



Community Wellbeing Advisory Board (CWAB) AGENDA

MEETING NO. 08
MONDAY, APRIL 28, 2025
2:00 PM TO 5:00 PM
CULVER ROOM (CITY HALL MAIN FLOOR)

ATTENDEES:

Voting Members:

Kelly Smith	Appointed Member; Indigenous community representative
Robin Walker (Virtual)	Appointed Member; Indigenous community representative
Melissa Shouting	Appointed Member; Indigenous community representative
VACANT	Appointed Member; Indigenous community representative
Heather Oxman (Co-Chair)	Appointed Member; At-large community representative
Seth Adema	Appointed Member; At-large community representative
Anastasia Pavlova (Virtual)	Appointed Member; At-large community representative
Cheryl Patterson	Appointed Member; At-large community representative
Sharon Yanicki	Appointed Member; At-large community representative

Non-Voting Members

Andrew Malcolm (Co-Chair)	City of Lethbridge administrative representative <i>General Manager, Community Social Development</i>
Kayla Podrasky	Community-based organization representative <i>Director of Homelessness Supports, Lethbridge Housing Authority</i>
Joseph Palasthy (Virtual)	Engagement and Program Officer, Government of Canada <i>Federal Representative</i>
Carla Babiuk (Virtual)	<i>Program Advisor Homeless supports and Housing Stability Provincial Representative, GOA</i>

Regrets:

City of Lethbridge Staff

Danielle Lenaour	Community Social Development; Contract Coordinator Development
Aum Patel	Community Social Development; Program Evaluation & Reporting Specialist

CALL TO ORDER

1. OPENING REMARKS

Presenter(s): A. Malcolm

The Co-Chairs called the meeting order at 2:02 PM

The Board Secretary reviewed attendance and confirmed quorum.

The Co-Chair respectfully acknowledged that we are gathered on the lands of the Blackfoot people of the Canadian Plains and paid respect to the Blackfoot people past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The Co-Chairs offered respect to the Métis and all who have lived on this land and made Lethbridge their home.

2. AGENDA APPROVAL

Materials were provided to members via email in advance of meeting.

Presenter(s): A. Malcolm

The motion was moved and seconded.

THAT the CWAB approve the agenda, as presented.

CARRIED

3. MINUTES OF PREVIOUS MEETING

Materials were provided to members via email in advance of meeting.

Presenter(s): A. Malcolm

The motion was moved and seconded.

THAT the CWAB approve the minutes of its March 17, 2025 meeting.

CARRIED

ITEMS FOR APPROVAL

4. 2024/2025 Community Homelessness Report (CHR) Approval

Presenter(s): A. Malcolm

Discussion:

Questions related to the Community Homelessness Report draft submitted by the CWAB members were discussed.

In Section CA 2, regarding representation within the governance structure for Coordinated Access (CA) and the Community Management System (CMS), a question was raised about the inclusion of members with lived experience. It was noted that in a previous meeting, alternative approaches to ensuring priority population representation were discussed. The current strategy aims to engage collectively with individuals with lived experience, and feedback from these individuals has been incorporated into the CWSS.

A question was raised about the existence of a Systems Map. It was clarified that the ICA website serves as the Systems Map, as previously discussed with the Government of Canada (GoC) advisor.

Regarding the use of data to set baselines, it was explained that with HIFIS implementation nearing completion, the collection and development of data and baselines are underway. It is expected to take approximately one year before this data can be reliably used to set baselines. Further inquiry was made by K. Podarsky about how the By-Name List (BNL) data is currently being utilized. Additionally, S. Yanicki asked whether this data is being used to set global targets for reducing homelessness.

Questions were also raised regarding HIFIS. It was clarified that clients have the option to selectively decline to answer certain questions, which explains the dual reporting on racial identity and Indigenous identity in the report. Currently, data-driven targets are not being set; however, these will be developed in the future.

Inquiries about access to shelter occupancy data were addressed by noting that this information can be reported back, provided it is submitted by the shelter. All service providers are required to report on key performance indicators (KPIs) as mandated by their agreements. This data can be brought back to the CWAB for review if necessary.

A. Malcolm raised the topic of collaboratively setting homelessness reduction targets with the provincial and federal governments. In response, K. Podarsky stated that the province does not currently outline any specific targets. C. Babiuk confirmed that provincially, there is no mandate to set targets, and these decisions are left to individual communities.

The motion was moved and seconded.

THAT the CWAB approve the 2024/2025 Community Homelessness Report (CHR), as amended.

CARRIED

ITEMS FOR INFORMATION / DISCUSSION

5. Family and Community Support Services (FCSS) Call for Proposals (CFP) Format, Timeline, and Guide

Presenter(s): A. Malcolm

CWAB moves to continue with Option 1 for funding duration and timeline, with the call open to previously funded service providers.

