



CWC Reports

Working Group Reports

Education and Employment

Members: Allison A-W, Wendy D, Deb R

- Continue to participate in the research and discussion around a WRAP program for our community. Looking at two programs specifically from our visits with Winkler, Morden, Altona and Selkirk, we are gathering data, weighing options and will keep the Board apprised of information gathered.
- Collaborated with SEH and volunteered at the Suit Up For Success event.
- Participated in the latest Strategic Planning hour long session facilitated by Candace.
- Continued conversations with the Chamber as we plan our event for October 23rd
- Attended the Food Pantry and spoke to over 100 community members about the upcoming Roads to Success and Career Fair happening on October 23rd.
- Provided information in an announcement form for the Community Supper in order to promote the Roads to Success and Career Fair event.
- Welcomed WEM as they began classes on Monday nights entitled "Computer Skills for Work". The class thus far has two instructors assisting 7 participants with a waiting list of 11 people.

Affordable Housing

Members: Karen T, Susan W, Rose D, Peter H, Lizzie Morissette (Genesis)

Last meeting date: August 28, 2025. Next meeting: October 15, 2025

We welcomed Lizzie Morissette who is the new Housing and Outreach Counsellor with Genesis House. We are excited to celebrate with Genesis House that the Transitional Housing project has broken ground, and construction is beginning for 26 units of supportive housing for women and children leaving violent relationships and building a new life free of violence. Exciting! While the building is in Winkler it will serve all the communities served by Genesis House, including Carman and Dufferin. We agreed to share information about the advocacy work being done by Manitoba Right to Housing Coalition on our website and social media. We are assisting Habitat for Humanity build in Carman by having several representatives on the Family Selection committee. We are researching new initiatives from MB Department of Housing Addictions and



Homelessness to fund Housing Support Services. We are circulating a copy of a well researched book on the housing crisis in Canada, Home Truths: Fixing Canada's Housing Crisis, written by Dr.Carolynn Whitzman. Dr. Whitzman was the keynote speaker at the Building Partnerships conference attended by 3 of our members October 6 and 7. Susan Wepler, Lorna George and Trish Middleton attended the annual Manitoba Non-Profit Housing Association conference, Building Partnerships, and will report to our next Working Group meeting on October 15. Lizzie Morissette and others from the Genesis House also attended the conference. Thanks to Susan, Lorna and Trish for attending on our behalf!

Supporting Emotional Health

Members: Julie H, Linda S, Linda M, Lisa L, Nigel B, Terry W

Last meeting date: September 18, 2025. Next meeting: October 30

Summary of Month's activities & Action Plan items:

- Book study - Boundary Boss by Terri Cole. 5-week session starting October 9, facilitated by Terry Warburton and Linda Sylvester. 7 Registered.
- Suit Up for Success event & Childminder meet & greet - September 25. Partnering with Education & Employment.
 - This project has been in motion for several months! After the town wide garage sale in Carman in June, clothing could be dropped off at a muster point which was at the Community Hall parking lot. Items were boxed up and stored for this event. On September 25, 2025 CWC-SEH working group in collaboration with the Employment and Education working group of CWC, collected clothing and were presented with the opportunity to share the space at YFC. YFC had had an event for young women and girls to go 'shopping' the evening before, on September 24. They left the items that were not taken, and we added to the wide range of clothing. The event was open from 2-6:30 and there were 65 adults and children that attended. The bagged children's clothing was a hit! There was definitely a lot to choose from in the clothing and the people who attended were free to take all that they could carry! In addition to the clothing, there was an opportunity to meet three of the childminders on the list at CWC. As well there was a sign up for assistance to practice interview skills and to write a resume. One person did sign up. MCC supported our event by donating gift cards as there were very few items for men. This event required several volunteers and a commitment of several



hours to accomplish the goal. At the end of the event, CWC was responsible for taking the clothing down and for sorting into MCC donations and young women donations for another event in Morden. Many thanks for the extra hands that evening.

- Family Advocacy Network - ongoing meetings monthly facilitated by Terra H and supported by CWC members. Inclusion event held on September 29.
- Support Group as always, the last Wednesday of the month – one person in attendance.

