

YWCA LETHBRIDGE & DISTRICT | A TURNING POINT FOR WOMEN

2021-2022 ANNUAL REPORT

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The YWCA Lethbridge & District acknowledges that we are gathered on the traditional lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people past, present, and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. We acknowledge that Lethbridge is also home to the Metis Nation of Alberta, Region III.

Our Mission

Enhancing lives through personal empowerment and supportive community.





Our Vision

We are an organization created by women that is leading the community with innovative solutions to enrich lives, promote fulfillment, and create happiness.

Our Values

Our Values are the fundamental principles and beliefs that provide the foundation for the organization. They provide guidance on how to make decisions, how to view customers and how to treat staff.

Integrity

continuity between appearance and reality, between intention and action, and between promise and performance in every aspect of the organization

Community

a safe place promoting connectivity.

Safety

a protective, respectful environment, free from harm or danger

Perseverance

resolve to seek innovative solutions over multiple attempts to support all.

Mentorship

empowerment, influence, guidance, and support through communication, education, and role modeling.

Equity

barrier-free opportunity and access to choice, resources, and service.

Health & Wellbeing

holistic approach to achieving balance in mind, body, spirit.

YWCA LETHBRIDGE & DISTRICT

YWCA Lethbridge programs and services fall under one of Five Pillars that help keep us focused on enhancing lives through personal empowerment and supportive community.
After all, that's Our Mission



Domestic & Sexual Violence

In Lethbridge, we're best known for our Women's Emergency Shelter, YWCA Harbour House. But, we provide crisis support for anyone exposed to domestic or sexual violence. Much of the work we do is focused on helping survivors heal and move forward with healthy lives.

Trauma & Crisis Intervention/Prevention

Survivors of trauma who receive proper intervention and support have a much better chance of healing and moving on. We offer many programs and services that help keep women, children and families safe and provide them with skills and tools to move on.

Advocacy & Awareness

Much of our work involves connecting people with permanent housing and providing complimentary services that help them build life skills and become independent so they can successfully integrate into the community.

Leadership & Empowerment

YWCAs worldwide work for the empowerment, leadership and rights of women and girls in more than 120 countries. While all of our work focuses on women in one way or another, we're leaders in advocating for women with local, provincial and federal governments and agencies and work hard to raise awareness about issues impacting women.

Poverty, Housing & Homelessness

At YWCA Lethbridge, we're working hard to build strong and resilient future leaders! We have programs that build self-esteem and a strong sense of self in young women. We also run groups and youth conferences that teach children and youth about healthy relationships, youth mentoring and classes that teach non-traditional skills.

A Message

From our Board President

2021-2022 for the YWCA Lethbridge Board of Directors was unlike any year before. Governing during a pandemic year with virtual board meetings could be a reason for many boards to feel less connected and involved with the organization they volunteer at. Yet for this board of powerful women, our year included transformational and foundational restructuring and in-depth work. The importance of organizational stewardship and oversight remained our top priority. This was necessary to truly strengthen the YWCA Lethbridge and District, a leader in our community.

As Board President, in my fifth year on the board, my intention was to better understand the strengths and the deficiencies within the organization, and also how to best communicate the information needed to have a truly informed and engaged board in a time of virtual meetings. Tough yet necessary decisions were made which included a change in our CEO leadership in September. Long time YWCA manager, Tracy James, stepped into the role of Interim CEO. With the approval of the YWCA Canada CEO, we functioned as an operational board as needed until a permanent CEO was in place. The Board took this opportunity to investigate how the organization had been running and where we could improve. Tracy and I spent countless hours connecting with community partners and those who support the YWCA, to address how things had shifted over a number of years. Open communication and collaboration has been re-established.



2021-2022 Board Members

Dr. Pardip Athwal
President

Kayla Podrasky
VP Internal

Mika Nakashima
VP Finance

Tammy Thomsen
VP External

Charlene Scheffelmair
VP Governance & Legislation

Shannon Jarvie
Director

Emily Lyon
Director

Syntyche Botuli
Director

Leslie VanZwol
Director

Resignations:
Adriana Mercader
Jillian Barnes
Shauna Cox

A Message

From our Board President Cont'd

There was an emphasis on ensuring the safety of the participants, our neighbours, and the staff. This was pivotal to positively influence the culture within the walls of the YWCA and the reputation outside of those walls. We as a Board are extremely grateful to Tracy for her unwavering commitment to the YWCA and for her support.

