



Community Wellbeing Advisory Board (CWAB) MINUTES

MEETING NO. 13
Tuesday, December 16th, 2025
2:00 PM TO 5:00 PM
City Hall – 003

ATTENDEES

Voting Members Present:

Melissa Shouting	Appointed Member; Indigenous community representative
Robin Walker	Appointed Member; Indigenous community representative
Chantelle Fitton	Appointed Member; Indigenous community representative
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

Voting Members Not Present:

VACANT	Appointed Member; Indigenous community representative
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Non-Voting Members Present:

Andrew Malcolm	City of Lethbridge administrative representative (<i>Co-Chair</i>)
Kelley Lenaour	Provincial Representative – Outreach and Support Services Initiative (OSSI) <i>Program Advisor (South Operations), Government of Alberta</i>
Donell Iosifelis	Engagement and Program Officer, Government of Canada <i>Federal Representative</i>

Non-Voting Members Not Present:

VACANT	Provincial Representative - Family and Community Support Services (FCSS) <i>TBD, Government of Alberta</i>
VACANT	Lethbridge Housing Authority representative

Board Secretary

Ashley Cesar	CSD Specialist, Community Social Development
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City of Lethbridge Administrative Staff

Ivan Ho	CSD Specialist, Community Social Development
Danielle Lenaour	Contract Coordinator, Community Social Development
Taylor Proctor	CSD Specialist, Community Social Development

Presenter(s):

Danielle Lenaour	Contract Coordinator, Community Social Development
Taylor Proctor	CSD Specialist, Community Social Development
Ashley Cesar	CSD Specialist, Community Social Development

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

A. Malcolm and H. Oxman called the meeting order at 2:15 p.m.

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. D. Lenaour and H. Oxman 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 the meeting.

The motion was moved.

THAT the CWAB approve the agenda, as amended.

CARRIED

3. MINUTES OF PREVIOUS MEETING (A. Malcolm)

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

The motion was moved.

THAT the CWAB approve the minutes of its November 18th, 2025, meeting.

CARRIED

4. ITEMS FOR INFORMATION / DISCUSSION

4.1. Guest Presentation and Program Highlights: Data Presentation (T. Proctor)

Presentation Duration: 20 minutes

Discussion

Discussion was integrated throughout the presentation. The presentation outlined data sharing practices within the City of Lethbridge, including the use of the Homeless Individuals and Families Information System (HIFIS), consent management, privacy safeguards, and required reporting to funders. Data sharing was emphasized as a key component of coordinated service delivery, enabling collaboration, reducing duplication, and informing policy and funding decisions.

The City's role as steward of the HIFIS system was outlined, noting that individuals retain ownership of their data, and that access is governed by consent and role-based permissions. Data shared externally with funders is aggregated and anonymized.

It was noted that HIFIS data reflects only individuals accessing services within the City of Lethbridge.

Questions / Discussion Highlights:

- How is the use of data and reports monitored?
Administrators are delegated to oversee staff use of HIFIS. Audit reports are regularly utilized to monitor system use and compliance.
- Is HIFIS accessed on personal devices or dedicated devices only?
HIFIS can be accessed on mobile devices. Outreach teams use City-issued work devices; personal devices are not used.
- How is privacy training and accountability managed with service providers?
Data Sharing Agreements are in place with service providers, who are responsible for ensuring staff complete required privacy training. Funding agreements include performance and compliance requirements tied to data use.
- What are the benefits of the Inherited consent type?
Inherited consent allows parents or guardians to control how data is shared for minors. As youth age, autonomy increases, supporting a gradual transition to individual consent while respecting family decision-making.

Key Notes:

- HIFIS access is governed through agreements, role-based permissions, and privacy training.
- Consent management remains central to ethical data sharing.
- Data reported through HIFIS includes only individuals accessing services within Lethbridge.

4.2. Funding Source: Reaching Home Presentation and Review of Groups Awarded (A. Cesar)

Presentation Duration: 20 minutes

Discussion: 20 minutes

Information was presented on the Reaching Home program, the federal government's national homelessness strategy, and how funding is delivered and administered at the local level. Reaching Home provides long-term, stable federal funding to Designated Communities to support coordinated, evidence-based homelessness response systems.

It was noted that Lethbridge, as a Designated Community, is responsible for maintaining Coordinated Access, implementing and monitoring a homelessness data system, supporting community-level planning, and meeting federal reporting requirements. A key requirement highlighted was the submission of the annual Community Homelessness Report (CHR), which provides a standardized overview of homelessness trends, system performance, and progress toward outcomes.

The role of the CHR was discussed as both a federal accountability requirement and a planning tool that supports data-informed decision-making, funding strategies, and performance monitoring at the community level.

The presentation also noted alignment with existing municipal strategies, including the Community Wellbeing and Safety Strategy and the Municipal Housing Strategy, and emphasized the importance of ongoing Board awareness of responsibilities tied to federal funding.

Questions / Discussion Highlights

- Clarification was requested regarding the purpose of the Community Homelessness Report.
It was noted that the CHR is a required annual report under Reaching Home that provides consistent, comparable data to support federal accountability and local system planning.

- Discussion occurred around local responsibilities under Reaching Home. Responsibilities include Coordinated Access, data collection and reporting, development of community plans and performance targets, and ensuring funded projects meet federal directives.

Attachments

- Reaching Home Overview (Government of Canada)
- Lethbridge Reaching Home Program Community Homelessness Report (CHR) Summary

5. STANDING ITEMS

5.1. City Update

5.1.1. GM Update (A. Malcolm)

An update was provided on several City-related initiatives and activities.