Transportation

Members: Evelyn P, Melissa E-F, Rob M, Kathy F

Last meeting date: October 2, 2025. Next meeting: TBD

Key Discussion Points

- Membership Recruitment
 - Highlighted the need to focus on increasing membership as a top priority.
- Bike Lanes and Safety
 - Updates on discussions with Council member; the issue of bike lanes remains with Council.
 - Concerns about street width; Council suggested concrete barriers
 - WG members proposed planters as an alternative, possibly partnering with *Communities in Bloom*.
 - WG members also expressed interest in bike safety programs and will contact *Safe Communities* for more information.
- Golf Cart Bylaw
 - Question raised about whether the Town has amended bylaws concerning golf carts.
 - Follow-up required with *Prairie Golf Supplies* if bylaws have changed.
- Driver's Education Clarification
 - Clarification needed regarding a recent email regarding driver's ed.
- CWC Transportation Needs Review (pulled from CWC Nature of Calls)
 - 15 transportation-related calls recorded from Jan–mid-April 2025:
 - 5 related to out-of-town travel (3 contacted handi-van; 2 did not; 1 used the service).



Carman Wellness Connections

- 8 were for evening transportation (e.g., Circle of Security/parenting classes). CWC staff assisted with these
- 1 call from Senior Resource Council (SRC) – only provides rides for seniors and CancerCare.
- 1 volunteer driver inquiry.
- Volunteer Drivers
 - Discussion around the need for volunteer drivers, especially for:
 - Appointments involving children
 - Travel to Morden, Winkler, and Winnipeg
 - CWC Office Staff may assist in coordinating a volunteer driver list.
 - Need to inquire re Insurance coverage requirements for volunteer drivers to be confirmed with MPI.
- GoManitoba/Green Action Centre (Rebranded as *Green Action Centre*.)
 - Willing to do a Zoom call to discuss carpooling/ride-sharing options, especially for trips to Winnipeg.
 - Interest also noted from Morden and Winkler residents.
- Handi-Van Coordination
 - Carman Handi-Van will notify CWC of upcoming out-of-town trips to potentially accommodate more riders based on timing and destination.

Food Security – No Report

Members: Terra H, Cosmo P, Edith R, Julie R-M, Beth B, Jackie P

Affordable Recreation and Leisure – No Report

Members: Susan W, Rose D, Sheila

Coordinators Report

Submitted October 10, 2025, by Lisa Lehmann

These initiatives demonstrate CWC's dedication to building stronger partnerships, increasing community impact, and fostering growth for both staff and the community. We will continue to provide updates as these efforts progress.

Hours – Sept 13- Oct 10 (2 pay periods/ 4 weeks)

- 43.5 Hours worked



- Vacation Hours being used
- 43.5 Volunteer Hours

1. Community Engagement and Networking

- **PV Network – emails with Anita, Paul and Kevin**
 - Initiating conversation with PV Network and our Reeve and Mayor to host a conversation. Sent email to Save the Date and request RSVP for intent – Planned Pre-Meeting Questions to assist in framing the conversation and capture voices that may not be able to attend the gathering.
- **Clearwater Memorial Playground Project:** Ribbon Cutting September 24, 2025; MC'd event and had a lot of opportunity to network and connect.
- **Vital Signs:** Currently on hold.
- **Circle of Actions** – Belonging Cohort Project with Chantal, and Admin staff
 - Coaching session #4 Engaging Everyone 16 September 2025
 - Continue to work on Project Pieces
- **How to Respond with Care** – Community Tool
 - **Launch Date** October 29, 2025; met with team Oct 7, 2025 (Ministerial, Terra, and RCMP present)
 - Communicating with Sam White from 211 Manitoba for planning.
 - Communicating with Roots of Hope to plan Survey and Funding for food incentive.
 - Finalizing documents and details for the Launch; creating itinerary; connecting with media; Town; RM and Chamber for support
- **Volunteerism**
 - Attended Volunteer MB session put on by Palliative Care – may be plans to host a Volunteer Fair
 - Met with LYNK (Local Youth Nurturing Kindness) members at Carman Collegiate; interest in being part of our Board
 - Met with CWC volunteer about creative ideas of volunteering to benefit CWC
- **Genesis House AGM**
 - Attended same with Nancy Clearwater

2. CWC

- **Strategic Planning:** Met September 23rd 1 hour slots from 5:30 – 6:30 and 7:30.
 - Emailed Candace re:
 - A quote; dates for our last session
 - Her and I are planning to meet about Priority: People and Capacity