Our Board Executive played a critical role in the work accomplished this year by sharing their professional expertise. Our VP Internal, Kayla, spent extra time each month to prepare Board documents and agendas for our meetings. She attended numerous additional meetings alongside myself and shared her expertise in the operations of non-profits and grants. I thank you for being my sounding board and partner throughout this year. The financial state of the organization was reviewed by Mika, a full revision of our Board bylaws and policies was completed by Charlene, and leadership training was provided to the management team by Tammy. To all Board Exec, thank you for being strong team players and committing your time to complete the work that was needed. The YWCA is lucky to have had your expertise on the board. Your dedication to this foundational work is inspiring.

To our newer board directors, we are grateful to have you on this team and for your eagerness to learn and support the YWCA. I thank you for the trust you placed in me over the year and for the encouraging words. Thank you for joining us as we lead the YWCA through this next chapter.

We would also like to acknowledge and give thanks to the YWCA Management Team and Frontline staff for their efforts over the past year. During an incredibly challenging year, they have provided support to vulnerable populations, and have worked hard to keep everyone feeling safe and supported. The drive, dedication, and passion they have for the people they support is evident. Thank you for your hard work.

To everyone who has supported us during this challenging year, from monetary and in-kind donations, to the hours contributed by our volunteers, board members, and external partners within the community, your support allows the YWCA staff to do what they do each day, as they support and empower our participants.

We look forward to the growth that will come in future years under transformational new CEO leadership, built on this solid foundation.

Sincerely,

Dr. Pardip Athwal

Board President

A Message

Alone we can do so little;
together we can do so much
- Helen Keller

From our Interim CEO

Reflection on the 2021-2022 year at the YWCA came with many rewards and challenges. The YWCA, along with so many in our community, faced the burden of a public health crisis with substance use and overdoses in our community that was only exacerbated by the pandemic. We found that family violence increased and women and children experienced layers of trauma as a result.

The YWCA Lethbridge and District praises the extraordinary efforts and commitment of our Staff and Board as the 2021-2022 year plagued us with unprecedented challenges. The YWCA, like so many others, strived to help ease the burden of trauma that so many individuals faced in such an uncertain time. Our programs saw an increase in the severity of violence, drug overdoses, the feeling of helplessness and hopelessness, echoed in the stories told by those individuals that came seeking safety and support.

The YWCA Lethbridge and District want to thank our many supporters, donors, and members for your commitment to our organization and to the work we do. We also want to recognize the support of the YWCAs across Alberta and YWCA Canada for their commitment and support they have shown us this year.

I look forward to this next year as we enhance our footprint in our community, promoting a strong and vibrant presence and continue to be a strong voice for our participants, with a strength based and trauma informed lens as we strive to once again be a pillar of strength and support in our community.

With Kind Regards,

Tracy James

Interim Chief Executive Officer
YWCA Lethbridge and District

YWCA LETHBRIDGE & DISTRICT

Overview of Programs in 2021-2022

Harbour House (Page 11)

Program Includes:

