



# Community Wellbeing Advisory Board (CWAB) MINUTES

MEETING NO. 17  
Thursday, Mat, 21<sup>st</sup>, 2026  
1:00 PM TO 4:00 PM  
Bowman Meeting Room

## ATTENDEES:

### Voting Members:

Melissa Shouting	Appointed Member; Indigenous community representative
Robin Walker	Appointed Member; Indigenous community representative
Chantelle Fitton	Appointed Member; Indigenous community representative
VACANT	<i>Appointed Member; Indigenous community representative</i>
Heather Oxman	Appointed Member; At-large community representative ( <i>Co-Chair</i> )
Cheryl Patterson	Appointed Member; At-large community representative
Sharon Yanicki	Appointed Member; At-large community representative
Anastasia Pavlova	Appointed Member; At-large community representative
Seth Adema	Appointed Member; At-large community representative

### Non-Voting Members

Andrew Malcolm	City of Lethbridge administrative representative ( <i>Co-Chair</i> )
Provincial Representative	Outreach and Support Services Initiative (OSSI) <i>Program Advisor (South Operations), Government of Alberta</i>
VACANT	Provincial Representative - Family and Community Support Services (FCSS) <i>TBD, Government of Alberta</i>
Donell Iosifelis	Engagement and Program Officer, Government of Canada <i>Federal Representative</i>
Ashley Cesar	Board Secretary <i>CSD Specialist, Community Social Development</i>
Carla Babiuk	GoA Program Advisor South Operations Homeless Supports Stability Branch
Robin James	Lethbridge Housing Authority

### City of Lethbridge Staff

Ivan Ho	CSD Specialist, Community Social Development
Danielle Lenaour	Contract Coordinator, Community Social Development
Brandee Brown	CSD Specialist, Community Social Development
Ashley Cesar	CSD Specialist, Community Social Development
Arturo Tejeda	CSD Specialist, Community Social Development
Aum Patel	CSD Specialist, Community Social Development
Sandi Richards	CSD HIFIS Technician, Community Social Development

**Presenter(s):**

Danielle Lenaour Contract Coordinator, Community Social Development  
Ashley Cesar CSD Specialist, Community Social Development

**Not in Attendance:**

Robin Walker Appointed Member; Indigenous community representative  
Chantelle Fitton Appointed Member; Indigenous community representative  
Carla Babiuk GoA Program Advisor South Operations Homeless Supports Stability Branch

## 1. Opening Remarks (A. Malcolm & H. Oxman)

A. Malcolm called the meeting order at **1:04 PM**

The Board Secretary reviewed attendance and confirmed quorum.

H. Oxman 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. H. Oxman offered respect to the Métis and all who have lived on this land and made Lethbridge their home.

## 2. Agenda Approval (A. Malcolm)

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

The motion was moved by Consensus

THAT the CWAB approve the presented agenda.	<b>CARRIED</b>
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## 3. MINUTES OF PREVIOUS MEETING (A. Malcolm)

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

The motion was moved by Consensus

THAT the CWAB approve the minutes of April 23 <sup>rd</sup> , 2026	<b>CARRIED</b>
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## 4. ITEMS FOR INFORMATION / DISCUSSION

### 4.1. AGENDA ITEM

**Community Homelessness Report (CHR) (D. Lenaour)**  
**Key Notes: Briefing note provided**

**Presentation Duration: 10 minutes**

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**Discussion (Presentation summary):**

- The annual Community Homelessness Report (CHR) for the Reaching Home program was presented.
- It was noted that a significant achievement over the past year was successfully meeting all minimum federal reporting requirements through the implementation of the Homeless Individuals and Families Information System (HIFIS).
- The report demonstrates how federal Reaching Home funding is being utilized to address homelessness within the community and provides valuable data to support planning, policy development, and ongoing compliance with program requirements.
- Board members had previously reviewed the report; therefore, the presentation focused on key updates and changes made since the draft version.
- One piece of feedback was received during the review process requesting additional information related to CR5 (Question 1). The report was revised to expand this section and provide further details.
- Appreciation was expressed for the substantial work involved in implementing the reporting system and preparing the report. Recognition was specifically given to current and past staff who led the project implementation and completed the extensive preparatory work required.

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**Questions / Discussion Highlights:**

- No additional questions, comments, or concerns were raised following circulation of the revised report.
- Board members acknowledged the significant effort required to implement the new reporting processes and complete the annual report.

