



Community Wellbeing Advisory Board (CWAB) MINUTES

MEETING NO. 16
Thursday, April 23rd, 2026
1:00 PM TO 4:00 PM
Bowman- Large 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>Government of Alberta</i>
Donell Iosifelis	Engagement and Program Officer, Government of Canada <i>Federal Representative</i>
Ashley Cesar	Board Secretary
Kelley Lenaour	GoA Program Advisor South Operations Homeless Supports Stability Branch
Robin James	Lethbridge Housing Authority Representative

City of Lethbridge Staff

Ivan Ho	CSD Specialist, Community Social Development
Danielle Lenaour	Contract Coordinator, Community Social Development
Ashley Cesar	CSD Specialist, Community Social Development
Arturo Tejeda	CSD Specialist, Community Social Development
Aum Patel	CSD Specialist, Community Social Development

Presenter(s):

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

Not in Attendance:

N/A

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

Introductions and welcome to Robin James

A. Malcolm and H. Oxman called the meeting order at 1:10PM

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.

2. Agenda Approval (A. Malcolm)

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

The motion was moved.

THAT the CWAB approve the presented agenda.

CARRIED

Motion: *S. Yanicki*

Seconded by: *C. Fitton*

MINUTES OF PREVIOUS MEETING (A. Malcolm)

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

The motion was moved.

THAT the CWAB approve the minutes of its February 26th, 2026.

Heather Seth **CARRIED**

Motion: *H. Oxman*

Seconded by: *S. Adema*

3. ITEMS FOR INFORMATION / DISCUSSION

AGENDA ITEM

4.1 Update of Remaining FCSS, Reaching Home and Reaching Home Indigenous Homelessness Funds

Presenter: D. Lenaour

Duration: 20 minutes

Summary of Discussion:

- Final audited summaries for **FCSS** and **Reaching Home** are still in progress; reports are due **April 30 (FCSS)** and **June 30 (Reaching Home)**.
- Preliminary estimates indicate an **approximate \$200,000 surplus** across programs; most funds are already contractually committed.
- Approximately **\$50,000** may remain uncommitted and may require CWAB direction.

- **Holy Spirit Catholic School Division** and **University of Lethbridge – Building Brains Together** did not fully expend FCSS funding due to internal staffing and operational challenges.
- Both organizations were contacted prior to fiscal year end and **confirmed no additional claims** would be submitted.
- **Blood Tribe Department of Health (BTDH)** has significant deferred funding:
 - Project began July 2025.
 - Staffing not in place until September.
- Reaching Home does not have a formal carry-forward mechanism; however:
 - Typically allows limited Q1 carryover.
 - Administration is tightening contract oversight and will move to **quarter-by-quarter reimbursement** to ensure timely reporting.
- Strong coordination underway with **Government of Alberta** to prevent **duplication of shelter and outreach funding**.
- **Designated Community (DC)** funding is fully expended, and reporting is up to date.
- Administration committed to submitting a **written, publicly shareable summary report** to CWAB once audits are finalized.

Action Item:

Administration to provide **written audited summaries** for FCSS and Reaching Home to CWAB later in 2026.

AGENDA ITEM

4.2 Process and Timeline of the Call for Proposal Evaluation

Presenter: A. Tejada

Duration: 20 minutes

Summary of Discussion:

- Overview of evaluation committee composition, scoring rubric, and recommendation process.
- CFP was treated as a **formal procurement process**, requiring confidentiality until public disclosure.
- Key timelines:
 - Evaluation completed March to April 2026.
 - Contract negotiations begin April 27.
 - Public notification targeted by **September 30, 2026**.
- If negotiations fail with any recommended organization, Administration will:
 - Move to next highest-scoring eligible proposal.
 - Return to CWAB if significant changes are required.
- Funding agreements will clearly state:
 - Year one funding is confirmed.

- Year two remains subject to availability and federal/provincial approvals.

4. Closed Session

4.1. AGENDA ITEM

Call for Proposals Review (confidential in accordance with ATIA and procurement confidentiality requirements)

- **Motion to Move In Camera:**

The motion was moved.

“THAT the CWAB move into Closed Session to discuss the Call for Proposals in accordance with the Access to Information Act, section 19 Information harmful to the buissness interest of a third party.”

CARRIED

Motion: S. Yanicki

Seconded by: C. Fitton

5.1 In Camera

- Call for Proposals Review Discussion

5. Transition to Open Session

5.1. AGENDA ITEM

Rise and Report: Transition to Open Session

The motion was moved.

“THAT the CWAB move out of Closed Session and resumes the regular meeting in Open Session.”