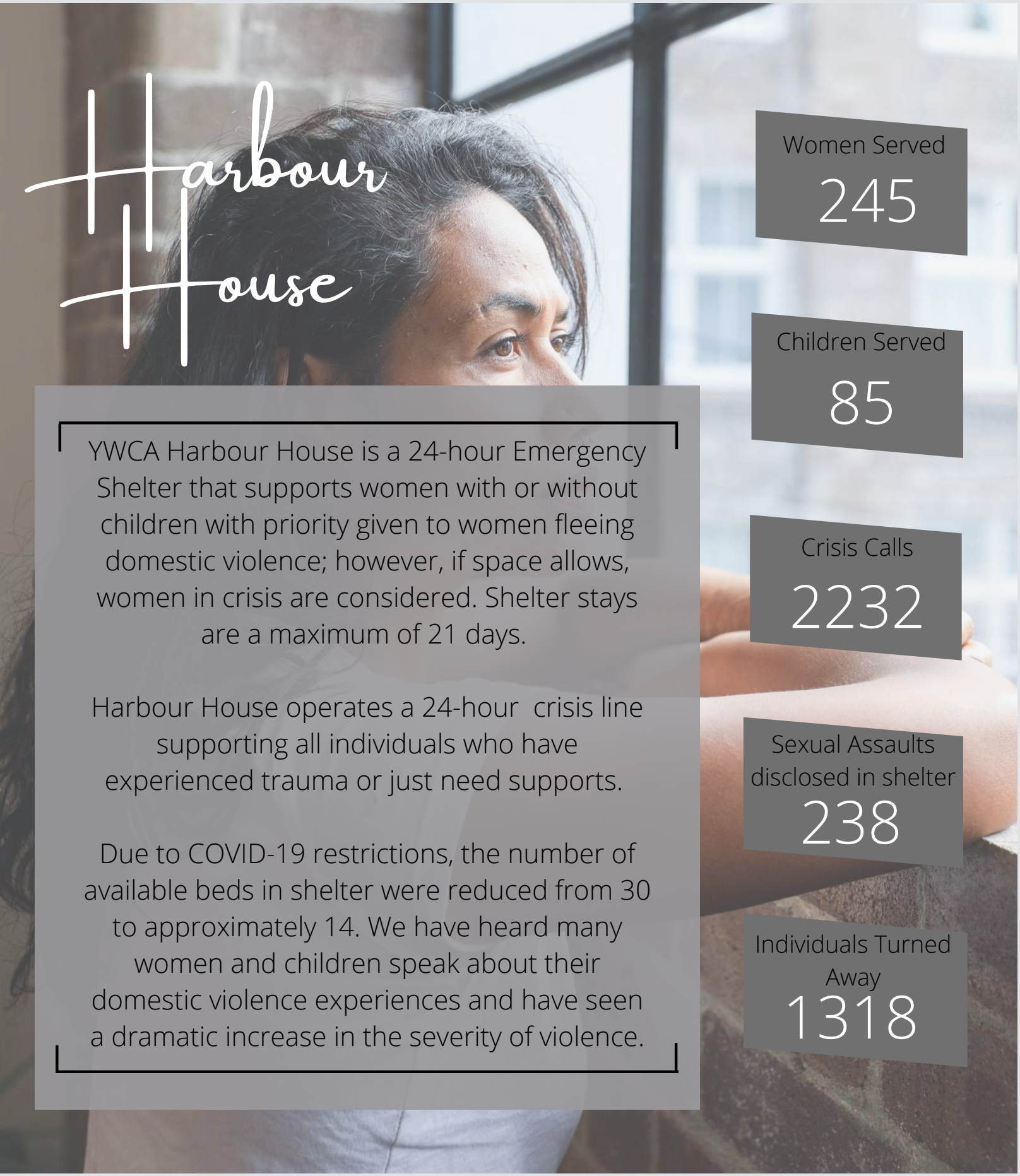
- Domestic Violence Shelter
- Intensive Case Management
- Client and Community Outreach
- Child Care Program
- Child Trauma Informed Specialist

Harbour House Support Services (Page 12)
Partner Checks (Page 13)
Child Care Program (Page 14)
PSH Women's Residence (Page 15)
PSH Hestia Homes (Page 16)
Amethyst Project (Page 17)
Safe Visitation (Page 18)
Neighbourhood Play Program (Page 19)

Programs Closed due to Covid-19

Health & Fitness Centre
GirlSpace
Girl 2 Girl
Girls with Tools
Power of Being a Girl &
YWise Guys Conference
Ywise Guys





Harbour House

YWCA Harbour House is a 24-hour Emergency Shelter that supports women with or without children with priority given to women fleeing domestic violence; however, if space allows, women in crisis are considered. Shelter stays are a maximum of 21 days.

Harbour House operates a 24-hour crisis line supporting all individuals who have experienced trauma or just need supports.

Due to COVID-19 restrictions, the number of available beds in shelter were reduced from 30 to approximately 14. We have heard many women and children speak about their domestic violence experiences and have seen a dramatic increase in the severity of violence.

Women Served
245

Children Served
85

Crisis Calls
2232

Sexual Assaults disclosed in shelter
238

Individuals Turned Away
1318

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& DISTRICT

Harbour House Support Services

Harbour House Support Services consists of Intensive Case Managers, Child Trauma Informed Specialist, Community and Client Education Specialist, Partner Contact and Team Lead.

Harbour House Support Services serve individuals who are fleeing domestic violence and implements the Housing First Philosophy. Staff works with community members that are experiencing or fleeing domestic violence. Harbour House Support Services engages with individuals to help them transition into safe, affordable housing, provides referrals for long term support, and advocacy for basic needs to promote independence.