**Action Items:** Approval Requested

The motion was moved by Consensus

THAT CWAB approve the 2025/2026 Community Homelessness Report (CHR)

**CARRIED**

**4.2. AGENDA ITEM**

**Community Plan Report Card (D. Lenaour)**

**Key Notes:** Briefing note provided

**Presentation Duration:** 15 minutes

**Discussion (Presentation summary):**

- Administration presented the draft Community Entity Annual Report and advised that additional information will be added once year-end reporting requirements and financial information are finalized.
- The report was developed using the Community Engagement Strategy and includes engagement activities, procurement processes, project funding information, governance activities, compliance monitoring, and partnership work completed during the reporting period.
- Updates were made to reflect a more relationship-focused approach to service provider engagement. Administration noted that site visits are intended as collaborative conversations and opportunities for support rather than formal evaluations.

- The report includes engagement activities with funded organizations, procurement activities, funding allocations, and compliance monitoring undertaken throughout the year.
- Administration highlighted the significant amount of ongoing engagement that occurs with funded organizations, noting that some relationships involve regular weekly or bi-weekly communication that may be difficult to fully capture within a report format.
- The report outlines funding investments and project approvals across multiple years, including Reaching Home-funded initiatives and other community investment activities.
- Administration advised that additional financial information, actual year-end expenditures, and updated funding allocation data will be incorporated once audited financial information becomes available.
- Future additions may include expanded information regarding Coordinated Access, Indigenous collaboration, governance progress, community representation, and system-level outcomes.

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**Questions / Discussion Highlights:**

- Administration to continue refining the draft report and incorporate additional year-end financial information, updated funding allocation data, and community outcome measures.
- Administration to explore opportunities for including high-level funding dashboards, compliance summaries, and enhanced public-facing reporting tools.
- Board members to provide feedback on any additional content or areas they believe should be included in the final report.

**Action Items:**

- Administration to continue refining the draft report and incorporate additional year-end financial information, updated funding allocation data, and community outcome measures.
- Administration to explore opportunities for including high-level funding dashboards, compliance summaries, and enhanced public-facing reporting tools.
- Board members to provide feedback on any additional content or areas they believe should be included in the final report.

**4.3. AGENDA ITEM**

**FCSS Counselling Fund Increase (I. Ho)**

**Key Notes: Briefing note provided**

**Presentation Duration: 15 minutes**

**Key Notes: Briefing note provided**

**Presentation Duration: 15 minutes**

**Discussion (Presentation summary):**

- Administration presented a request to continue funding the Counselling Subsidy Program for an additional year.
- The program continues to address barriers to accessing mental health supports by providing subsidized counselling services to community members.
- Utilization data demonstrated ongoing demand for the program, with participation and service delivery remaining consistent with previous years.

- Program adjustments implemented over the past year have helped maximize available funding and support access for a greater number of individuals.
  - Administration noted that rising counselling costs continue to place pressure on the program, while demand for services remains strong.
  - Regular engagement with participating counsellors continues to support effective program delivery and responsiveness to community needs.
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**Questions / Discussion Highlights:**

- Board members discussed the impact of increasing counselling costs and the importance of maintaining affordable access to mental health supports.
- Discussion included the current subsidy amount and whether it continues to reflect the evolving cost of counselling services.
- Members acknowledged the value of the program in supporting community wellbeing and reducing financial barriers to care.

**Action Items:**

Continued funding for the Counselling Subsidy Program.

**4.4. AGENDA ITEM**

**Reaching Home Funding (D. Lenaour)**

**Key Notes: Briefing note provided**

**Presentation Duration: 15 minutes**

**Discussion (Presentation summary):**

- Administration provided an update on a recent funding adjustment confirmed at the end of March for the 2025–2026 period.
- A total allocation of **\$228,411** was confirmed through federal–provincial–municipal coordination, including components related to Indigenous funding streams.
- Provincial approval was required prior to release of funds, which has now been received in partnership with Canada.
- Administration noted that program delivery was adjusted to align with funding parameters and timelines, with services being delivered through an outreach-based model.
- The current approach ensures continuity of service while complying with funding restrictions and operational requirements.
- This funding arrangement will remain in place until the next funding cycle.

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**Questions / Discussion Highlights:**

**Action Items:**

- Administration to continue monitoring funding and program delivery requirements.
- Further updates to be provided as part of the next funding cycle.

