

## **CWAB Meeting Minutes**

January 20, 2025

2:00pm-5:00pm

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

**Attendees:** Heather Oxman (Co-Chair), Seth Adema (Virtual), Ryan Walker, Cheryl Patterson (Virtual), Melissa Shouting (Virtual)

**Others:** Andrew Malcolm, CSD (Co-Chair); Ivan Ho, CSD; Aidan Peacock, CSD; Kayla Podrasky, Lethbridge Housing Authority; Takara Motz, CSD; Aum Patel, CSD; Allison Moncrieff, CSD (Virtual); Joseph Palasthy, GoC (Virtual)

**Regrets:** Kelly Smith, Elaine Creighton-Fox, Sharon Yanicki, Anastasia Pavlova

**Meeting Started:** 4:19 p.m.

### **1. Welcome/Land Acknowledgement**

### **2. Adoption of Agenda (Jan. 20, 2025) & Approval of Minutes (Dec. 9, 2024)**

- January 20, 2025 agenda was adopted, as amended, by consensus.
- December 9, 2024 minutes were approved by consensus.

### **3. Reaching Home 2024/2025 Call for Proposal Review**

A. Malcolm provided an overview of the Reaching Home increase in funding in RH-DC and RH-IH funding in each year of the current 2025-2028 agreement. The following was discussed:

- The immediate pressure/decision for the CWAB is for the programming funds in Reaching Home agreement Year 1 (24-25), as they need to be spent prior to March 31, 2025, in a competitive and transparent manner.
- On December 12, 2024, a short-term Call For Proposal (CFP) specific to Reaching Home 24-25 was launched. The CFP closed January 10, 2025, and the submitted proposals have been evaluated.

A. Malcolm provided an overview of the current 2024/2025 Reaching Home Call For Proposal. The following was discussed:

- A total of 6 evaluation panel members evaluated proposals in alignment with the process identified in the CFP Guide. Evaluation panel included 2 CWAB Members, 1 member from Lethbridge Housing Authority and 3 members of City Administration each from a different department with connection to the community.
  - Total available \$275,755.30
  - Total requested \$257,798.29
  - Difference + \$17,957.01

**In Camera Section (slides 12-15) - Move to Closed Session under FOIP Section 16 – 2:16pm.**

**A. Malcolm, Co-Chair:**

*THAT the CWAB move into a Closed Session at 4:24 pm for Evaluation Overview, and that the discussion remain confidential pertaining to Section 16 of the Freedom of Information and Protection of Privacy Act (Harmful to the Business Interests of a Third Party).*

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**A. Malcolm, Co-Chair:**

*THAT the CWAB move out of the Closed Session at 4:30 pm.*

The following motion was presented:

**H. Oxman:**

That the CWAB recommend that City Administration proceed with contract negotiations with the selected service providers and the recommended funding disbursements as identified in Option 1 as amended plus a maximum of 10% additional if funding is available. City will only use dollars for the City of Lethbridge Outreach proposal if the Memorandum of Understanding (MOU) was not approved.

Carried unanimously.

The following motion was presented:

**H. Oxman:**

That the CWAB recommend that City Administration to explore opportunities to support Indigenous organizations in being successful in future call for proposals and report back to the advisory board.

Carried unanimously by consensus.

#### 4. Community Plan

A. Malcolm provided an overview of the Reaching Home required Community Plan, which will be due on January 31<sup>st</sup> to provide time for the increase in stabilization amounts to the plan. Draft of Community Plan was circulated with committee ahead of meeting today.

#### 5. 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.
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 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.

#### 6. Next Meeting (February 24, 2025) Discussion

The next meeting will be largely centered around the Engagement Plan for February and March 2025.

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:
GSD to provide aggregated data summary from the By-Name List to the	November 18, 2024

CWAB along with the 2024 PiT Report Update (Nov. 18, 2024): Complete.	Complete
CSD to investigate sharing raw PiT Count data with: <ul style="list-style-type: none"> <li>surrounding First Nations in alignment with principles of Ownership, Control, Access, and Possession (OCAP), and</li> <li>other interested members of the public (e.g., researchers) and report back to the CWAB.</li> </ul> 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 <del>December 9, 2024</del> 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"> <li><a href="#">Homeless Information and Family Information System (HIFIS)</a></li> </ul> 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.	TBD
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:** 4:50 p.m.

**Next Meeting:**

Monday, February 24, 2025, 2:00 – 5:00 p.m.  
Culver Meeting Room, City Hall

**Next Steps:**

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