  
Randy Benson, Kelowna Gospel Mission, Vice Chair  
Shelagh Turner, Canadian Mental Health Association  
Cheryl Miller, Central Okanagan Foundation  
Dennis Dandeneau, The Bridge Youth & Family Services  
Kelly Scarrow, Service Canada

**Regrets:**

Michele Rule, City of Kelowna  
Micki Smith, Kelowna Women's Resource

**Guest:**

Christene Walsh, Regional District of Central Okanagan

**1. Agenda**

Amended to include an item on the governance structure of the new ad hoc committees.

**2. Minutes April 29, 2010**

Approved: (Cheryl/Shelagh: all in favour)

**3. June CAB Chairs' Meeting Report**

Cheryl and Ian reported on the June 22, 2010 meeting in Vancouver of the CAB Chairs from BC/YT. The meeting included:

- a presentation on the Community Entity Model for delivering the HPS program.;
- desire by CABs for wider community planning processes (beyond just HPS focus);
- updates on each community.

**Action Items:**

- a. ***Cheryl will contact Scott Cameron, Manager, Social Planning, The City of Red Deer, AB – Community Entity for Red Deer to discuss further their experiences as a CE.***
- b. ***Christene's position with the RDCO will represent Kelowna at future CAB Chair meetings.***

#### 4. **SCPC June Meeting Report**

Ian gave a brief history of the Sustaining Communities Partnership Committee (SCPC) and its current move from a coalition which focussed on engaging the business sector on a province-wide basis, to a proposed revised mandate of helping to strengthen community capacity to address homelessness through:

- sharing information;
- developing collective wisdom; and
- building relationships

The SCPC provides a networking benefit to Kelowna and the other CAB communities.

Given that the management of HPS in Kelowna is currently undergoing a change with the proposed dissolution of PHAT-CO and the ongoing establishment of a new coalition, the PHAT-CO Executive decided that it was not in a position at this time to provide answers to the questions posed by the SCPC to CABs at its meeting on June 23, 2010.

Once a new structure is in place in Kelowna and if there is again an opportunity/need to solicit input from the community regarding SCPC, it is anticipated that the new coalition would be happy to do so at that time.

***Action Item: Christene's position with the RDCO will represent Kelowna on the SCPC in the future.***

#### 5. **Report of the Working Group Planning Committee**

Following clarification as set out below, the following motion was tabled, considered and passed unanimously by the PHAT-CO Executive. (Shelagh/Randy; all in favour)

##### Motion

Whereas the Poverty and Homelessness Action Team of the Central Okanagan (PHAT-CO) agreed at a facilitated meeting on April 16, 2010 to dissolve PHAT-CO and create a new coalition;

Whereas the new coalition will build on PHAT-CO's foundation of networking and collaboration, and take more of a leadership and advocacy role in relevant community issues;

Whereas the Drug Policy Coordinator [role to be renamed/reclassified in August 2010] with the Regional District of Central Okanagan (RDCO) has agreed to take on a facilitation and community liaison role

with Service Canada for the purposes of administering funding in Kelowna under the Homelessness Partnering Strategy (HPS), including the establishment of ad hoc community-based committees to undertake tasks required under the HPS such as:

- the assessment and update of PHAT-CO's current community plan to address homelessness;
- the identification of assets, gaps and priorities for meeting the needs of homeless or at risk of homelessness individuals and families;
- the issuance of Calls for Proposals; and
- the selection of projects for funding;

Whereas The Bridge Youth and Family Services Society (The Bridge), through a contribution agreement with Human Resources and Skills Development Canada (HRSDC), receives funding under HPS to provide administrative and support services to PHAT-CO;

Whereas The Bridge holds and administers on behalf of PHAT-CO funding from non-HRSDC funders on terms and conditions as set out by those funders (the Funders);

Whereas the following is an interim approach while the community explores more long-term options for addressing social issues, including homelessness, in Kelowna and the surrounding areas;

The PHAT-CO Executive moves that until such time as a long-term option is decided upon by the community of Kelowna and the surrounding areas:

1. RDCO's designated representative undertake the facilitation and liaison role with Service Canada as described above.
2. The Bridge, under its contribution agreement with HRSDC, provide administrative and support services to the establishment and operation of the ad hoc committees created for the purposes of administering HPS funding in Kelowna.
3. The Bridge continue to hold and administer funds held on behalf of PHAT-CO for the purposes and on the conditions identified by the Funders, or as amended in the future with agreement of the Funders.
4. In support and on behalf of the ad hoc committees, RDCO undertake the role of liaison with The Bridge to provide The Bridge with direction on the administration of funds received from HRSDC and the Funders.

Clarifications:

- a. The Bridge will:
  - continue to hold and administer the above-mentioned funds;
  - maintain PHAT-CO's email distribution lists;
  - complete and submit reports as required by funders;
- b. Christene's position with the RDCO will take the lead on working with the Working Group (which held its first meeting July 13, 2010) to explore next steps in forming a community coalition, establishing ad hoc committees to respond to HPS needs, and discussing the option of moving from shared delivery to a Community Entity.
- c. Christene will meet with Dennis and Ian to review the status and conditions of funds held by The Bridge on behalf of PHAT-CO.
- d. The Homelessness Networking Group has issued an invitation to Kelly as the HPS City Facilitator for Kelowna to attend their quarterly meetings, as a way of maintaining a link to community-based issues/concerns/developments in the area of homelessness.

**6. Governance**

**Action Item:** for consideration of the Working Group, Kelly and Christene will develop draft governance documents to provide a framework for all HPS ad hoc committees.

**7. Process for future email distribution / PHAT-CO website**

**Action Item:**

- a. ***Shelagh will have a message posted on the PHAT-CO website to advise people that PHAT-CO has dissolved.***
- b. ***Shelagh will investigate who is hosting the website and advise Dennis/Ian so that Ian's email accounts may be cancelled.***

The meeting of the PHAT-CO Executive was concluded.