

CWAB Meeting Minutes

November 18, 2024

2:00pm-5:00pm

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

Attendees: Sharon Yanicki, Heather Oxman (Co-Chair), Seth Adema, Ryan Walker, Anastasia Pavlova (virtual), Melissa Shouting, Cheryl Patterson

Others: Andrew Malcolm, CSD (Co-Chair); Ivan Ho, CSD; Alli Moncrieff, CSD; Kayla Podrasky, Lethbridge Housing Authority

Regrets: Elaine Creighton-Fox, Kelly Smith

Meeting Started: 2:03pm

1. Welcome/Land Acknowledgement

2. Adoption of Agenda (Nov. 18, 2024) & Approval of Minutes (Oct. 21, 2024)

- November 18, 2024 agenda was adopted by consensus, as amended to include two additional items:
 - 4. Reaching Home – Increased Funding and 8. InCamera: Membership - Terms of Reference
- October 21, 2024 minutes were approved by consensus.

3. Grant Agreement Management – Finance 101 Presentation

A. Malcolm, General Manager of CSD and Caralyn Boh, Financial & Administration Manager for Community Services co-presented an overview of the Grant Agreement Management including a Finance 101 Presentation. The following was discussed:

- Key responsibilities of the department include managing, allocating, and ensuring compliance of government funding through grant and/or contribution agreements. This includes the accurate and timely submission of financial and activity reporting to government funders.
- An overview of the department's two largest funding sources:
 - Family and Community Support Services (FCSS): 80/20 partnership with the Government of Alberta for funding preventative services within the community. The municipality contributes closer to 22% than the required 20%.
 - Reaching Home (RH): Funded through the Government of Canada for preventing and mitigating homelessness within the community. The RH pot is split between RH – Designated Communities (RH-DC) and RH – Indigenous Homelessness (RH-IH). Unlike FCSS, does not require a municipal contribution for funds.
- An overview of surplus/carryover: Remaining funds after administrative expenses and allocated programming funds claimed by service providers are considered surplus and may be considered for carryover. Carryover is dealt with differently per funder (FCSS has a Surplus Policy, whereas RH does not allow carryover). This requires strategic management of funds by CSD.

- Both FCSS and RH audited financial Statement of Revenues and Expenditures were presented, along with information on the municipal BAU process for carried over FCSS dollars.
- Prioritization of unencumbered one-time dollars within BAUs.
- Request to have the audited financial statements provided to the CAB prior to any Call for Proposal evaluations in the future.

4. Reaching Home – Increased Funding (Addition to the Agenda)

A. Malcolm shared that the Government of Canada has provided the City of Lethbridge an increase to both RH-DC and RH-IH 2025-2028 agreements. The following was discussed:

- City Council will be requested to accept the additional funding on December 10, 2024. Once the dollars are accepted by City Council, CSD and the CWAB will ideate how to award and expend the additional dollars prior to the RH cut-off for Year 1, which is March 31, 2025.
- Options for awarding and expending the funds, such as another Call for Proposal process.

The following motion was presented:

C. Patterson & R. Walker

BE IT RESOLVED THAT:

- (1) The CWAB acknowledge receipt of additional RH dollars for the 2025-2028 agreement; and*
- (2) The CWAB direct Administration to proceed with a short-term, competitive Call for Proposal to award and expend the additional dollars for Year 1 upon City Council receipt and acceptance of funding.*

--- Carried unanimously.

- The January CWAB meeting was noted as being a good option to evaluate submitted proposals in a short-term, competitive Call for Proposal. .

5. Point-in-Time (PiT) Count & By-Names List Update

A. Malcolm and A. Moncrieff provided an overview of Point-in-Time (PiT) Count & By-Names List as different tools for understanding the number of individuals in a community experiencing homelessness. The following was discussed:

- Differentiation between the two data tools: the PiT is a snapshot of a moment in time (single night count), whereas the BNL is a comprehensive list intended to track inflows/outflows to/from homelessness over a longer period and aid in system-level planning.

The CWAB moved into a Closed Session to discuss preliminary results of the 2024 Point-in-Time Count (PiT), pursuant to Section 21 (Harmful to Intergovernmental Relations) of the FOIP Act, at 3:47pm, by consensus.

The CWAB moved out of the Closed Session at 4:05pm, by consensus.

6. Service Fair 2024 and Call for Proposal Agreement Updates

A. Malcolm provided an overview of the Service Fair 2024 and Community Wellbeing Call for

Proposal (CFP) Agreements. A few key details included:

- All FCSS-funded negotiations have been completed, and contracts drafted for provider review.
- The RH-funded negotiations between November 19, 2024. Notification of the RH funding increase will be shared during these negotiations.
- The Integrated Coordinated Access (ICA) Service Fair was held on November 5, 2024, with over 150 attendees. Expenses are being finalized but show approximate total cost at 40% under-budget. CWAB members in attendance shared their insights on the Service Fair:
 - Presentations elucidated the growing need for resources across the board – specifically the impact on older adults of decreased funding, long waitlists, etc.
 - The growing waitlist for affordable housing in the community highlights a pressing need for housing-related supports.
 - A circulating, and confirmed, narrative that individuals are being transported to Lethbridge for service access. Further conversations are being had in strategizing how to mitigate the occurrence of individuals being transported to other communities for services.

7. Standing Item – 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. New items are added in **BLUE**. Items that are crossed out will be removed for next meeting, having been discussed.

Parking Lot:	Discussion:
Shelter Population Support Navigation (PSN)	To be discussed at a future meeting once more discussions occur between stakeholders.
Garryover 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.

8. Membership – Terms of Reference

The CWAB moved into a Closed Session to discuss membership as outlined in the Terms of Reference, pursuant to Section 21 (Harmful to Intergovernmental Relations) of the FOIP Act, at 4:35pm, by consensus.

The CWAB moved out of the Closed Session at 4:40pm, by consensus.

9.

10. Next Meeting (December 9, 2024) Discussion

Discussion ensued regarding:

Action items out of the November 18, 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:
CSD to provide aggregated data summary from the By-Name List to the CWAB along with the 2024 PiT Report Update (Nov. 18, 2024): Complete.	November 18, 2024 Complete
CSD to investigate sharing raw PiT Count data with: <ul style="list-style-type: none"> surrounding First Nations in alignment with principles of Ownership, Control, Access, and Possession (OCAP), and other interested members of the public (e.g., researchers). and report back to the CWAB. Update (Nov. 18, 2024): CSD has reached out to GOC contact to set up a discussion surrounding data and OCAP. Date TBD.	November 18, 2024 December 9, 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"> Homeless Information and Family Information System (HIFIS) 	December 9, 2024
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: 4:42 p.m.

Next Meeting:

Monday, December 9, 2024, 2:00 – 5:00 p.m.
Culver Meeting Room, City Hall

Next Steps:

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