



Community Wellbeing Advisory Board (CWAB) MINUTES

MEETING NO. 11
Monday, October 27th, 2025
2:00 PM TO 5:00 PM
Virtual/Teams Only

ATTENDEES:

Voting Members:

Melissa Shouting	Appointed Member; Indigenous community representative (Left 4:14pm)
Robin Walker	Appointed Member; Indigenous community representative
VACANT	<i>Appointed Member; Indigenous community representative</i>
VACANT	<i>Appointed Member; Indigenous community representative</i>
Seth Adema	Appointed Member; At-large community representative (Left 3:25pm)
Heather Oxman	Appointed Member; At-large community representative (<i>Co-Chair</i>)
Cheryl Patterson	Appointed Member; At-large community representative
Anastasia Pavlova	Appointed Member; At-large community representative- (Arrived 2:43pm)
Sharon Yanicki	Appointed Member; At-large community representative

Non-Voting Members

Andrew Malcolm	City of Lethbridge administrative representative (<i>Co-Chair</i>) <i>General Manager, Community Social Development</i>
Kelley Lenaour	Provincial Representative - Outreach and Support Services Initiative (OSSI) <i>Program Advisor (South Operations), Government of Alberta</i>
VACANT	<i>Provincial Representative - Family and Community Support Services (FCSS)</i> <i>TBD, Government of Alberta</i>
Donell Iosifelis	Engagement and Program Officer, Government of Canada <i>Federal Representative-(Arrived 2:27pm)</i>
Kayla Podrasky	Community-based organization representative <i>Director of Homelessness Supports, Lethbridge Housing Authority</i>
Ashley Cesar	Board Secretary <i>CSD Specialist, Community Social Development</i>

City of Lethbridge Staff

<u>Ivan Ho</u>	<u>CSD Specialist, Community Social Development</u>
<u>Danielle Lenaour</u>	<u>Contract Coordinator, Community Social Development</u>
<u>Arturo Tejeda</u>	<u>CSD Specialist, Community Social Development</u>
<u>Ashley Cesar</u>	<u>CSD Specialist, Community Social Development</u>

Presenter(s):

Ivan Ho	CSD Specialist, Community Social Development
Danielle Lenaour	Contract Coordinator, Community Social Development
Arturo Tejeda	CSD Specialist, Community Social Development

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

1.1. A. Malcolm and H. Oxman called the meeting order at 2:03 PM

The Board Secretary reviewed attendance and confirmed that a quorum was present, with five members in attendance at the start of the meeting. Late arrivals and corresponding times were recorded.

Introductions were completed.

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

2.0. Agenda Approval (A. Malcolm)

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

The motion was moved and seconded.

THAT the CWAB approve the agenda, as presented. First- S. Adema. Second- S. Yanicki. All in favor.

CARRIED

3.0 MINUTES OF PREVIOUS MEETING (A. Malcolm)

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

The motion was moved and seconded.

THAT the CWAB approve the minutes of its June, 23rd, 2025 meeting. First- S. Yanicki. Second- C. Patterson. All in favor.

CARRIED

ITEMS FOR INFORMATION / DISCUSSION

4.0. Retreat Recap and Next Steps (Andrew and Danielle)

Minutes of Discussion (6 minutes)

General Takeaways:

- The retreat was highly engaging and considered a successful event overall.
- The discussion on board recruitment and related processes was well received and will be forwarded to the Executive Leadership Team for further consideration.
- It was noted that recruitment should not rely solely on the application process, encouraging a broader approach.
- A need for increased information sharing with the board was identified. Going forward, this will be integrated into each board meeting to enhance transparency and engagement.

5.0 Board Member Appointment (Andrew and Danielle)

Minutes of Discussion (10 minutes):

- Each candidate's CV and experience were reviewed, with consideration given to their suitability and alignment with the board's current needs and purpose.

- Following the discussion, one individual was unanimously agreed upon for recommendation for appointment.

THAT the CWAB recommend Chantelle Fitton be considered as a Indigenous community representative member of the Community Wellbeing Advisory Board. First-R. Walker, Second- M. Shouting. All in favor.

CARRIED

6.0. Meeting Times (Ashley)

Duration of Discussion: 3 minutes

- Ashley proposed establishing Tuesdays from 2:00–5:00 p.m. as the new regular meeting time. The Board discussed member schedules and the possibility of adjusting times as needed to maintain flexibility and accommodate availability.
- The meeting schedule and dates will be updated to reflect this change.
- The next meeting is scheduled for November 18, 2025.

7.0. Homelessness Report (CHR) (Danielle)

Updates related to changes and additions to the CHR.

