

**CITY OF LETHBRIDGE**  
**COMMUNITY WELLBEING ADVISORY BOARD (CWAB)**  
**TERMS OF REFERENCE**

Adopted May 21, 2024

Amended May 28, 2025

**1. Name and Type of Committee**

- a. Community Wellbeing Advisory Board (CWAB)
- b. Administrative Committee

**2. Statement of Purpose**

- a. The purpose of the CWAB is to support the Community Social Development (CSD) department in positively contributing to advance community wellbeing in alignment with the Municipal Development Plan (MDP) and Community Wellbeing and Safety Strategy (CWSS). The advisory board will support this by:
  - i. Acting as the Community Advisory Board (CAB) in alignment with the Federal Reaching Home: Canada's Homelessness Strategy (RH) and providing recommendations on funding allocations.
  - ii. Acting as an Advisory Board in alignment with Provincial Family and Community Support Services (FCSS) and providing recommendations on funding allocations.
  - iii. Advising on matters related to community wellbeing.

**3. Membership Composition and Recruitment**

- a. The Community Wellbeing Advisory Board shall be comprised of up to 9 voting members and 5 ex-officio:
  - i. Up to four (4) Indigenous community representatives.
  - ii. Up to five (5) at-large community representatives.
  - iii. Up to five (5) non-voting ex-officio members, including:
    - 1. One (1) City of Lethbridge administrative representative.
    - 2. Two (2) provincial representatives – FCSS and OSSI
    - 3. One (1) federal representative.
    - 4. One (1) Lethbridge Housing Authority representative.
- b. To avoid any conflicts of interest, whether real or perceived, community representatives employed by, volunteering with an official board or within a budgetary role for any organization tied to FCSS or Reaching Home funding, or otherwise associated with a Reaching Home or FCSS funded agency are not eligible for appointment on the Community Wellbeing Advisory Board.
- c. Proxy members are not permitted.
- d. Recruitment of CWAB will be facilitated through a public recruitment campaign and members will be chosen in alignment with a skills matrix.

**4. Membership Removal**

- a. A CWAB member may be removed related to contravention of the Terms of Reference by resolution of the other voting members passed by a majority of not less than two-thirds of the votes cast on the removal resolution.

#### **5. Term of Appointment**

- a. Members of the CWAB shall be appointed for two (2) year terms. Members are eligible to be appointed for a maximum of six (6) years.
- b. Eligible incumbent members (e.g., those completing their first two-year term) must re-apply for their position following the same competitive process as new applicants would.

#### **6. Co-Chair Model**

- a. To accommodate both City and Community interests, the CWAB will have a Co-Chair model. One Co-Chair will be a member of City Administration (Community Social Development General Manager), the other being a community representative.
- b. The community representative Co-Chair shall be elected from amongst the membership annually at the first meeting of the year.
- c. The community representative Co-Chair shall chair the meetings. If unavailable, the City Administration Co-Chair will fulfill this role.
- d. The community representative Co-Chair shall participate in the agenda setting meeting.

#### **7. Sub-Committees**

- a. The CWAB may establish sub-committees to examine, consider, report, and make specific recommendations on specific issues and/or projects.
  - i. The Chair of any sub-committee shall be a voting CWAB member.
  - ii. Members from the community at large may be appointed to sub-committees.
  - iii. Sub-committee meetings will be called at the request of the Chair of the sub-committee.
  - iv. Minutes of all sub-committee meetings will be provided to all Committee members.

#### **8. Duties and Responsibilities**

- a. Support the City of Lethbridge in their responsibility for administering federal, provincial, and municipal funds in a manner that advances the goals of the Municipal Development Plan (MDP), Municipal Housing Strategy (MHS) and Community Wellbeing and Safety Strategy (CWSS), including but not limited to the following:
  - i. Federal Reaching Home (RH);
  - ii. Provincial Family and Community Support Services (FCSS); and
  - iii. Municipal Operating and Capital Budgets (where specifically requested by Administration).
- b. Fulfill the role as the Community Advisory Board (CAB) for adjudicating and approving available federal Reaching Home (RH), Family and Community Support Services (FCSS) funding allocations.
- c. Approve a public engagement plan in alignment with RH directives that seek input into community priority setting when necessary and provide a mechanism for individuals and

groups to present issues and ideas concerning community wellbeing. The engagement plan will ensure that voices of Priority Populations, as reflected in the CWSS, are prioritized.