- Updated tracking form – and then I will send it out to the Board and Priority members
- **Funding:**
 - **Sponsorship letters for Community Supper** – ongoing – have 9 of eleven
 - Did a media piece highlighting the event and sponsors
 - Updated poster
 - **Bell Let's Talk** – Lisa, Terry and Julie applied for \$25, 000 for project 'Stronger Together – Mental Health for All'; still no word
 - **CAF Endowment Fund in Place** – discussions within the Strategic Planning Priority – Funding regarding next steps.
 - **Planning to apply for Community Mobilization Funding** – Justice Department – team in place Strategic Planning Priority – Programming ongoing
- **Data Collections:** continued refining and collection of data
 - Volunteer Hours
 - Volunteer Database
 - Event/ Program Database
 - Nature of Calls
 - Program Evaluations
 - Take 5
- **Communications:**
 - Next meeting Nov 4, 2025
 - Reviewed 'Event Planning Form' – Tom made changes as suggested.
 - Verified Google Status with Val and Tom
 - Initiated next Blog with client.
- **Action Plan Palooza:**
 - Collaborating with Chantal re facilitating the day; met to discuss September 16 and October 7

3. Office Day to Day

- **Staff:** Continue to supporting staff changes; HR and Executive Meeting August 29, 2025
- **Board:** Board meeting September 18; Executive Meeting October 2
- **Community Member Support:**
 - Drop Ins for support around family challenges x2 families; and client SHE
 - Family intervention with RCMP
- **HR Committee:** Met with HR Committee September 17, 2025



3. Programming/Resources

- **Suit Up for Success – September 25, 2025** - Coordinated event; and attended.
- **WRAP/ Community Mobilization**
 - Strategic Planning Priority – Programming Team along with Michelle L from PRSD gathered October 7, 2025 to review the visits with Morden, Winkler, Altona and Selkirk. Planning to meet again October 16, 2025.
- **Mental Health Kits**
 - Working with PRSD for next steps – meeting moved to November,
- **211 – Paired with distribution of Responding with Care Initiative**
 - Presentation by Sam White October 29 2025; Collaborating with Sam
- **Roots of Hope** - Lindsey Hainsworth (SHSS) continues to lead meetings – taking a neutral approach as she facilitates the group through the process of determining next steps for our community. Met October 2, 2025. Partnering with Launching 'Respond with Care' and 211 by providing food for launch and webinars. Creating Survey for same events.

Committee Reports

Human Resource Committee

Members: Julie H, Barb L and Deb I

HR Committee Report Submitted by Julie October 10, 2025

Meeting Dates: June 25, July 30, August 29 and September 17.

Exit Interview:

- Conducted on August 28 with outgoing administrative staff.
- Feedback indicated the employee felt underprepared for the role due to lacking "social work" skills.

Committee Purpose as per request of the Board

To review the current staffing structure and provide recommendations.

Current Staffing Overview

- Coordinator: Hired September 3, 2025
 - 20 hours/week at \$45/hour
 - Accumulated approximately 160 hours of overtime (dates unspecified)
- Administrator (Job Share): Both hired October 29, 2025.
 - 30 hours/week total at \$20/hour
 - One of the two 15-hour/week positions has been vacant since September 1



Considerations

- **Nature of Calls - Summary** shows increased complexities regarding the needs of clients
- Coordinator had 180 overtime hours by July 2025; as well as volunteer hours
- Staff skill strengths and expertise

Plan

- The HR committee will meet with the current staff to review and revise the job descriptions

Finance Committee – No Report

Members: Lorna G, Melissa E-F, Wendy D

Nomination Committee – No Report

Members: Karen T, Lorna G, Lisa L

Communications Committee – Next meeting Nov 4, 2025 6:30

Members: Tom H, Val M, Lisa L and Holly T – as well as liaisons from each WG

Last meeting date: September 9, 2025. Next meeting: November 6, 2025 6:30

Attendees: Val, Tom, Lisa; Guests from Working Groups: Linda and Julie (Supporting Emotional Health), Wendy (Education and Employment)

1. Community Outreach and Engagement

Current Strategies:

- Outreach includes Facebook, Instagram, website updates, printed posters, and face-to-face engagement at community events (Community Supper, CCC, Carman Area Food Pantry, Farmers Market, World River Day).
- Information is also shared through Chamber meetings, Healthy Communities, the newspaper, digital screens (dentist, hospital, clinic), schools, and the Town website.

Proposed Enhancements:

- More deliberate outreach through PV Online, Portage Online.
- Greater engagement with local newspapers.
- Add QR codes to posters to increase accessibility—Lisa to follow up with Jackie on implementation.



- Youth outreach via Career Fair, Student Council (contact Jaylyn Sigurdson – Linda), and DCS (Lisa to reach out to Dirk).
- Consider a community participation activity at the AGM, such as a ribbon-cutting tied to the Belonging Action theme.

2. Communication Tools and Workflow Review

- The EPF document was reviewed and updated as a group. Tom will finalize the changes.

3. Key Messaging and Quarterly Priorities

- Reviewed the need to refresh regular, year-round events at least annually.
- Discussed whether to redesign posters—decided to keep current color schemes for recognition.
- Yearly posters will be re-distributed to maintain public awareness.
- Debate on poster timing: send all at once in the new year or stagger distribution.