Women and Children Housed

25

Victim Awareness Sessions

149

Danger Assessments Completed

77

Number of Women Served

424

Number of Children Served

317

YWCA LETHBRIDGE & DISTRICT

Partner Checks

Through Provincial Family Violence funding, the Harbour House Support Services Team completes check-ins for partners of people who enrolled in treatment programs due to domestic violence.

These check-ins ensure that the partner is safe and that the perpetrator is following any Court or Protection Orders and offer supports to the victim. Supports include: safety planning, referrals to community agencies, and in-house services.



218

Partner Checks Completed

YWCA LETHBRIDGE & DISTRICT

Child Care Program

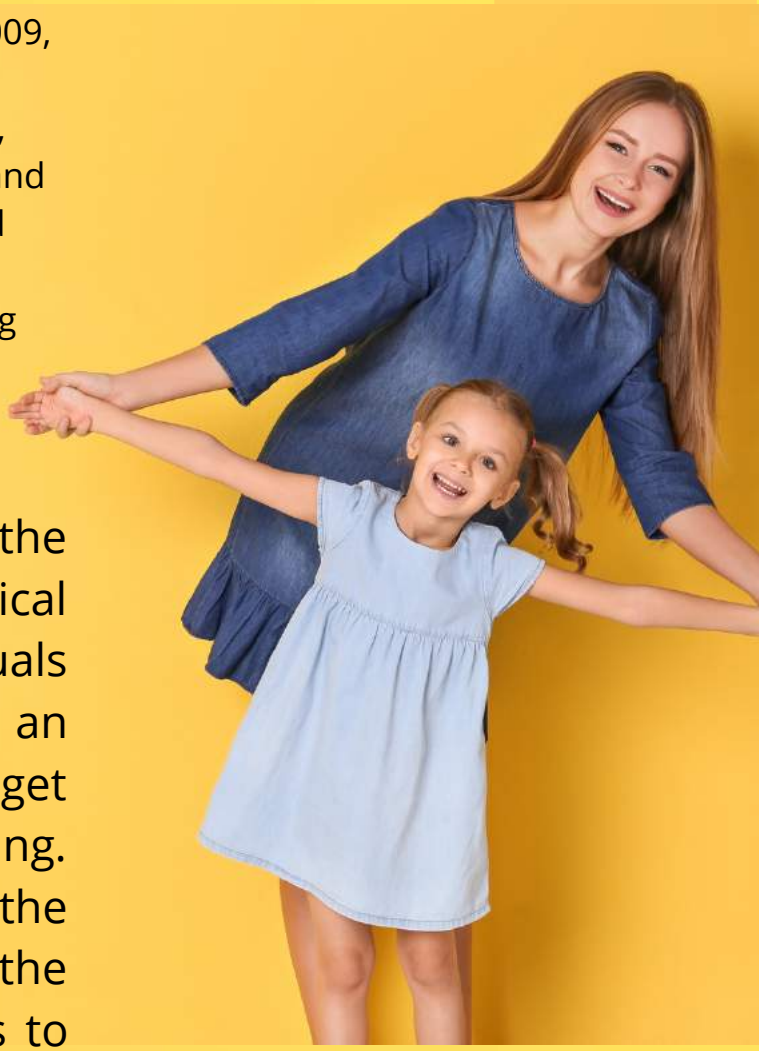
Children Served

87

Hours of Programming

1,379

The YWCA Innovative Child Care Program was started in 2009, with the goal of providing formal, safe, nurturing, and appropriate child care options for families accessing women's shelter services.



The 2021-2022 year began with the continuation of restrictions and physical distancing in place for individuals accessing the shelter. This created an opportunity for the Child Care Staff to get creative while providing programming. Child Care is an important element of the shelter so that women accessing the service can take the necessary actions to rebuild their lives, knowing their children are protected and cared for.

YWCA LETHBRIDGE & DISTRICT

Women's Permanent Supportive Housing



Newly Housed Women
31

Wrap Around Supports
305

# of Women experiencing homelessness
15

Starting in 2020, a new program graced the doors of the YWCA. As of 2021-2022 this program is now established and beginning to thrive as individuals move into a permanent, semi supported, safe and secure environment. The program provides a furnished room with three meals a day, and dedicated supportive staff that help with basic daily needs and other more complex needs that arise.

Staff are onsite to support residents to create and work towards goals including health related services, budgeting, and necessities. Staff are supportive care providers who love to do meaningful daily activities with our individuals.