CARRIED

Motion: H. Oxman

Seconded by: C. Fitton

6. Business Arising from In Camera

AGENDA ITEM RESOLUTION

Community Wellbeing Advisory Board

2027–2028 Community Wellbeing Call for Proposal Resolution

Date: April 23rd, 2026

Moved by: H. Oxman

Seconded by: S. Yanicki

WHEREAS the Community Wellbeing Advisory Board (CWAB) is an administrative advisory committee that supports the Community Social Development (CSD) department in advancing community wellbeing in alignment with the Municipal Development Plan and the Community Wellbeing and Safety Strategy (CWSS);

AND WHEREAS the CWAB fulfills the role of Community Advisory Board (CAB) for the purposes of the Government of Canada’s Reaching Home: Canada’s Homelessness Strategy and acts as an advisory body for the Government of Alberta’s Family and Community Support Services (FCSS) program, with responsibility to review, evaluate, and

recommend funding allocations to administration in a manner that is transparent, evidence-informed, and aligned with approved strategies and funding directives;
AND WHEREAS the City of Lethbridge issued the 2026 Community Wellbeing Call for Proposals (CFP) to competitively solicit applications for programs and services intended for implementation during the funding period beginning January 1, 2027 and ending March 31, 2029, in accordance with the priorities identified in the Community Wellbeing and Safety Strategy, the Municipal Housing Strategy, and the Community Needs Assessment;
AND WHEREAS the 2026 Community Wellbeing Call for Proposals (CFP) generated strong interest from the community, receiving 42 applications from 32 unique organizations, collectively requesting approximately \$11,475,732.32 per year, which significantly exceeded the total funding available, demonstrating the highly competitive nature of the Call for Proposals;
AND WHEREAS a detailed and transparent evaluation process was undertaken by Administration and the Evaluation Panel in accordance with the Community Wellbeing Call for Proposals Guide, and the CWAB has received and reviewed the evaluation outcomes and recommended funding allocations to ensure alignment with funding source requirements, strategic priorities, and the CWAB’s mandate to support effective and accountable investment of public funds;

THEREFORE BE IT RESOLVED THAT:

1. The CWAB approves the funding recommendations arising from the 2026 Community Wellbeing Call for Proposals and recommends that City Administration proceed with contract negotiations with the selected service providers and recommended funding disbursements, as outlined in Attachment 1, plus a maximum to ten percent (10%) should additional funding become available;
2. The CWAB requests City Administration return for further discussion should any recommended service provider be unable to finalize a funding agreement, or should additional, unspent, or underutilized funding from FCSS, Reaching Home, DOT, or related sources such as the City of Lethbridge’s Committed Budget Carryover (CBC) become available during the applicable funding periods.
3. **The CWAB requests City Administration to award additional or reallocated funding, subject to CWAB discussion and recommendation, to one or more programs or projects that were:**
 - o submitted through the 2026 Community Wellbeing Call for Proposal;
 - o evaluated through the approved CFP process; and
 - o either partially funded or not funded in the initial funding decisions.

Provided such allocations remain compliant with funding source requirements and strategic priorities.

4. **All funding allocations are subject to the execution of formal agreements and the availability of funding.**

Attachment 1: Summary of Recommended Projects from the 2026 Community Wellbeing Call for Proposals

List of Abbreviations

- CoL – DOT: City of Lethbridge – Diversion Outreach Team**
- FCSS: Family and Community Support Services**
- RH-DC: Reaching Home – Designated Communities**
- RH-IH: Reaching Home – Indigenous Homelessness**

List of Recommended Projects/Programs

Service Provider	Program Name	Funding Source(s)	Funding (Y1+Y2)	Activity Type
Big Brothers Big Sisters of Lethbridge and District	Preventative Youth Mentoring & Community Connection Program	FCSS	\$273,436.00	FCSS: Program
Blackfoot Resource Hub	Blackfoot Resource Hub	FCSS RH-DC RH-IH	\$1,680,183.00	FCSS: Program

