

## **CWAB Meeting Minutes**

February 24, 2025

2:00pm-5:00pm

Microsoft Teams Meeting and Culver Meeting Room (City Hall Main Floor)

**Attendees:** Heather Oxman (Co-Chair), Seth Adema (Virtual), Ryan Walker, Melissa Shouting (Virtual), Sharon Yanicki, Anastasia Pavlova

**Others:** Andrew Malcolm, CSD (Co-Chair); Ivan Ho, CSD; Aidan Peacock, CSD; Allison Moncrieff, CSD; Kayla Podrasky, Lethbridge Housing Authority; Takara Motz, CSD; Aum Patel, CSD; Danielle Lanaour, CSD; Taylor Proctor, CSD; Joseph Palasthy, GoC (Virtual)

**Regrets:** Elaine Creighton-Fox, Cheryl Patterson, Kelly Smith

**Meeting Started:** 2:02 p.m.

### **1. Welcome/Land Acknowledgement**

### **2. Adoption of Agenda (Feb. 24, 2025) & Approval of Minutes (Jan. 20, 2025)**

- February 24, 2025 agenda was adopted, as amended, by consensus.
- January 20, 2025 minutes were approved by consensus.

### **3. Reaching Home Funding Special Request**

A. Malcolm provided an overview of the Reaching Home Funding Special Request. The following was discussed:

- Multiple organizations had reached out to administration in January 2025 to inquire Reaching Home Funding for service(s) that would address a gap in homelessness in Lethbridge. Recognizing that the identified gaps were in alignment with past CWAB discussions and there was an opportunity for good stewardship of unallocated funds that cannot be carried over if not spent in the fiscal year. The discussion ensued with administration outlining the special request process for these organizations with the following:
  - Clear understanding of the intention of the proposal and what the funding would be going towards;
  - Process that meets our contractual obligations to the Government of Canada as City Administration does not have the ability to approve RH funds without CWAB approval;
  - Reaching Home limits our ability to direct award without their approval;
  - Retains alignment with the established application and evaluation process which is fair and transparent;
  - Provides an equitable approach to multiple requests for funding outside of the Call for Proposal (CFP) process – which is the case at this time.

A. Malcolm provided an overview of the process for Call for Proposals Special Request. The following was discussed:

- Organization had to confirm intention to submit a proposal application by **Friday February 7<sup>th</sup> at 4:00pm.**
- Complete a proposal application, consistent with past CFPs. An updated supporting document, consistent with past CFPs was also provided to guide the proposal. A complete application must be submitted by **Friday February 14<sup>th</sup> at 4:00pm.**
- A submitted proposal will be evaluated by a CFP evaluation panel in the same way proposals have been evaluated in past CFP's.
- A recommendation from the CFP evaluation panel will be presented to the Community Wellbeing Advisory Board (CWAB) on **February 24<sup>th</sup>** at which time they will recommend administration fund or not fund the proposal. If the proposal is not supported, then we will not be in a position to fund the proposal. If the proposal is supported, then we will proceed to the next step.
- Reaching Home requires a specific approval for any projects that did not go through a competitive process, as such, if supported by the CWAB, we will need to seek approval from Reaching Home as a 'direct award'. If approved, then we will proceed to next step.
- Administration work with submitter to develop and execute an agreement.

A. Malcolm provided an overview of the process for Call for Proposals Special Request. The following Next Steps was discussed:

- **ONE organization confirmed intent to apply by the identified date and submitted a proposal.**
- A total of 3 evaluation panel members evaluated proposals in alignment with the process identified in the Reaching Home Special Consideration CFP.
- Due to the short notice and nature of the call, the evaluation panel was smaller than usual including: 1 CWAB member and 2 members of City Administration. Both City Administration staff were from Community Social Development (CSD) and no other external departments could provide evaluative services in this time frame. Only 1 of the staff members who evaluated is involved in the department's grant management process which was done purposefully to align with prior practices of having other city staff from other departments.

**In Camera Section (slides 11-13) - Move to Closed Session under FOIP Section 16 – 2:13pm.**

**A. Malcolm, Co-Chair:**

*THAT the CWAB move into a Closed Session at 2:13 pm for Evaluation Overview, and that the discussion remain confidential pertaining to Section 16 of the Freedom of Information and Protection of Privacy Act (Harmful to the Business Interests of a Third Party).*

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**A. Malcolm, Co-Chair:**

*THAT the CWAB move out of the Closed Session at 2:53 pm.*

The following CFP Recommendation motion was presented:

H. Oxman:

I agree to recommend that City Administration proceed with contract negotiation with the Blood Tribe Department of Health (BTDH) and the recommended funding disbursement of initial funding of \$70,694.03 up to \$107,250.00 plus a maximum of 10% additional if funding is available.

Carried unanimously.

**4. Debrief of OCAP**

H. Oxman and M. Shouting provided a debrief of the OCAP (Ownership, Control, Access and Possession) discussions with the following:

- Proposition to book another meeting to discuss OCAP further for three (3) hours or more as the time spent for the original one (1) hour meeting was not efficient enough to discuss all items.

A. Malcolm provided the following resolution for OCAP discussion:

- Recommended that Administration would set up another meeting to discuss OCAP and further to bring an OCAP Debrief back to the monthly CWAB meeting on April 28<sup>th</sup>, 2025 for further discussion.