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Hestia Homes

Clients Served

14

# of Referrals

110

Hestia Homes is a Low-Mid acuity "Housing First" program which serves up to 9 youth of all genders aged 17-24. The program aims to build independence in the youth with the goal of building their capacity and skill to such a level that they are equipped to live in market housing.



The program is staffed by one Case Manager and Support staff . The program is comprised of three houses, therefore suitable for youth that are semi-independent. These youth may require support in their day-to-day needs and require assistance in the areas such as follow through with goals and navigating community barriers.

YWCA LETHBRIDGE

Amethyst PROJECT

SEXUAL VIOLENCE SUPPORT | ADVOCACY | EDUCATION | TRAINING

Total Individuals Supported	70
3rd Option Kits Provided	17
Under 18 Years of Age	12.9%
Males Supported	1%



Unique to the YWCA Lethbridge & District, Amethyst Project offers a 3rd options to individuals effected by sexual assault. This option allows individuals to collect the forensic evidence from the assault and gives them up to a year to decide how they would like to proceed. The individual then can pursue investigation at a later date if they so choose.

Amethyst offers sexual violence support, advocacy, education, follow up supports after the assault, and training. Crisis supports are available for individuals who have experienced sexual violence, historical or present.

Amethyst Advocates are available 24 hours a day, 7 days week to attend the Chinook Regional Hospital Emergency Room to support those who have experienced sexual violence. Options and education are provided to empower individuals and help them restore their own power.

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& DISTRICT

Safe Visitation

Families Served	Program Intakes	Visits Scheduled
97	114	129



The YWCA Safe Visitation Program provides opportunities for families, separated due to various safety concerns, to visit with their children, virtually and in person in a safe and nurturing environment. Non-custodial parents are offered secure visits with their child(ren) under direct supervision of professionals. Families who access safe visitation benefit from a safe environment, free from judgement and violence.

This program runs at no cost to the families. Facilitators promote the rebuilding of a healthy child-parent relationship.

Due to the COVID-19 Pandemic the 2021-2022 year saw the doors of the Safe Visitation program closed. The program was able to reopen in August and was immediately busy with parents anxious to see their children. The pandemic only allowed families to do virtual visits or no visits at all. The program was full for the remainder of the year.

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& DISTRICT

Neighbourhood Play Program

Children Served

588

Number of Locations

6





YWCA LETHBRIDGE & DISTRICT

46th Annual YWCA Lethbridge & District Women of Distinction Awards



Jackie Anderson
Community Leadership & Enhancement



Sandra Mintz
Leadership & Management



Elaine Jagielski
Wellness, Recreation & Healthy Living



Lise-Anne Talhami
Arts, Culture & Heritage



Trina Tymko
Community Leadership & Enhancement



Liz Toles
Entrepreneurship & Innovation

On March 25, 2022, the Board was very excited to hold our first in-person event in the past two years. We welcomed the Lethbridge community to join us in a night of celebration for the 46th annual Women of Distinction event. As an organization created by women for women, it was our pleasure to honour six wonderful women who have distinguished themselves through their achievements, and who exemplify the YWCA mission, vision, and values. Their unique contributions enrich both our lives and our community.

As a women's organization, we are committed to increasing public recognition of the significant contributions that women from all walks of life make in and around Lethbridge. These six women are leaders who also lift up those around them. The board was delighted to be able to recognize them and highlight their accomplishments.

The night was a true celebration! The energy in the room was positive, supportive and uplifting. At this Board event, we will continue to shine a light on inspiring and powerful women for many years to come.

Thank you for your support of our WOD event and we will see you next year!

Dr. Pardip Athwal
Board President
2022 WOD Event Coordinator

YWCA LETHBRIDGE & DISTRICT

Covid-19 Positive Impact

Although COVID-19 had an impact on the world, through it all, community generosity made the consistent delivery of essential services a possibility.

Thank you to our generous community for all of your support and dedication. We truly appreciate each and every one of you.

Community Support

Royal LePage Royal Gala
Century 21 Gold Gala
RBC
Stockings of Hope
The Ensuite Toy Drive
Southern Albera Bikers Association Toy Run
London Road Association

Friends of the YWCA

Thank you to all who have supported us throughout the 2021-2022 year. From Donors, Members, Community Organization, Family and Friends. Your Support Means the World To Us and Those We Serve!