Duration of Discussion: 3 minutes

- Section 1 – Question CHR 4 c): “Over the past year, Lethbridge’s successfully trained individuals across various PSN categories.”
- Section 3 – Questions CHR 7 and HIFIS 1 – 5: Clarification: Homeless Individuals and Families Information System (HIFIS) fully implemented as of April 1, 2025

Clarification on HIFIS Enrollment prior to March 2025: Added list of service providers onboarded, trained, and using HIFIS as of February and March 2025

THAT the CWAB approves the amendments made within the CHR. First- S. Yanicki. Second- H. Oxman. All in favor.

CARRIED

8.0. Call for Proposals CFP (Danielle/Arturo/Ivan)

8.1. Overview of three funding sources (Danielle)

FCSS. Reaching Home. Available Grant Funding

8.2. Overview of design and purpose (Ivan and Danielle)

PowerPoint referenced changes and additions to note.

8.3. Review of what we learned last year (Andrew)

- Andrew led a review of key insights from the previous year, referencing the PowerPoint presentation.
- It was noted that changes were made to the character count in the application from feedback received from service providers who identified challenges.
- It was noted that service providers will have the opportunity to seek feedback on eligibility for funding prior to completing the full proposal.
- Feedback: H. Oxman. commented that the proposed changes were great improvements.

8.4. Evaluation around the call for proposals (Arturo/Ivan)

- A PDF document outlining the evaluation process was provided and uploaded to SharePoint.
- Discussion focused on the decision-making process, including the reallocation of points, reduction of bias, and the development of a clearer, more streamlined evaluation approach (Melissa).
- Members expressed appreciation for scoring updates and the use of evidence-based measures of community needs.

- Further discussion addressed the scoring categories, key performance indicators (KPIs), and the consideration of colonized and decolonized frameworks in evaluation. Members highlighted the importance of achieving strong, meaningful outcomes.

8.5. Discussion on timeline and next steps.

- Clarification was provided that questions regarding the Call for Proposals will be accepted until February 13, 2026.
- A question was raised about the timing of Easter and spring break, and staff will review and report back. Members also inquired about the feasibility of working during the Easter break period and the possibility of extending the evaluation period to the end of April.
- A review of the Cognito form for the Call for Proposals (CFP) was conducted. It was noted that applicants may select more than one program within their submission.
- Andrew noted that the form was reviewed in detail, as no changes can be made once the CFP has been officially initiated.

9.0 STANDING ITEMS

9.1. Call for Proposals CFP (Danielle/Arturo/Ivan)

9.1.1 FCSS Program Highlight: Family Centre (Arturo)

Presentation

Duration: 27 minutes

A presentation was delivered using the accompanying PowerPoint. Feedback from members indicated that it was encouraging to see the successes highlighted in the presentation.

9.1.2. RH Program Highlight: YWCA (Ashley)

Presentation

Duration: 14 minutes

A presentation was delivered using the accompanying PowerPoint. Feedback from members indicated that it too was encouraging to see the successes highlighted in the presentation.

9.1.3 National Gathering on Indigenous Leadership in Reaching Home (Danielle)

This item was tabled and will be moved to the next meeting for discussion.

9.1.4 Contract Compliance Review (Danielle)

Information

Duration: 1 minute

Danielle provided information summarizing the Contract Compliance Review. Two service providers were reviewed: one external review, which was completed successfully, and one internal review, which is going to begin. It was noted that reviews are conducted randomly and not due to any concerns. The service providers appeared happy and willing to participate in the process.

9.1.5 Program Highlight: ICA Service Fair (Ivan)

Minutes of Presentation:

Duration: 7 minutes

Ivan provided an overview of the ICA Service Fair scheduled for November 5, 2025, at Excite Lethbridge with 150 attendees registered, featuring 45 booths/tables. All members were invited and encouraged to attend.

Discussion included the purpose and history of the fair.

Logistics: Name tags and board member identification will be managed by Andrew at the start of the event.

10.0. NEXT MEETING (A. Malcolm)

10.1. Upcoming Meeting items:

- 10.2. FCSS Presentation (November)
- 10.3. Data Sharing Presentation (Taylor)
- 10.4. Reaching Home Presentation (December)
- 10.5. CFP Evaluation Orientation (TBD)
- 10.6. Questions related to review process (Feb)
- 10.7. National Gathering on Indigenous Leadership in Reaching Home
- 10.8. **Next Meeting Date November 18th, 2025 2-5pm Virtually**

11.0. ADJOURNMENT

- 11.1. A. Malcolm and H. Oxman adjourned the meeting at 4:51*pm*.