

## **CWAB Advisory Meeting Minutes**

October 21, 2024

2:00pm-5:00pm

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

**Attendees:** Kelly Smith, Sharon Yanicki, Heather Oxman, Cheryl Patterson, Seth Adema, Ryan Walker, Anastasia Pavlova (virtual), Melissa Shouting

**Others:** Ivan Ho, CSD; Andrew Malcolm, CSD; Alli Moncrieff, CSD; Joe Palasthy, Reaching Home

**Late:** n/a

**Regrets:** Elaine Creighton-Fox

**Meeting Started:** 2:04 pm

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

A. Malcolm, CSD General Manager/Co-Chair, provided an overview of the Community Wellbeing Advisory Board (CWAB) and introduced new member, Melissa Shouting.

### **2. Adoption of Agenda & Approval of Minutes (Sept. 23, 2024)**

- The October 21, 2024 agenda was adopted by consensus.
- The September 23, 2024 minutes were approved by consensus.

### **3. Director Fees Updates**

A. Malcolm provided an overview of the CWAB Director's Fee Payment Schedule and Stipulations. The following was discussed:

- A Directors Fee is like an honorarium in that it is a compensatory payment for members to recognize the time, service, and responsibilities carried out.
- Members can opt-out of the Directors Fee if they wish.
- Members are directed to fill out the Directors Fees Form.
- Inclusion of summer meetings as part of the Fee will be confirmed.

### **4. Point-in-Time (PiT) Count Update**

A. Malcolm provided an overview of the 2024 Point-in-Time (PiT) Count. The following was discussed:

- 2024 PiT Count occurred on Tuesday October 8<sup>th</sup>, where the CSD team was supported by over 80 volunteers from homeless servicing agencies.
- The 2024 PiT Count report will be brought to the CWAB once it is prepared. The previous [PiT Count Report \(2022\)](#) is available on the CSD website ← *hyperlinked*.
- Methodological consistency: Reaching Home (RH) requires a PiT Count every two years. The By-Name List (BNL) is a live list of those known to be experiencing homelessness within the community, which can supplement this data. Between these two tools, the community

can gain a better understanding of homelessness.

- Request from CWAB to bring aggregated BNL data to the same future meeting as the 2024 PiT Count Report.

## 5. Service Fair 2024 Update

The Integrated Coordinated Access (ICA) Service Fair will be held on November 5, 2024. Further details regarding RSVP'ing will be shared with the meeting minutes.

## 6. CWAB Member Procedure: Inquiries of Funding Sources

A. Malcolm shared a draft of key messages surrounding the Community Wellbeing Call for Proposal process for CWAB to be utilized if any member be approached about the Call for Proposal (CFP) outcomes. The draft key messages were believed to be in alignment and supported by the CWAB.

## 7. Call For Proposal Agreement Updates

A. Malcolm provided an overview of the Call for Proposal (CFP) Agreements. A few key details included:

- Public disclosure of funded programs was set for October 1, 2024. Disclosures (fully funded, partially funded) were posted on the CSD webpage.
- Notification went to all 37 CFP (fully funded, partially funded, non-funded) proposal applicants on October 1, 2024.
- Initial agreement negotiation meetings were set up with all Family and Community Social Services (FCSS) funded proposals between October 9-15<sup>th</sup>. Reaching Home (RH) funded providers will be engaged in mid-November.
- Debrief requests are open until October 31, 2024. Debrief meetings will be scheduled in the first quarter of 2025.
- CSD will plan to have the new FCSS funded agreements fully signed by both parties beginning of December. RH will follow and be in place by April 1<sup>st</sup>, 2025 – these dates are based on the program funding fiscal years.

Discussion ensued regarding:

- Status of contract negotiations; MERCs and benefits.

## 8. Standing Items/Parking Lot Items

At the advice of H. Oxman, Co-Chair, a parking lot tool was developed to keep track of items/gaps in service that require further discussion/follow up. A preliminary list is below, and will be updated as a standing item on the CWAB agenda:

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?)
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.

### 9. Next Meeting (November 18, 2024) Discussion

The next meeting will include a Financial 101 overview and an update on the Reaching Home required Community Plan (to End Homelessness). Discussion ensued regarding:

- Clarity on ineligibility – specifically on the preventative end.
  - CSD shared a resource out of Calgary that provides grants for those who have experienced trauma:
- CSD will share resources with CWAB regarding other grant opportunities as they arise.

Action items out of the October 21, 2024, meeting are highlighted below with a slated return date:

Action Items:	Return Date:
CSD to provide aggregated data summary from the By-Name List to the CWAB along with the 2024 PiT Report	November 18, 2024
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>	November 18, 2024
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>	December 16, 2024
CSD to investigate delineating between First Nations (re: data sovereignty & OCAP) on the By-Name List and report back to the CWAB.	December 16, 2024
Population Support Navigator (PSN) Discussion	TBD
CSD to evaluate the CESG scoring grant for social impact events ahead of 2025 intakes.	TBD

**Meeting adjourned: 3:41 PM**

#### Next Meeting:

Monday, November 18, 2024, 2:00 – 5:00 p.m.  
Culver Meeting Room, City Hall

**Next Steps:**

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

APPROVED