Community Generosity











Royal LePage (Top Left)
Southern Alberta Bikers Association Toy Run (Top Right)
Ensuite Toy Drive (Middle Left)
Davis GMC Pancake Breakfast (Bottom Right)
Two Guys & a Pizza Place Christmas Pizza (Bottom left)

YWCA LETHBRIDGE & DISTRICT

Get Involved

Become a Member

Get involved with Canada's largest women's organization. Help provide support to women at critical turning points in their lives. Join over 25 million women around the world in making a difference!

Membership Categories

Voting Membership
$20 Annually
For women over age 16

NON-Voting Membership
$10 Annually
For men, women, or youth under age 16

**All membership fees qualify for charitable tax receipts.*

Have a Voice in our Strategic Direction

Volunteer
Join a committee
Voting members: Elect our Board of Directors at the Annual General Meeting

Attend our Annual General Meeting

Hear about what's happening at the YWCA
• Review our financial position
• Engage with our Board of Directors

KPMG LLP
3410 Fairway Plaza Road South
Lethbridge AB T1K 7T5
Canada

Tel 403-380-5700
Fax 403-380-5760

REPORT OF THE INDEPENDENT AUDITORS ON THE SUMMARY FINANCIAL STATEMENTS

To the Board of Directors of Young Women's Christian Association of Lethbridge and District

Opinion

The summary financial statements of Young Women's Christian Association of Lethbridge and District (the Association), which comprise the summary statement of financial position as at March 31, 2022, the summary statement of operations and fund balances for the year then ended, and related note are derived from the audited financial statements of Young Women's Christian Association of Lethbridge and District as at and for the year ended March 31, 2022. In our opinion, the accompanying summary financial statements are consistent, in all material respects, with the audited financial statements, in accordance with the criteria disclosed in the Note in the summary financials statements.

Summary Financial Statements

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements and the auditor's report thereon, therefore, is not a substitute for reading the Association's audited financial statements and the auditor's report thereon.

The summary financial statements and the audited financial statements do not reflect the effects of events that occurred subsequent to the date of our report on the audited financial statements.

The Audited Financial Statements and Our Report Thereon

We expressed an unmodified audit opinion on the audited financial statements in our report dated June 16, 2022.

Management's Responsibility for the Summary Financial Statements

Management is responsible for the preparation of the summary financial statements in accordance with the criteria disclosed in the Note in the summary financial statements.

Auditor's Responsibility

Our responsibility is to express an opinion on whether the summary financial statements are consistent, in all material respects, with the audited financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standards 810, Engagements to Report on Summary Financial Statements.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

June 16, 2022

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KPMG Canada provides services to KPMG LLP.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF LETHBRIDGE AND DISTRICT

Summary Financial Statements

Statement of Financial Position

Year ended March 31, 2022 with comparative information for 2021

	Operating Fund	Gaming Fund	Capital Fund	2022	2021
Assets:					
Current assets:					
Cash and cash equivalents	$1,476,164	$ 39,802	$ 338,676	$1,854,642	$ 1,869,211
Accounts receivable	312,084	-	-	312,084	274,144
Prepaid expenses	29,023	-	-	29,023	19,248
	1,817,271	39,802	338,676	2,195,749	2,162,603
Capital assets	-	-	748,801	748,801	750,780
	$1,817,271	$ 39,802	$1,087,477	$2,944,550	$ 2,913,383
Liabilities and Fund balances:					
Current liabilities:					
Accounts payable and accrued liabilities	$ 199,120	$ -	$ -	$ 199,120	$ 264,281
Unearned revenue	-	-	-	-	5,992
Restricted deferred contributions	1,186,100	-	-	1,186,100	1,099,424
	1,385,220	-	-	1,385,220	1,369,697
Unamortized capital contributions	-	-	471,736	471,736	445,887
	1,385,220	-	471,736	1,856,956	1,815,584
Fund balances:					
Internally restricted					
Capital investment reserve	-	-	310,272	310,272	301,460
Capital replacement reserve	-	-	28,404	28,404	28,404
Operating reserve	313,987	-	-	313,987	305,175
Externally restricted					
Gaming reserve	-	39,802	-	39,802	39,802
Invested in capital assets	-	-	277,065	277,065	304,893
Unrestricted	118,064	-	-	118,064	118,065
	432,051	39,802	615,741	1,087,594	1,097,799
	$1,817,271	$ 39,802	$1,087,477	$2,944,550	$ 2,913,383