4. Internal vs. External Communications

- Decided to send new activity updates to *working group leads*, not all members.
 - Leads will receive a list of group members who have opted in to receive updates.
- Agreed to explore using QR codes on posters to direct viewers to online content.
- Consideration of a sign-up process for regular event updates was noted but put on pause.

5. Roles and Responsibilities

- Tom will be relocating in Spring 2026. Succession planning for web and communications responsibilities was briefly discussed.
 - Committee members are asked to brainstorm potential replacements for discussion at the next meeting.

6. Social Media Analytics

- Val and Tom presented analytics on platform usage and engagement.
- Positive feedback and encouragement to continue current efforts.
- Suggested using *blogs* as a new content strategy to reach wider audiences.



Executive Board Notes

Members: Karen T, Lorna G, Sheryl R, Wendy D and Lisa L

Last meeting date: October 2, 2025. Next meeting: November 6

Present: Sheryl R, Karen T, Lorna G, Wendy D and Lisa L

1. Approval of Agenda – Lisa added Volunteer 2.b
2. Staff :
 - a. HR request to come to this meeting:
 - i. Julie representing HR Committee attended meeting to provide HR recommendations.
 - b. Volunteer Information
 - i. Volunteer MB – Lisa attended meeting arranged by Sandy Cameron - may be more conversations about a Volunteer Fair in the community, as well as Volunteer MB offering Workshop on Board Governance.
 - ii. Volunteer Students – Local Youth Nurturing Kindness (LYNK) – Lisa met with 4 students from the High School – there is interest in our Board, as well as other volunteer opportunities.
 - iii. Volunteer Idea – discussed the logistics with Lorna re a volunteer doing tasks for businesses and then asking for gift cards as payment that would then be directed to CWC. Transparency is key. CWC to support volunteers to work out logistics.
3. Financial :
 - a. Book Funding / Finance / Marketing Meeting – November 13 at 6:30 – Invite sent out to Wendy, Sheryl, Lorna, Melissa, and Holly.
4. Board :
 - a. Territorial Acknowledgement – Christine Thompson is willing to do a 6pm meeting – Karen T offered to do this with others as well – Lisa plan for asking Christine Thompson the Genesis House Cultural Counselor to come facilitate the Board through creating our own Acknowledgement. Plan for 6PM Board Meeting Night in January.
 - b. Action Plan – review this or complete at the Palooza with the rest of the groups
 - i. Board Meeting 6:00 PM in October to review CWC Board Action Plan
 - c. Strategic Planning Next Steps – Our sessions with Candace from Homefield People and Strategy are coming to an end. What are next steps?
 - i. Find funds to extend contract with Candace – Lisa to get quote
 - ii. Attempt to do it on our own
 - iii. Find a volunteer – Suggestions...Debbie Iverson, Brent VanKoughnet, Chantal Chevalier



- d. Next steps for Endowment fund with CAF – We can begin Promoting; Note that Wendy shared: Giving Week with CAF/ Winnipeg Foundation – no Carman specific campaign – the campaign is Provincial and when Wpg Foundation stretches dollars that week it only goes towards donations given to undesignated funds, not funds like CWC or Handi-Van.
5. Programming :
- a. Tamarack Coaching needed before end of November – discussion about what our weaknesses are and suggestions to use Tamarack resources to address them.
Noted weaknesses named around this table:
 - i. Board Capacity
 - ii. Sustainable FundingLisa to get more information from Maureen about options and present options to the Board.
 - b. Food Pantry Subcommittee – discussion that it would be important for us to be sitting at this table. Lisa to shoulder tap Cindy and Tamara and Jolene; Volunteer Daniel Heather interested; other people who might be interested: Deana Gault; Nikki Falk – Kelly Seward; Susan Mooney. Lisa to reach out.
 - c. Action Plan Palooza details – Chantal will facilitate us through a 90 minute Palooza where the focus is on Reviewing old Action Plans – getting feedback and suggestions – develop new/ refined Actions Plans – Lisa and Chantal to meet to review the meeting plan.
 - d. Wendy to provide details of Connection Lounge grant requirements to Sheryl & group to design and move forward with planning/designing etc. - done
6. Communications
- a. Lisa & Brandon Burley Conversation – We should hear from him in the next few weeks about a sit down to discuss our funding needs.
 - b. Gmail account schedule – Lisa will take over
 - c. December – discussion about having a ‘no business’ meeting; focus on thanking volunteers for their commitment; poll to the Board for participation to assist in planning.