



Community Wellbeing Advisory Board (CWAB) MINUTES

MEETING NO. 15
Thursday, February 26th, 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>
Kelly Lenaour	GoA Program Advisor South Operations Homeless Supports Stability Branch

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
Aiat Aborawi	CSD HIFIS Technician, Community Social Development

Presenter(s):

Danielle Lenaour Contract Coordinator, Community Social Development
Arturo Tejada CSD Specialist, Community Social Development

Not in Attendance:

Heather Oxman Appointed Member; At-large community representative (*Co-Chair*)
Sharon Yanicki Appointed Member; At-large community representative
Ashley Cesar CSD Specialist, Community Social Development
Ivan Ho CSD Specialist, Community Social Development
Brandee Brown CSD Specialist, Community Social Development
Aiat Aborawi CSD Specialist, Community Social Development

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

A. Malcolm called the meeting order at **1:40 PM**

The Board Secretary reviewed attendance and confirmed quorum.

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

A. Malcolm acknowledged that CSD Staff completed OCAP training.

2. Agenda Approval (A. Malcolm)

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

The motion was moved by C Fitton and seconded by C. Patterson.

THAT the CWAB approve the presented agenda. **CARRIED**

3. MINUTES OF PREVIOUS MEETING (A. Malcolm)

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

The motion was moved by C. Fitton and seconded by C. Patterson with the date correctly amended.

THAT the CWAB approve the minutes of its January 29th, 2026. **CARRIED**

4. ITEMS FOR INFORMATION / DISCUSSION

4.1. AGENDA ITEM

Overview of CWAB Structure and Upcoming Recruitment- (D. Lenaour)
Key Notes: Briefing note provided

Presentation Duration: 10 minutes

Discussion (Presentation summary):

7 of the 9 members are due for renewal on July 31st. Current members would need to re-apply. A. Malcolm would like to encourage continuity. A public recruitment campaign will occur, with target recruitment with support and evaluation using the skills matrix. The membership will be extended until October to allow for operational continuity. The vacant Indigenous position is a priority. The membership application process has been modified to a two-stream approach to reduce barriers, a traditional application, or a summary of lived experience.

Questions / Discussion Highlights:

Action Items: Recruitment campaign starting in late spring and summer to get any new members ready by October. Current members are encouraged to be part of the campaign and be a voice to campaign for recruitment within their networks.

4.2. AGENDA ITEM

CFP Evaluation and Decision Process (A. Tejada)

Key Notes: Briefing note provided

Presentation Duration: 15 minutes

Discussion (Presentation summary):

The evaluation process will occur in 4 phases: eligibility screening, review panel evaluations, shortlisting and final evaluations, and final decision. Eligibility screening has made the process more efficient and will result in more alignment with funding goals. During the next phase, applications that do not meet the minimum requirements will not proceed further. Shortlisted applications that align with the available budget will be further noted and presented to the CWAB for final decision. A high score does not guarantee funding, alignment, budget, funding guidelines, and CWAB decisional judgement will be needed to finalize the applications which are successful. The evaluation process will run from March 9 (orientation session for review panel) through April 16th, following which based on CWAB recommendations, the next period until July 31st final agreements and negotiations will occur.

Questions / Discussion Highlights:

Action Items:

How many evaluators are currently signed up? 10 individuals, and they will likely be the final evaluators. 6 of the CWAB members have signed up.

5. Break—2:45pm–3:00pm—skipped

6. STANDING ITEMS

AGENDA ITEM

6.1. City Update (A. Malcolm)

- CSD General Manager Update
 - Notes: Last meeting, the intention to renew the UIL contract was presented, a productive meeting with BTDH took place, and the team is hoping the compliance issues will be rectified and the agreement will proceed.
 - Provincial budgets will be released later today (February 26th, 2026), Alberta Municipalities has been advocating for funding to FCSS and LITP. Other impacts include the Data sharing agreement with GoA. The funding will impact staffing levels within the Department.
- CSD Team update
 - Notes: Aiat Aborawi, The HIFIS technician will be departing from the team. Position will be backfilled within the team, with another posting made.
 - The city of Lethbridge plans to submit 3 applications for the CFP, these include, the HIFIS technician position, Micro-Grants (adds flexibility to minimize funding slippage when grants are underspent), Outreach Team (currently municipally funded but provides a backstop opportunity to substitute municipal taxation dollars).
 - GM will likely miss next meeting due to council presentation
- Site Feed Back (Space)

Notes:

- A member raised that accessibility can be an issue in the Bowman due to stairs. A lift is in place but inquire with the CWAB if a location change is needed. The present members did not raise any concern about keeping the current Bowman Location.

Questions / Discussion Highlights:

Action Item:

6.2. PROGRAM HIGHLIGHTS

- **Program Highlight: Site Visits (A. Tejada)**
- **Key Notes: Briefing note provided**

Discussion:

A detailed briefing note and presentation slides are available for reference in the CWAB SharePoint folder (February meeting materials).

A high-level overview was provided of recent site visits to the Lethbridge & Area Métis Association and Big Brothers Big Sisters

Questions / Discussion Highlights:

- Patterson inquired about what quarterly reporting looks like.

Action Items: *Survey/Questions to community executive directors asking the overall impact the Community Social Development department has to their organization or work.*

Minutes of presentation: 25 minutes

6.3. Transportation (CWAB):

6.3.1. Transit Advisory Committee.

- Will be brought back to CWAB for Andrew to speak to.

6.3.2 Indigenous Board member attendance at national table- follow up (D. Lenaour)

- No information to be provided currently. Will bring back an update when one is available, waiting for a response.

6.3.3 HIFIS be exempt from survey style PiT Count requirement- follow up (A. Malcolm)

- Will be brought back to CWAB for Andrew to speak to. The survey happens every 3 years.

6.3.4 BTDH Formal Decision for contract extension

- Will be brought back when the decision is made, currently in progress.

6.3.4 FCSS/Reaching Home Data

- To be presented in future meetings, meeting scheduled for April

Pit Count was made public, first drop in homelessness over a decade, A. Malcolm acknowledged the role of the CWAB in direction and guidance of funds that led to community impact.

7. NEXT MEETING (D. Lenaour)

Date: March 26th, 2026

Time: 1pm-4pm

Location: Bowan Building Large Meeting Room

Discussion items:

- CFP Orientation to present proposals overview
- Identification of Remaining FCSS and Reach Home Funds

8. ADJOURNMENT

C. Fitton and C. Patterson adjourned the meeting at 3 pm.