**4.5. AGENDA ITEM**

**CWAB Membership and Recruitment (A. Cesar)**

**Key Notes: T. Wells to be recommended to ELT. Recruitment to begin and current members encouraged to reapply for appointment if desired.**

**Presentation Duration: 10 minutes**

**Discussion (Presentation summary):**

- Administration provided an update on efforts to fill current board vacancies and support ongoing board succession planning.
- A recommendation was brought forward to fill an existing Indigenous community representative vacancy following the established recruitment and evaluation process.
- Administration highlighted the importance of ensuring diverse community representation and maintaining a recruitment process that is accessible and inclusive.
- An overview of the upcoming board recruitment campaign was provided, including timelines, outreach activities, and opportunities for current members to seek reappointment as their terms expire.
- Plans were shared for onboarding and orientation activities to support new members and ensure a smooth transition as board membership evolves.

**Questions / Discussion Highlights:**

- Members discussed the importance of attracting a diverse range of applicants with both community and lived experience.
- Discussion highlighted the value of strong onboarding processes to support knowledge transfer and continuity as new members join the board.
- Board members expressed support for broad community outreach to increase awareness of board opportunities.

**Action Items:**

- CWAB Members who wish to continue on the board will submit applications via the website.
- Administration to proceed with vacancy appointments and upcoming recruitment activities.
- Recruitment campaign and member outreach to be launched in advance of upcoming term expirations.
- Orientation and onboarding activities to be planned for incoming board members.
- **Approval Requested:** Recommendation to Executive Leadership Team (ELT) to appoint **T. Wells** as the Indigenous Community Representative on the Community Wellbeing Advisory Board.

Break (2:20pm)

## 5. STANDING ITEMS

### AGENDA ITEM

#### 5.1. City Update (A. Malcolm)

- CSD General Manager Update
- CSD Team update
  - Notes: Sandi Richards has joined the CSD team as the new HIFIS technician.

- Administration provided updates on funding and contract management activities, including feedback provided to organizations that participated in recent funding processes.
- It was noted that significant effort was made to ensure funding decisions were transparent, consistent, and supported by clear communication with applicants and community stakeholders.
- Administration highlighted the value of providing constructive feedback to organizations following funding decisions and noted that several organizations have been receptive to the process and recommendations provided.
- Discussion included ongoing work related to reviewing funding approaches and evaluating long-standing grant and agreement structures to ensure they continue to align with community priorities, accountability requirements, and evolving funding practices.
- Updates were provided on contract management activities, including administrative amendments and budget adjustments within existing agreements.
- Administration shared positive updates regarding organizational capacity-building efforts among funded partners and noted progress in strengthening operational supports and staffing within several organizations.
- An update was provided regarding participation in national Reaching Home and Indigenous homelessness discussions. Administration noted that these forums are primarily operational and administrative in nature and provide opportunities to share information, learn from other communities, and explore future funding opportunities.
- Administration advised that potential future funding opportunities related to homelessness innovation and data initiatives are being explored and may be brought forward to the Board if appropriate.

#### **Questions / Discussion Highlights:**

- Members discussed the importance of maintaining transparent funding processes and providing meaningful feedback to applicants.
- Discussion explored the balance between long-standing operational funding arrangements and the use of competitive funding processes.
- Members emphasized the importance of ensuring funding models remain responsive to changing community needs while supporting accountability and sustainability.
- Discussion occurred regarding participation in national homelessness tables and the most effective role for Board members within those discussions.
- Members expressed interest in opportunities that could support innovation, system improvement, and enhanced community outcomes through future funding opportunities.

#### **Action Item:**

- Administration to continue reviewing funding and grant administration processes.
- Administration to monitor and explore emerging funding opportunities and bring recommendations forward as appropriate.
- Ongoing engagement with community organizations and national homelessness networks to continue.

## **5.2. Follow Items**

### **5.2.1 Active Standing Items Update**

- CFP - Contract negotiations status

**Key Notes:** Contract discussions are going well and remain on track with no issues or concerns identified.

**Discussion:**

- Council notification of CFP recommendations
- Key messaging for CWAB members **Briefing note provided**

**Key Notes:** Talking points referenced and noted for CWAB members.

**5.2.2 Standing Items**

- Transportation (CWAB)
  - Indigenous Board member attendance at national table - follow up (D. Lenaour)
  - HIFIS to be exempt from survey style PiT Count requirement- follow up (A. Malcolm)
  - FCSS/Reaching Home Data
  - CSD Community Feedback Data (what is the community saying)
  - Spring 2026 Community Wellbeing Executive Directors' Meeting
- **Key Notes: Not updates provided**

## 6. UPCOMING MEETING ITEMS

**June:**

- Review of CFP Process
- Site Visit Updates
- Retreat Planning

**July/August:**

- No Meetings
- New CWAB Member Recommendations

**September:**

- **CWAB Retreat**

## 7. ADJOURNMENT

Meeting adjourned by consensus at 3pm.