- Format: one-, two-, or three-year funding duration
- Timeline:
 - Open date: April 29, 2025
 - Deadline: June 10, 2024, 4:00 PM
 - Evaluation Period: June 16 to July 10, 2025
 - CWAB Approval: July 21, 2025
 - Agreement Start Date: January 1, 2026

Discussion:

S. Yanicki noted that a one-year funding duration would create challenges related to hiring. A. Malcolm reminded the group that the CWAB had previously agreed to fully fund Service Providers (SPs) who were approved for partial funding in the previous cycle. It was also noted that reductions in staffing and staffing commitments could be reversed more easily with a one-year funding term.

Transportation was identified as a persistent issue by H. Oxman, K. Podarsky, and A. Pavlova. A. Pavlova expressed support for a three-year funding duration.

It was discussed that a one-year duration would prioritize previously funded Service Providers and focus on topping up existing programs. Although the one-year term would require more initial administrative work, it would align FCSS funding deadlines rather than offsetting them on a rolling basis across a longer funding term.

A. Pavlova inquired about the total funding required for previously approved projects that had not received their full funding requests, and whether these amounts would fall within the \$500,000 available for a one-year FCSS funding term. A. Pavlova also mentioned the importance of considering funding programs based on eligibility and their scores, even if they had not been fully funded previously.

S. Adema noted that this approach could negatively impact SPs who had scored well during the previous call and were fully funded. C. Patterson suggested requiring a short, one-page submission from Service Providers to ensure they have a plan for securing additional funding if approved.

CSD will provide a shortlist of eligible and currently funded FCSS providers for CWAB review.

S. Yanicki presented a motion to proceed with Option 1: a one-year funding term, topping up currently funded agreements through a closed directed call.

The motion was moved and seconded.

THAT the CWAB approve the Family and Community Support Services (FCSS) Call for Proposals (CFP), as recommended by Community Social Development and amended, as discussed.

CARRIED

6. OCAP® Updates

Presenter(s): A. Malcolm

Updates from April 9 meeting

- How can we ensure indigenous voices are welcomed and heard at CWAB?
- Ways to engage and partner with Indigenous peoples and organizations in meaningful ways?
- Best practices for reviewing applications for funding CFPs
- Form a working group?

Discussion:

S. Yanicki noted that there might be a knowledge disconnect depending on the intended purpose. For example, academics may not always be strongly connected with ceremonies and cultural practices.

M. Shouting disagreed, stating that there has been a recent shift, with Indigenous scholars now actively involved in ceremonial practices and able to fulfill multiple roles.

A. Malcolm inquired to J. Palasthy whether OCAP training for CWAB would be an eligible expense under RH funding.

7. Engagement Strategy Update

Presenter(s): A. Malcolm

Draft will be presented to the CWAB soon following interdepartmental coordination within the city.

Discussion:

A. Malcolm, in response to A. Pavlova, noted that steps will be taken to ensure engagement at all levels provided, including executives, staff, and clients served. The CWAB will determine the best medium for feedback, whether through surveys, roundtables, or another method.

S. Yanicki emphasized that communities actively incorporating input from people with lived experience tend to have better outcomes. She also noted that the absence of a strategy to reduce poverty may be negatively affecting multiple determinants of poverty and homelessness within the community.

Responses to the question: What would the CWAB like to see in a Year in Review report?

- Critical shifts in various areas of engagement.
- Status updates on poverty, homelessness, transportation, and Indigenous relations.
- Evidence of purposeful engagement with priority populations.

8. Closed Session Item – CWAB Membership

Presenter(s): A. Malcolm

THAT the CWAB move into a Closed Session at 3:40 pm for CWAB Membership, and that the discussion remain confidential pertaining to Section 17 and 24 of the Freedom of Information and Protection of Privacy Act (Harmful to the Business Interests of a Third Party).

Presenter(s): A. Malcolm

THAT the CWAB move out of the Closed Session at 4:15.

The motion was moved and seconded.

NEXT MEETING

9. Next Meeting

Land Banking for Housing and Use of Unassigned Buildings

Presenter(s): A. Malcolm

Moved to May 26, 2025, CWAB meeting as Housing Solutions Coordinator (Matthew Pitcher) will be away for a conference in Saskatoon for April 28, 2025, meeting.

CSD will send out a list of FCSS funded SPs.

Engagement Strategy Presentation

Presenter(s): A. Malcolm

Review and discussion of draft Engagement Strategy

Adjournment

Presenter(s): Andrew Malcolm

The Co-Chairs adjourned the meeting at 4:20PM.