

Comox Valley Coalition to End Homelessness  
Meeting Minutes  
March 2, 2016

**Facilitators:** Sarah Sullivan (Aids Vancouver Island), Helen Boyd (Comox Bay Care Society Care-A-Van)

**Recorder:** Jolene McElwain (Coalition Coordinator)

**Present:** Roger Kishi (Waichay Friendship Center), Norm Carruthers (Comox Valley Community Foundation), Pat McKenna (Habitat for Humanity), Jonathan Kerr (Family Medicine), Richard Clarke (Dawn to Dawn), R.E. Scales (Lions Club), Kathy Duperron (Cumberland Homelessness/Affordable Housing), Betty Tate (CV ARNBC), Cynthia Zirkwitz & Pauline Lawrence (Seventh Day Adventist Church), Joyce Wilson (St. Georges United Church), Bob Wells (City of Courtenay), Hugh MacKinnon (Town of Comox), Doug Hillian (City of Courtenay), Heather Ney (CVTS), Lisa Murphy (Island Health MHSU), Liz Brown-Commanda (Upper Island Women of Native Ancestry)

**Regrets:** Jody MacDonald (United Way of Central and Northern Vancouver Island), Jeff Townsend (Dawn to Dawn), Gillian Normandin (Comox Valley Family Services Association), Brent Hobden (The Salvation Army)

1. Updates

a. CVRD

- i. Members of the Leadership Team attended the Committee of the Whole meeting at the Comox Valley Regional District in February. Recommendations for building the new units through the CVTS and the CVRC passed.
- ii. Next step is for the proposals to go forward to the board for final approval. Final decision will be made near the end of March.
- iii. An article was published in the Echo about the proposed projects; information in the article was taken from the CVTS and the CVRC proposals.

b. Meeting with Comox

- i. An email has been sent to sort out how to access funds set aside by Comox.

c. Braidwood

- i. Update provided by representative from Waichay Friendship Center:
- ii. Site assessment reports are being finalized this week
- iii. Next step is for memorandum of understanding to be made between city, M'akola Housing and Waichay Friendship Center
- iv. The design piece of this project could be finished within 6 months

2. Vital Signs report
  - a. United Way Central and Northern Vancouver Island, Comox Valley Community Foundation and Social Planning Society are partnering to create a local Vital Signs report
  - b. A vital signs report uses community knowledge to measure the quality-of-life in communities over time, this report will combine statistics with surveys of the perceptions of people in the community
  - c. There is also the potential to take the Vital Signs report and compare statistics with national issues.
  - d. The Vital Signs report begins their engagement with community groups this month and will be gathering information from community groups that can be used in the report
  - e. The official launch of the report will be October 4<sup>th</sup>, 2016
  - f. If you have relevant information contact Jody MacDonald from United Way Central and Northern Vancouver Island: [cido@uwcnci.ca](mailto:cido@uwcnci.ca)
3. Terms of Reference
  - a. Further discussion on the Terms of Reference: Coordinator will put together further suggestions and changes, bring it to the Leadership Team and then bring a final copy back to the Coalition at the next meeting
4. Point in Time Count
  - a. A Point in Time Count is meant to be a snapshot of those experiencing absolute homelessness over one 24 hour period. It is a coordinated count that will help to build a national picture of homelessness by counting the number of people experiencing absolute homelessness and surveying them to understand their demographics and service needs.
  - b. The Comox Valley Point in Time Count will happen in Mid-April (Date to be determined) and will consist of:
    - i. Unsheltered Count, Sheltered Count, and a Magnet Event (community meal and services offered directly to people experiencing homelessness)
    - ii. In addition to the Point in Time Count day count, surveys will be conducted over the following seven days in service agencies to gain information on the “hidden homeless” and a luncheon will be organized as a thank-you/incentive for those who participated in the surveys
    - iii. A donation request letter will be sent out in the coming weeks as donations of services or volunteer time for the magnet event and surveys will be needed to make the event possible.
5. Remaining agenda items tabled for next meeting
6. **Next Meeting:** April 6<sup>th</sup>, 12-1 pm