## 5. Community Based Organization (CBO) Update

A. Malcolm provided background on the current CBO Update with the following:

- December 20, 2024 the Government of Alberta announced upcoming changes to how services for Alberta's homeless population will be funded and will now provide funding directly to front-line agencies versus distributed through community-based organizations (official news release).
- Lethbridge Housing Authority (LHA) has fulfilled the role of CBO in Lethbridge since April 1, 2023.
- CWAB Terms of Reference has one (1) ex-officio spot for the Community Based Organization (CBO) for the intention of ensuring alignment between the Federal and Provincial homelessness dollars in Lethbridge.

K.Podrasky (LHA) provided additional context to the announcement.

### **Sharon Yanicki:**

*THAT the CWAB move into a Closed Session at 3:06 pm for Community Based Organization (CBO) Update, and that the discussion remain confidential pertaining to Section 16 of the Freedom of Information and Protection of Privacy Act (Harmful to the Business Interests of a Third Party).*

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### **A.Malcolm, Co-Chair:**

*THAT the CWAB move out of the Closed Session at 3:25 pm.*

## 6. Honorarium/Director Fees Policy Update

A. Malcolm provided an overview of the Honorarium/Director Fee Policy Update with the following:

- Received word that the future state of Honorarium/Director Fees and alignment with a Council Policy was being reviewed. Depending on the results of the review, there is the potential that there may no longer be a director fee or honorarium provided to CWAB members.
- CWAB members were provided the option that they could step away from their commitment if this is the direction we receive. Administration will provide an update on this as we receive further direction.

## 7. Standing Item - Parking Lot

Parking Lot:	Discussion:
Shelter Population Support Navigation (PSN)	To be discussed at a future meeting once more discussions occur between stakeholders. – <b>addressed with new approved funding.</b>
<del>Carryover Funding Policy &amp; Process</del>	<del>To be discussed at the November CWAB meeting.</del>
Trauma-Based Counselling	Seen as a significant gap in services, in particular due to being ineligible as FCSS is preventative not short term/crisis
Transportation Services	There were a number of transportation-based asks in the CFP, but CWAB has a desire to better understand the overall gap as opposed to funding a number of separate transportation initiatives. What resources are necessary to further explore this item? Work-integrated learning opportunity for a student (e.g., research, literature review?) <i>Surplus dollars put aside for a transportation study – but need to keep in mind the next steps that a study may recommend and feasibility to action them.</i>
Furniture Access for Housing	Unsure if this is a gap currently, something to keep eye on throughout 2026 with some changes in funded services.
Small Art-Based Projects	Community Event Support Grant (CESG) could be leveraged – CSD will look at the evaluation matrix to find ways for social impact events to be evaluated similar to economic impact events.
Food Security & Access	High priority within the community. The Community Wellbeing & Safety Strategy (CWSS) indicated a future study on food security. Some student-led research has been completed surrounding this item.
Point in Time Count Survey Questions	<i>To review and provide recommendations on survey question recommendations for future years.</i>
Hate Crimes / Exploitation	<i>For further discussion.</i>

## 8. Community Wellbeing Advisory Board (CWAB) Terms of Reference Review

### **Heather Oxman, Co-Chair:**

*THAT the CWAB move into a Closed Session at 3:28 pm for Terms of Reference Review and that the discussion remain confidential pertaining to Section 16 of the Freedom of Information and Protection of Privacy Act (Harmful to the Business Interests of a Third Party).*

### **A.Malcolm, Co-Chair:**

*THAT the CWAB move out of the Closed Session at 3:42 pm.*

## 9. Next Meeting (March 17, 2025) Discussion

The next meeting will be largely centered around the Engagement Plan for February and March 2025.

Action items out of the December 9, 2024, meeting are highlighted below with a slated return date. Updates are provided in **GREEN**. New items are added in **BLUE**.

Action Items:	Return Date:
<del>CSD to provide aggregated data summary from the By-Name List to the CWAB along with the 2024 PiT Report</del> <b>Update (Nov. 18, 2024): Complete.</b>	<del>November 18, 2024</del> <b>Complete</b>
CSD to investigate sharing raw PiT Count data with: <ul style="list-style-type: none"> <li>surrounding First Nations in alignment with principles of Ownership, Control, Access, and Possession (OCAP), and</li> <li>other interested members of the public (e.g., researchers) and report back to the CWAB.</li> </ul> <b>Update (Nov. 18, 2024): CSD has reached out to GOC contact to set up a discussion surrounding data and OCAP. Date TBD.</b> <b>Update (Dec. 9, 2024): CSD has yet to hear back regarding meeting request.</b>	<del>November 18, 2024</del> <b>December 9, 2024</b> TBD
<del>CSD to bring additional information/an update regarding HIFIS to the CWAB.</del> Link to Government of Canada website: <ul style="list-style-type: none"> <li><a href="#">Homeless Information and Family Information System (HIFIS)</a></li> </ul> <b>Update (Dec. 9, 2024): Complete. CSD will bring status updates as needed.</b>	<del>December 9, 2024</del> <b>Complete</b>
CSD to investigate delineating between First Nations (re: data sovereignty & OCAP) on the By-Name List and report back to the CWAB.	December 9, 2024
Population Support Navigator (PSN) Discussion	TBD
CSD to evaluate the CESG scoring grant for social impact events ahead of 2025 intakes.	TBD
<b>CSD to bring 2024 Point in Time Count survey questions to the CWAB for review and recommendations in future years.</b>	<b>TBD</b>
<b>CSD to discuss opportunities with research institutions, such as the University of Lethbridge, to identify how research could facilitate prioritization of funding.</b>	<b>TBD</b>

**Meeting adjourned:** 3:50 p.m.

### Next Meeting:

Monday, March 17, 2025, 2:00 – 5:00 p.m.  
Culver Meeting Room, City Hall

### Next Steps:

- Minutes & supporting documentation will be circulated to the Committee.