



Community Wellbeing Advisory Board (CWAB) AGENDA

MEETING NO. 10
MONDAY, June 23, 2025
2:00 PM TO 3:30 PM
Virtual/Teams Only

ATTENDEES:

Voting Members:

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

Non-Voting Members

Andrew Malcolm (Co-Chair)	City of Lethbridge administrative representative <i>General Manager, Community Social Development</i>
Donell Losifelis (Virtual)	Engagement and Program Officer, Government of Canada <i>Federal Representative</i>
Stephany Codd (Virtual)	Program Advisor, Government of Alberta Provincial Representative

Regrets:

Kayla Podrasky	Community-based organization representative <i>Director of Homelessness Supports, Lethbridge Housing Authority</i>
----------------	---

City of Lethbridge Staff

Ivan Ho (Virtual)	Community Social Development; Programming Specialist Development
Aidan Peacock (Virtual)	Community Social Development; Grant Technician/Administrative Support
Danielle Lenaour (Virtual)	Community Social Development; Contract Coordinator Development
Kristina Eyjolfson (Virtual)	Community Social Development; Integrated Coordinated Access Technician
Aum Patel (Virtual)	Community Social Development; Systems Performance Specialist

Echo Nowak (Virtual)
Taylor Proctor (Virtual)

People and Culture; Indigenous Relations Specialist
Community Social Development; HIFIS Technician

Presenter(s):

CALL TO ORDER

1. OPENING REMARKS

Presenter(s): A. Malcolm

The Co-Chairs called the meeting order at 2:00 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.

The Co-Chair mentioned that the Community Social Development department attended “Blanche On The Go” at the Galt Museum on Thursday, June 12th. Noted that it was a great experience for our team getting the opportunity to ask difficult questions and receive insightful feedback from Blanche on how we can approach certain topics moving forward.

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 amended.

THAT the CWAB approve the minutes of its May 26, 2025 meeting.

CARRIED

ITEMS FOR INFORMATION / DISCUSSION

4. CWAB SharePoint Site

Presenter(s): D. Lenaour

Discussion:

D. Lenaour discussed that the CWAB SharePoint site is now live for advisory members to utilize. This includes accessing important documents such as the agenda, previous meeting minutes, resource library, policies, terms of reference, reports and studies, upcoming events etc. She noted that if advisory board members need assistance with accessing the site or any links feel free to reach out to her. She included that materials added to the site should be treated as confidential for use of CWAB members.

H. Oxman inquired about the 'Conversations' tab for the SharePoint site. D. Lenaour explained that this tab's purpose is for contacting/connecting members who have access to the SharePoint site. She noted that advisory members must first be subscribed to SharePoint to access the conversations tab to contact CWAB members.

5. Terms of Reference Update

Presenter(s): A. Malcolm

Discussion:

A. Malcolm discussed that the Terms of Reference (ToR) has now been approved by the Executive Leadership Team. This confirms the ability to utilize Director Fees up to \$100.00 per meeting with a maximum of \$800.00 per annum per committee member. This includes Memberships, related to the changing role(s) related to recent changes to representation by the Community Based Organization. The updated ToR is live on the SharePoint site for CWAB members to access.

6. Engagement Strategy Update

Presenter(s): D. Lenaour

Discussion:

D. Lenaour discussed the ongoing changes and presented the comments added to the drafted Engagement Strategy regarding language and definition changes to the current strategy. The revised changes were sent out over the weekend for advisory members to review and add their comments if they would like to see different language and definitions to each topic. H. Oxman added that she did have the opportunity to review the draft over the weekends.

D. Lenaour discussed the noted comments from the Engagement Strategy draft. S. Yanicki was surprised to see a document that does not define what we are currently doing as an advisory board. She noted that there many sited documents providing great intervention strategies working with indigenous partners, ways with how to address it. She suggests that we all investigate reviewing and incorporating into our processes.

A. Malcolm discussed that the Engagement strategy comes from RH directives for what the advisory board discusses and engages on. He noted that we brought it forward with edits twice and envisioned this to be a

living document moving forward through the summer. His hope/suggestion is that the advisory board bring it forward for approval today and save the review/discussion point for the full day retreat in September 2025 to discuss in person for better conversations and time.

H. Oxman was hesitant on the approval piece, wondering if we can add an approval/preliminary approval piece moving forward.

S. Yanicki added that we can approve it on principal. Her suggestions were that we explore opportunities from this document for the advisory board to investigate further for discussions. She noted that we should approve this in principle as a living document moving forward.

D. Lenaour discussed further questions added to the CWAB Strategy – Review and Discussion document asking advisory board members to include their comments to the raised/indicated questions.

A. Malcolm indicated that this review and discussion file is live in SharePoint, want to use these topics/discussion points to talk about at the full day retreat in September 2025. He noted that we should focus on these discussion points over the next 2 months and bring it forward for the full day retreat.