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF LETHBRIDGE AND DISTRICT

Summary Financial Statements

Statement of Operations and Changes in Fund Balances

Year ended March 31, 2022, with comparative information for 2021

	Budget (Unaudited)	Operating Fund	Gaming Fund	Capital Fund	2022 Actual	2021 Actual
Revenue:						
Grants	$ 2,928,423	$ 3,318,045	$ -	$ -	$3,318,045	$ 3,079,560
Fees for service	356,400	337,866	-	-	337,866	255,234
Donations	221,450	96,936	-	-	96,936	290,594
Fundraising	23,214	7,985	-	-	7,985	1,817
Other	10,000	13,410	-	-	13,410	10,935
Interest	8,625	-	-	6,402	6,402	9,324
Amortization of capital contributions	37,390	-	-	53,200	53,200	43,653
	3,585,502	3,774,242	-	59,602	3,833,844	3,691,117
Expenses:						
Salaries and honorariums	2,823,128	2,876,592	-	-	2,876,592	2,857,997
Direct client costs	274,710	379,117	-	-	379,117	249,405
Telephone and utilities	104,788	203,449	-	-	203,449	139,138
Professional fees	56,748	73,232	-	-	73,232	95,521
Repairs and maintenance	41,221	43,311	-	-	43,311	52,756
Membership and fees	37,642	33,804	-	-	33,804	38,678
Supplies and stationery	25,045	30,421	-	-	30,421	26,703
Insurance	28,177	30,131	-	-	30,131	28,841
Information and technology	28,960	26,720	-	-	26,720	24,031
Fundraising costs	20,000	24,456	-	-	24,456	8,808
Travel and training	35,792	19,216	-	-	19,216	47,099
Advertising and promotion	7,850	10,081	-	-	10,081	8,559
Interest and bank charges	1,350	6,060	-	-	6,060	7,576
Other	-	2,128	-	-	2,128	7,302
Volunteer costs	5,000	1,771	-	-	1,771	1,148
Small equipment	1,400	1,367	-	-	1,367	2,704
Property taxes	-	1,165	-	-	1,165	1,107
Amortization	62,774	-	-	81,028	81,028	78,616
	3,554,585	3,763,021	-	81,028	3,844,049	3,675,989
Excess (deficiency) of revenue over expenses	30,917	11,221	-	(21,426)	(10,205)	15,128
Fund balance, beginning of year	1,038,774	423,240	39,802	634,757	1,097,799	1,082,671
Interfund transfers	-	(2,410)	-	2,410	-	-
Fund balance, end of year	$ 1,069,691	$ 432,051	$ 39,802	$ 615,741	$1,087,594	$ 1,097,799

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF LETHBRIDGE AND DISTRICT

Summary Financial Statements

Note to the Summary Financial Statements

The summary financial statements are derived from the audited financial statements, prepared in accordance with Canadian accounting standards for not-for-profit organizations, as at March 31, 2022, and for the year then ended.

The preparation of these summary financial statements requires management to determine the information that needs to be reflected in them so that they are consistent in all materials respects with, or represent a fair summary of, the audited financial statements.

Management prepared these summary financial statements using the following criteria:

a) the summary financial statements include a statement for each statement included in the audited financial statements, excluding the Statement of Cash Flows;
b) information in the summary financial statements agrees with the related information in the audited financial statements;
c) major subtotals, totals and comparative information from the audited financial statements are included; and
d) the summary financial statements contain the information from the audited financial statements dealing with matters having a pervasive or otherwise significant effect on the summarized financial statements.

The audited financial statements of Young Women's Christian Association of Lethbridge and District are available on the Association's website at https://ywcalethbridge.com/discover-ywca-lethbridge/reporting/annual-reports-financials/.

Report of the Policy Committee

CURRENT COMMITTEE MEMBERS:
Charlene Scheffelmair (Chair and Vice President of Governance and Legislation)
Pardip Athwal (Board President)
Tracy James (CEO Interim)
Kayla Podrasky (Vice President Internal Relations)

PAST COMMITTEE MEMBERS:
Emily Lyon
Jillian Barnes

KEY DUTIES AND RESPONSIBILITIES
·Review and revise the Board Bylaws to ensure compliance with Imagine Canada standards; principles of good not-for-profit board governance; and risk mitigation.
·Provide draft Board Bylaws to YWCA Membership prior to the Annual General Meeting for review and approval by Membership.
·Review and revise the Board Policies and Procedures to ensure compliance with Imagine Canada standards; principles of good not-for-profit board governance; and risk mitigation.
·Review and revise any other constating documents as required.
·Perform tasks as requested by the Board as a whole.