- i. With support from Administration, remove barriers to participation of Indigenous stakeholders and People with Lived and Living Experience to participate in CWAB activities to inform decision-making in a meaningful way.
- d. Review and provide feedback to administration with respect to the overall federal Reaching Home (RH) and Family and Community Support Services (FCSS) programs and all funded organizations and programs including, but not limited to, annual reporting and performance management.
- e. All members of the CWAB and others who attend CWAB meetings shall demonstrate a commitment to the following:
  - i. Healthy Conflict: respectfully communicating different needs, values or viewpoints while championing diversity in thought, lived experiences, and perspectives.
  - ii. Collaboration: working together where lived experiences and diverse perspectives are reflected in discussions and recommendations.
  - iii. Evidence Based: incorporating sound data and research analysis within discussions and recommendations. This includes traditional ways of knowing and ensuring a two-eyed seeing approach is taken.
  - iv. Social Innovation: encouraging new approaches to delivering solutions through initiatives and service delivery.
  - v. Inclusion, Diversity, Equity & Accessibility (IDEA): listening to and valuing the diverse lived and living experiences and perspectives of individuals within the CWAB and the community.

## **9. Meetings**

- a. The CWAB shall hold monthly regular meetings and will typically be scheduled for three (3) hours. Additional time commitments will be required outside of meeting times.
- b. Special meetings may be called by a Co-Chair(s) with at least 48-hour notice provided via email.
- c. Members should notify the Co-Chair(s) and City Administration of all absences. Members who have three (3) consecutive unexcused absences will receive notice that their position has been terminated in alignment with Section 4(a).
- d. Agendas, minutes, and logistics for the meetings will be coordinated by City Administration in consultation with CWAB Co-Chairs. All required funding adjudication documentation will be circulated with the CWAB with the agenda.
- e. Representatives from other levels of Government connected to funding agreements and pertinent City Administration may be invited to attend meetings.

## **10. Voting**

- a. Recommendations of the CWAB shall be made by vote. The CWAB will endeavour to make recommendations by consensus, however, if consensus cannot be reached voting shall be based on a majority of members present. Any reasons offered in support or not in support will be documented in the meeting minutes.

- b. The CWAB will endeavour to make all recommendations at monthly regular meetings. However, in certain circumstances, the CWAB may require a vote by email. The following must be completed to do so:
  - i. Appropriate background context on the proposed recommendation shall be provided by City Administration to the entire CWAB with a minimum response time of 48 hours.
  - ii. Email votes must be recorded and stored by City Administration with the Meeting Minutes.
  - iii. Following a successful vote, an email confirming the results must be distributed by City Administration to the entire CWAB.

#### **11. Reporting**

- a. The CWAB will review, provide feedback and approve reports required under funding agreements.
- b. The CWAB will support Administration with reports presented through an SPC to City Council if required.

#### **12. Quorum**

- a. A quorum of the CWAB shall consist simple majority of membership
- b. Any decisions/recommendations related to Reaching Home funding must also include at minimum two (2) Indigenous community representatives.

#### **13. Conflict of Interest**

- a. Members of the CWAB will be in Conflict of Interest if the matter being discussed and voted upon places a member in perceived or apparent conflict between their personal and/or professional interests or other community involvements that may, in the eyes of another person, influence their judgment and conflict with CWAB purpose, roles and responsibilities.
- b. This includes pecuniary interests, whereby a CWAB decision may monetarily affect a CWAB member or their immediate family (spouse or partner; children; parents; parents of spouse/partner) or a business that employs a CWAB member.
- c. At the earliest opportunity, it is the responsibility of members to fully disclose information that may result in a perceived or apparent conflict of interest.
- d. Should a Conflict of Interest arise, members are required to exit the meeting. The member's departure will be noted in the Meeting Minutes and the member will be invited back to the meeting once the item has resolved.

#### **14. Confidentiality**

- a. All CWAB members shall sign an oath of confidentiality.
- b. Any issues deemed confidential must be declared by entering a Closed Meeting of the CWAB (via Motion); otherwise, it is assumed that discussions of the CWAB are public information. All minutes of the CWAB will be posted to the City of Lethbridge website.
- c. Closed Meeting discussions, attachments and/or presentations **cannot** be discussed outside of the Closed Meeting per the *Freedom of Information and Protection of Privacy Act*.

- d. Unless otherwise declared by entering a Closed Meeting, members are free to publicly discuss and share the content of the meetings if there is no personal attribution of remarks.

**15. Support Services**

- a. The City of Lethbridge shall provide the CWAB with administrative and clerical support.
- b. The City of Lethbridge, through its Community Social Development (CSD) department, will ensure adherence to grant funding agreements. Further, ensuring that collaboration, information sharing, and consultation with the CAB on City policies/procedures occurs frequently to assist in harmonizing City and Community interests in CWAB decision-making.

**Notes of Amendments:**

- **May 28, 2025:** *Reflecting changes with the GOA and use of a Community Based Organization (CBO) – amendment to membership to increase ex-officio from 4 to 5 to add an additional GOA representative and retain Lethbridge Housing Authority as a separately identified member.*