				RH: Client Support Services
Blood Tribe Department of Health	HIFIS Continuation	RH-IH	\$205,405.00	RH: Coordination of Resources and Data Quality Improvement
Canadian Mental Health Association, Alberta South Region, 1990	Diversion Outreach Team program lead	RH-DC RH-IH CoL - DOT	\$842,545.00	RH: Prevention and Shelter Diversion
Canadian Mental Health Association, Alberta South Region, 1990	Integrated Coordinated Access (ICA) Lead Organization	FCSS RH-DC RH-IH	\$1,366,321.00	FCSS: Information & Referrals FCSS: Community Development & Capacity Building RH: Coordination of Resources and Data Quality Improvement
Community Social Development, City of Lethbridge	Community Wellbeing Micro-Grant Program	FCSS RH-DC	\$82,419.00	FCSS: Community Development & Capacity Building RH: Coordination of Resources and Data Quality Improvement
Community Social Development, City of Lethbridge	Homeless Individuals and Family Information System (HIFIS) Advanced Community Outcomes Project	RH-DC	\$180,363.00	RH: Coordination of Resources and Data Quality Improvement
Community Social Development, City of Lethbridge	City of Lethbridge Outreach Services	RH-DC	\$30,020.00	RH: Prevention and Shelter Diversion
Family Centre Society of Southern Alberta	Parent Education and Family Resilience Programming	FCSS	\$475,385.00	FCSS: Program
Family Centre Society of Southern Alberta	Strengthening Families	FCSS	\$677,039.00	FCSS: Program

Holy Spirit Catholic School Division	Family First Facilitator Program	FCSS	\$354,300.00	FCSS: Program
Lethbridge and Area Metis Association	Metis Community Liaison	FCSS	\$106,524.00	FCSS: Program
Lethbridge Family Services	Newcomer Housing Support Officer	FCSS	\$108,053.00	FCSS: Program
Lethbridge School Division	Making Connections-Family Support	FCSS	\$428,382.00	FCSS: Program
Lethbridge Senior Citizens Organization	LSCO Engagement, Support, and Outreach	FCSS	\$894,472.00	FCSS: Program FCSS: Community Development and Capacity Building
Nord-Bridge Senior Citizens Association	Go Friendly Shuttle	FCSS	\$229,900.00	FCSS: Program
Nord-Bridge Senior Citizens Association	Social Inclusion, Seniors Helping Seniors, Senior System Navigator Program	FCSS	\$340,543.00	FCSS: Program
Safe Families Canada	A Place to Call Home	RH-DC RH-IH	\$300,000.00	RH: Capital Investments
South Region Parents as Teachers Society	Building Strong Families and Communities with Parents as Teachers	FCSS	\$196,248.00	FCSS: Program
Streets Alive Family Support Association (Streets Alive Mission)	Recovery Road	RH-DC	\$100,000.00	RH: Client Support Services
University of Lethbridge - Building Brains Together (BBT)	Building Brains Together	FCSS	\$422,502.00	FCSS: Program
Wood's Homes	Youth Support Navigators	FCSS RH-DC	\$801,026.00	FCSS: Program RH: Client Support Services

YWCA Lethbridge & District	Harbour House Hope	RH-DC	\$802,610.00	RH: Client Support Services	
TOTAL			\$10,897,676.00		

7. Break- 3:00pm-3:10pm

8. STANDING ITEMS

AGENDA ITEM

8.1. CSD GENERAL MANAGER

- **Manager Update**

Received 2.4 million in grant for building safer communities

Low income transit grant received from the GoA 400k

- **CSD Update**

HIFIS team hire- offer sent out by end of the week

ED meeting next Monday

ED feed back meeting will be shared

Discussion:

Minutes of presentation: 15 minutes

AGENDA ITEM

9.2 Follow Up Standing Items- Active Update

9.2.1 Transportation (CWAB)

Update; *Transit Advisory Committee Meeting March 25th, 2026*

Discussion: Committee was created as a result of concerns voiced. Committee will be present at our ICA Service Fair in November.

Action Item: - Report on after the service fair .

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

Update; NIHC have a table for IH mainly CE's . CAEH – created a second table for Designated Communities (DC) which Andrew will be attending.

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

Update; The Pit this year does not need to happen with a survey and there may be an opportunity to be exempt from using the survey.

Discussion: advocating with other communities – identified that it would have to go back to council.

9.2.4 BTDH Formal Decision

Update; Contract has been created and is working its way to them

Discussion: Questions were asked on the quality of work being done and data being reported. CSD reported the work being done within HIFIS and the contract roel is being done very well.

AGENDA ITEM

9.3 Follow Up Standing Items- Standing

- FCSS/Reaching Home Data
- CSD Community feedback

9. NEXT MEETING (D. Lenaour)

Date: May 28th, 2026

Time:1pm-4pm

Location: Bowan Building Large Meeting Room

- **CHR Report** – *First review sent via email in APRIL*
- Discussion items: CHR Report- *Second review and approval*
- **Community Plan** Report Card -Quarterly
- FCSS Counselling Fund Request
- Lethbridge Living Wage Network – possible presentation
- CWAB Recruitment

June: Review of CFP Process

July/August 2026: No Meetings

10. ADJOURNMENT

H. Oxman and S. Adema adjourned the meeting at 3:38 pm