A. Pavlova inquired about the real-time data from the SharePoint site and what is the trigger for us to be notified and go actively review the dashboard. A. Malcolm mentioned that this data will come to us on a quarterly basis. He included that the dashboard could be updated on a quarterly basis. He included that being able to use data to make better decisions for the upcoming Call for Proposal as the last one did not have a dashboard.

S. Yanicki indicated how do we best change outcomes on a community level and what kind of information on best practices do we need to consider for the next round of proposals. She included that this piece is absent from our discussion and review process.

H. Oxman is wondering if we are evaluating the outcomes that have been made to ensure that the outcomes are achieved so we can see that those investments were worthy. She added that when we made an investment in a program historically, are we looking at how that investment was made, where it was made and was it worthy? She included that this would help when looking back on previous investments. A. Malcolm agreed with H. Oxman and noted we can potentially take a few steps in that direction moving forward for Call for Proposals.

A. Pavlova inquired that the dashboard will not be able to analyze data over time unless you have a year-1,2 and 3 then we can identify in KPI's. She noted that the idea of the dashboard does not provide a solution but the data through KPI's on a deeper level, aligning factors of contributed to community wellbeing and can sit through them on what we are allowed to spend the grant on, and then want to link KPI's that service provider expressed through achievement of a certain factor and then track the performance over time with multiple years.

I. Ho mentioned that we are going to configure what data are we looking for and being able to track overtime to identify the appropriate data the advisory board is looking for.

A. Malcom discussed the full day retreat and noted from advisory members that the summer months (July and August) would be difficult to facilitate aligning with all members' schedule. He mentioned that this is why we are pushing the full day retreat to September 2025 and will facilitate on a weekend as well, if need be, to discuss the engagement strategy in depth. He added that administration will send out a new poll to advisory members with a set of dates for them to choose from through September to October. If we have to push it back further we will schedule a regular CWAB meeting in September with July and August dates cancelled.

The following motion was presented:

THAT the CWAB approve the Community Wellbeing and Engagement Strategy in principle.

CARRIED

The motion was moved and seconded.

7. Family and Community Support Services (FCSS) Call for Proposals: Current State

Presenter(s): A. Malcolm

Discussion:

A. Malcolm discussed that we have been on a hold since our last meeting. He included that we discussed that we could award the FCSS dollars with the existing 10% and bring a table of information on how much this would total for each organization. He presented a table provided by administration of what it would look like visually if increasing the 10% portion for existing FCSS funded organizations. He included that if we were to approve this process, we would reach out to each organization indicating where the 10% will increase and getting an explanation for how it will increase their service levels with additional funds.

I. Ho added that if we do the 10% of the total allocation, it does not allow us to provide more Reaching Home dollars after that.

A. Malcolm mentioned that we would try to make this process as easy as possible with an online application from through Cognito laying out the questions for increasing the 10% and would add this to their existing agreements. We will bring forward an update in September for advisory board members on how we are progressing.

All CWAB members supported this increase moving forward for the 2026-2027 FCSS Agreement Adjustments.

8. 2026 FCSS and RH Call for Proposals Timeline

Presenter(s): D. Lenaour

Discussion:

A. Malcolm mentioned that we can increase the Indigenous funding goals through a variety of options moving forward and encouraged the advisory board to help us understand what they want to see in place to the next level for next Call for Proposal and areas we can improve on from the previous call. This includes introducing the expression of interest before the Call for Proposals close to reach out to these organizations and touch base on areas they can improve or include in their proposals before the deadline encouraging more groups to take interest.

D. Lenaour discussed the 2026 FCSS and RH Call for Proposals Timeline. She included that we wanted to bring a motion for advisory board members now to incorporate what A. Malcolm had noted for the upcoming Call for Proposal.

H. Oxman mentioned the upcoming Service Fair on November 5th and how we can incorporate the launch of the Call for Proposal with this fair and give organizations an opportunity to observe how they can learn how to fill out their proposals effectively.

All CWAB members were in support of the 2026 FCSS and RH Call for Proposals Timeline presented.

The following motion was presented:

THAT the CWAB approve the timeline for the 2026 Family and Community Support Services (FCSS) and Reaching Home (RH) Call for Proposals Timeline as amended in principle.

CARRIED

The motion was moved and seconded.

NEXT MEETING

9. Next Meeting

- **July and August CWAB Meetings – Cancelled**

Cancelling the July and August regular monthly CWAB Meetings in lieu of the June 23rd, 2025, virtual meeting and look into dates through September and October to push for the full day retreat. Administration will send out a poll first to CWAB members to pick a date that works best.

10. Adjournment

Presenter(s): Andrew Malcolm

The Co-Chairs adjourned the meeting at 3:29pm.