

CWAB Meeting Minutes

March 17, 2025

2:00pm-5:00pm

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

Attendees: Seth Adema (Virtual), Ryan Walker, Melissa Shouting (Virtual), Anastasia Pavlova (Virtual), Kelly Smith, Cheryl Patterson

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

Regrets: Heather Oxman (Co-Chair), Sharon Yanicki

Meeting Started: 2:02 p.m.

1. Welcome/Land Acknowledgement

2. Adoption of Agenda (Mar. 17, 2025) & Approval of Minutes (Feb. 24, 2025)

- March 17, 2025 agenda was adopted, as amended, by consensus.
- February 24, 2025 minutes were approved by consensus.

3. CWAB Terms of Reference

A. Malcolm provided an overview of the Community Wellbeing Advisory Board (CWAB) Terms of Reference. The following was discussed:

- 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.
- Amendments were discussed at the February CWAB meeting and were tracked.
- **Status Update: City Clerks office is currently working on a guidelines document for Administrative Committees, and amendments will be on hold until we can confirm alignment to avoid multiple amendments and corresponding reviews.**

4. Reaching Home Engagement Strategy

A. Malcolm provided an overview of the Reaching Home Engagement Strategy. The following was discussed:

- Reaching Home Directives ([link](#))
- **8. Community Advisory Boards**
 - To support its role, the CAB/RAB is also expected and encouraged to have an engagement strategy in place that explains how it intends to achieve broad and inclusive representation, coordinate partnerships with the necessary sectors/systems to meet its priorities, integrate local efforts with those of the province or territory, and recommend projects to the Community Entity.
- **8.3 Roles and Responsibilities**
 - The CAB/RAB must develop, maintain and make available terms of reference and other policies and procedures central to the functions of the CAB/RAB, including, but not limited to, the following:
 - A formalized engagement strategy on how the CAB/RAB intends to have broad representation, and coordinate partnerships with key community organizations and individuals; and,
- Reaching Home is working on a template/guide which we should have shortly.
- City Administration will begin working on a draft and will target circulating in advance of the April CWAB meeting.

Initial thoughts include:

- **Introduction**
 - What is the engagement strategy and why do we have it?
- **Background**
 - City being CE for both streams and history on CWAB governance review and current structure.
- **Engagement Approach**
 - CWAB Terms of Reference & Monthly Meetings
 - Contract Management between CE and SPs including Executive Directors Meetings, QRs, AGM, Site Visits, and Performance Mgmt
 - ICA
 - Service Fair (include all advisory board members)
 - Updating CWSS and Needs Assessments
 - PiT Count and HIFIS
 - Ad Hoc Engagement Sessions on Priority Areas (i.e. OCAP)
 - Annual Community Survey (i.e. open house, town hall, etc. for opportunity to give feedback and tool to prioritize a needs assessment)
 - Survey entails hearing feedback from participants and service providers serving them (i.e. opportunity to quantify their response and identify gaps).

- Identify information we are seeking from survey and ensure that we are not duplicating this process.
- Identify how much we want to utilize the survey through the year instead of on an annual basis.

5. OCAP Meeting

A. Malcolm provided an overview of the next scheduled meeting date for OCAP (Ownership, Control, Access and Possession) discussion. The following was discussed:

Purpose: Continuing the discussion on OCAP in consideration to HIFIS, and PiT Count

Two-hour meeting scheduled for April 9 from 8-10am

- Invitations include:
 - Leah Goulding and Karryn Hall from National Indigenous Homelessness Council (NIHC), Karryn will be visiting in-person;
 - All CWAB members;
 - City Administration from CSD and Indigenous Relations; and
 - Members from Blood Tribe Department of Health.

If there are any specifics CWAB members would like to see discussed please let administration know and will have it added to the agenda.