- A workshop is planned for February with Council.
- A Point-in-Time (PiT) Count update was noted.
- A HIFIS Specialist position is in the process of being hired.
- An update was provided regarding Bowman, noting that the move has been completed.
- Transportation was discussed by city council, with three transportation requests noted since the last meeting. A parking lot item referenced at the timing of two hours and fifty-seven minutes of the recorded city council meeting if CWAB members would like to watch. No discussion occurred related to information presented to Council. It was noted that the matter is not at a stage for further discussion and will remain on the parking lot with a possibility of further discussion related to a later transit discussion initiated by council.

5.1.2. CSD Team Update: Complexity Labs (I. Ho)

Information was shared regarding upcoming Complexity Labs facilitated by the Government of Alberta (GoA), with proposed dates of January 29, February 12, and February 26. Attendance at all three sessions is required.

The identified priority areas include transportation, Indigenous supports, immigrant supports, and homelessness. During discussion, it was suggested that youth and disability be added to the priority areas, noting expected overlap with existing focus areas.

The sessions will be facilitated by the GoA, not the City of Lethbridge. Participation is limited to approximately 25 individuals, representing a maximum of eight organizations. It was suggested that Alberta Health Services (AHS) be included.

The cost per organization was identified as \$75/attendee. It was noted that fees would be paid upfront, with coverage provided for organizations that attend all sessions.

The motion was moved.

THAT the Community Wellbeing Advisory Board recommends that Reaching Home and/or FCSS funding be utilized to provide up to \$2,000 to cover the cost for organizations that attend the Complexity Lab training.

Moved by: H. Oxman

Seconded by: S. Yanicki

CARRIED

5.2. Program Highlights

5.2.1. National Gathering on Indigenous Leadership in Reaching Home (D. Lenaour)

Presentation Duration: 20 minutes

Discussion

Discussion was integrated throughout the presentation. A presentation was provided on the concept of narrative sovereignty, emphasizing the importance of individuals and communities telling their own stories rather than having them defined by others. Narrative sovereignty was described as being rooted in consent, context, and control, and as essential to dignity, identity, and self-determination—particularly for Indigenous and marginalized communities.

Key information shared included Indigenous governance structures, and broader system considerations related to homelessness data and system coordination.

Concerns identified included the duration of funding contracts, geographic limitations on fund allocation, the need for meaningful collaboration between Indigenous and non-Indigenous partners and Coordinated Access for Indigenous Homelessness Community Entities.

Positive observations included increased flexibility in the current Reaching Home funding model and improved collaboration with governments.

Action Item: During discussion, it was noted that the Board had been advised that, as a non-Indigenous community, it could not hold a seat at the table. The Board requested follow-up to explore whether an Indigenous member of the Board could sit at the table to support Indigenous representation and collaboration.

5.2.2. Program Highlight: Site Visits (A. Cesar)

Presentation Duration: 20 minutes

Discussion

A detailed briefing note and presentation slides are available for reference in the Community Wellbeing Advisory Board (CWAB) SharePoint folder (December meeting materials).

A high-level overview was provided of recent site visits to the Blackfoot Resource Hub, Wood's Homes, and the Interfaith Food Bank. The discussion highlighted how CWAB funding supports Indigenous cultural programming, youth housing navigation, and food security. Common themes included strong community impact, dedicated staff teams, and the importance of adequate administrative capacity to support timely and detailed reporting. Additional site visit updates will be brought forward at a future meeting.

5.2.3. Transportation (CWAB) (A. Malcolm)

Discussion identified and noted in 5.1.1 . Item identified as still relevant to stay on agenda.

6. Closed Session (A. Malcolm)

Motion to move into closed session was made by **H. Oxman** and seconded by **C. Fitton** at 4:32 p.m.

6.1. Point-in-Time (PiT) Count

6.1.1. Overview and Data**6.1.2. Proposed Motion**

Motion to return to open session was made by **S. Yanicki** and seconded by **H. Oxman** at 5:00 p.m.

The motion was moved.

WHEREAS the federal Reaching Home program requires a biennial Point-in-Time (PiT) Count, alternating between a survey year and an enumeration year;

WHEREAS Community Entities (CEs) with the Homeless Individuals and Families Information System (HIFIS) implementation already collect comprehensive, real-time data on homelessness;

WHEREAS the survey-style PiT Count duplicates existing data collection efforts and imposes significant logistical and emotional burdens on participants and staff;

WHEREAS the survey process has been shown to cause re-traumatization among vulnerable populations, particularly Indigenous peoples, and conflicts with trauma-informed principles;

WHEREAS the quality of data obtained through the survey does not justify the harm and resource intensity required to complete it;

THEREFORE BE IT RESOLVED that the Community Wellbeing Advisory Board direct its Co-Chairs to author a letter to the Housing, Infrastructure and Communities Canada (HICC) and Housing Policy Directorate (HPD) requesting that Community Entities who have implemented HIFIS be exempt from the survey-style PiT Count requirement, in favor of enumeration and HIFIS-based reporting.

Moved by: H. Oxman

Seconded by: S. Yanicki

CARRIED

7. NEXT MEETING (A. Malcolm)

Discussion occurred regarding changing the January meeting to **Thursday from 1:00 to 4:00 p.m.**, with the proposed change intended to better accommodate member schedules.

8. ADJOURNMENT

H. Oxman adjourned the meeting at 5:05 p.m.