ACCOMPLISHMENTS AND DELIVERABLES
The Policy Committee performed a comprehensive review of the YWCA Lethbridge and District Board of Directors Policies and Procedures and the YWCA Lethbridge and District Bylaws. The review began in October 2021 beginning with the striking of the committee, a review of the goals and visions, and creation of the terms of reference. The first document reviewed was the Board of Directors Policies and Procedures. The approach taken was to review the policies holistically instead of on an individual basis as had been done in the past. The review was intended as a "full overhaul". As a result, the previous recommendations of the Board to review specific policies or make specific revisions within particular policies were taken under advisement and completed as a part of the review of all policies. The Terms of Reference were created in November 2021 and a work plan was created for key deliverables. The committee reviewed policy documents from YWCA Edmonton and YWCA National, Carters Barristers and Solicitors, and researched other types of policies which are typical of Not for Profit boards.

The Policy Committee created a list of the original policies in order to determine policies that we currently had and the policies that needed to be added. Once the updated draft list was created, we used this list as the framework for policy drafting. Charlene performed a complete re-format of the existing Policies, adding auto-numbering and creating one single cohesive document instead of a collection of individual policies. Charlene edited the existing policies to create consistency in wording as well as removing superfluous words.

n August 2021, prior to the striking of the Policy Committee, a review of the existing Board of Directors Policies and Procedures and Bylaws was performed, and a document was generated by two Board members which reviewed adherence to Imagine Canada standards and recommended changes to the Bylaws and Policies. The recommendations from these documents were incorporated into the drafting process. Unfortunately, early into the drafting of the policies, two committee members resigned from the committee and therefore, the creation of the new policies was completed by Charlene with assistance from Kayla.

Report of the Policy Committee Cont'd

Ten policies were added: conflict of interest; whistleblower; managing critical incidents and crisis; role descriptions (each a separate policy); in-camera procedures; and record retention. A comprehensive definition section was added, and the use of defined terms was incorporated into the document as well.

Charlene began the YWCA Lethbridge Bylaw review and revisions in March 2022. The first step in this process was a complete re-formatting of the bylaw document and a review of the Bylaws of YWCA Edmonton and YWCA National. The bylaws were revised with consistency in mind and ensuring that anything that was contained in the YWCA National Bylaws that was not already in the YWCA Lethbridge Bylaws was included. Several provisions from the YWCA Edmonton Bylaws were incorporated into the YWCA Lethbridge Bylaws as well. Major edits were made to the following sections: definitions; membership; board of directors including eligibility, resignation, termination, and meetings of the board; committees of the YWCA; and meetings of the YWCA.

The formatting of the Policies and Procedures and the Bylaws were made consistent as well as the definitions used between the two documents.

A special meeting was held in May 2022 where Charlene presented the revised policies and bylaws to the Board. The Board provided feedback on the policies and bylaws and made recommendations for revisions. The final version of the policies and bylaws were approved by the Board on April 12, 2022.

The Policies are now in effect and the Bylaws have been provided to YWCA National for review. Pending approval at the Annual General Meeting of the YWCA on June 22, 2022, the Bylaws will be in effect upon registration at Alberta Corporate Registries.

ADHERENCE TO TERMS OF REFERENCE

The Policy Committee adhered to all elements of the Terms of Reference and performed the requested tasks, namely, complete revision of the Board of Directors Policies and Procedures and the YWCA Lethbridge and District Bylaws. Imagine Canada standards were reviewed and incorporated into all revisions in both documents.

RECOMMENDATIONS

Previously, individual policies were reviewed at each Board meeting. The committee recommends a bi-annual review of the policies where the Ends, Executive Limitations, and Board-CEO Linkage policies are reviewed at one special meeting of the Board and the Governance Process policies are reviewed at an additional special meeting of the Board. A third special meeting should be held once every two years to review the Bylaws to ensure that the Bylaws are continuing to meet the needs of the Board. The Policy Committee has completed the tasks assigned to it and therefore, the Policy Committee recommends that the committee be dissolved.

Respectfully submitted by,

Charlene Scheffelmair

Chair, Policy Committee
Vice President - Governance & Legislation

Thank you!

YWCA Lethbridge & District

604 8th Street South
Lethbridge, AB T1J 2K1

Phone: 403-329-0088 | Fax: 403-327-9112
inquires@ywcalethbridge.com

@ywcalethbridge