6. FCSS Carryover Funding & Call for Proposals (CFP)

A. Malcolm provided an overview of the Family and Community Support Services (FCSS) Carryover Funding and Call for Proposals (CFP). The following discussion ensued:

- Approximately \$591,364.12 of unallocated FCSS funding, through a combination of funds held in BAU as well as 2024 FCSS Carryover (if approved).
- Based on high demand of FCSS funding by the community through the 2024 CFP, administration believes we should get as much of this funding into the community via an additional CFP this Spring/Summer.
 - \$50,000 being held as matching for National Crime Prevention Grant.
 - \$41,364.12 to be held in BAU to be utilized for future emergent needs of funded organizations (up to +10% in approval resolutions) or to be leveraged as part of future grant opportunities if appropriate.
 - **\$500,000 available for a FCSS CFP**

ALL AMOUNTS TO BE CONFIRMED FOLLOWING 2024 AUDIT

- Discuss options for approach with CFP and priorities for funding. CWAB committee members proposed an option that would allow \$150,000.00 per year for 3 years. City of Lethbridge admin staff will bring back a review of each of the potential options, including the one proposed by CWAB and bring back to the next meeting for CWAB committee for review.

7. Community Homelessness Report (CHR) (Added Item)

A. Malcolm provided an overview of the Community Homelessness Report (CHR). The following was discussed:

- **What is the Community Homelessness Report?**
 - The CHR is a required annual report for communities receiving Reaching Home funding.
 - It outlines key data points, progress made, and challenges faced in efforts to reduce homelessness.
 - Intended to provide transparency and accountability while helping communities track progress toward meeting Reaching Home objectives.
- **Why is it Important?**
 - Demonstrates how federal funding is being utilized to address homelessness in the community.
 - Provides data that informs planning, policy decisions, and funding allocations.
 - Ensures communities meet performance requirements under the Reaching Home program.
- The CHR is composed of four sections.
 - **Section One:** Qualitative; discussion of efforts/issues related to preventing and reducing homelessness/improving safe and appropriate housing over the last year.
 - **Section Two:** Series of yes/no questions to self-assess progress on Coordinated Access and Homeless Management Information System (HMIS).
 - **Section Three:** Series of yes/no questions to self-assess progress on the Outcomes-Based Approach and maintaining person-specific data.
 - **Section Four:** Aggregated data regarding inflows/outflows to/from homelessness.
 - *We currently do not meet the requirements to report on this section.*
- **Next Steps:**
 - **Next Week** – Administration will circulate the Draft CHR to all CWAB members, please review and submit any questions or comments ASAP.
 - **April 28 CWAB Meeting** – Final draft presented with requested motion to approve and direct Co-Chairs to sign and submit.

8. 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. – potentially addressed with new approved funding.
Carryover Funding Policy & Process	To be discussed at the November CWAB meeting.
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?) Surplus dollars could be 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.
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	To review and provide recommendations on survey question recommendations for future years.
Hate Crimes / Exploitation	For further discussion.

9. Next Meeting (April 28, 2025) Discussion

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:
CSD to provide aggregated data summary from the By-Name List to the CWAB along with the 2024 PiT Report Update (Nov. 18, 2024): Complete.	November 18, 2024 Complete
CSD to investigate sharing raw PiT Count data with: <ul style="list-style-type: none"> surrounding First Nations in alignment with principles of Ownership, Control, Access, and Possession (OCAP), and other interested members of the public (e.g., researchers) and report back to the CWAB. Update (Nov. 18, 2024): CSD has reached out to GOC contact to set up a discussion surrounding data and OCAP. Date TBD. Update (Dec. 9, 2024): CSD has yet to hear back regarding meeting request.	November 18, 2024 December 9, 2024 TBD
CSD to bring additional information/an update regarding HIFIS to the CWAB. Link to Government of Canada website: <ul style="list-style-type: none"> Homeless Information and Family Information System (HIFIS) Update (Dec. 9, 2024): Complete. CSD will bring status updates as needed.	December 9, 2024 Complete
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
CSD to bring 2024 Point in Time Count survey questions to the CWAB for review and recommendations in future years. Update (April 9, 2025): Topic was discussed at OCAP meeting and will continue to be a discussion point.	In Progress
CSD to discuss opportunities with research institutions, such as the University of Lethbridge, to identify how research could facilitate prioritization of funding.	TBD

Meeting adjourned: 2:53 p.m.

Next Meeting:

Monday, April 28, 2025, 2:00 – 5:00 p.m.
Culver Meeting Room, City Hall

Next Steps:

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