

CWAB Advisory Meeting Minutes

September 23, 2024

1:00pm-4:00 pm

Microsoft Teams Meeting and Basement 003

Attendees: Kelly Smith, Sharon Yanicki, Heather Oxman, Cheryl Patterson, Seth Adema, Ivan Ho (CSD-Online), Donnell Losifellis (RH Advisor), Joseph Palasthy (RH Advisor)

Late: Ryan Walker (arrived @ 1:08PM), Anastasia Pavlova (online) – joined @ 2:03 PM

Regrets: Elaine Creighton-Fox

Meeting Started 1:04 pm

1. Welcome/Land Acknowledgement and Introductions

2. Committee 'Community Representative' Co-Chair Selection

- A. Malcolm, as the administrative Co-Chair, provided an overview of the CWAB Committee and the Co-Chair model identified in the terms of reference.
- S. Yanicki nominated H. Oxman as the community representative co-chair, seconded by C. Patterson.
- H. Oxman accepted the nomination.
- H. Oxman was elected Co-Chair of the Community Wellbeing Advisory Board by consensus.

3. Reaching Home Advisor Introduction

The CSD department leads the City of Lethbridge's work as the Community Entity and agreement holder for federal Reaching Home (RH) funding, which is provided to the community through two funding streams:

- Designated Communities; and
- Indigenous Homelessness

Both funding streams support the community in facing the challenges presented by homelessness, using an outcome-based approach.

Introductions of both the current/outgoing and new Engagement and Program Officer from Housing, Infrastructure, and Communities Canada who support the Reaching Home portfolio.

Current Officer –
Donnell.losifellis@infc.gc.ca

New Officer -
Joseph.Palasthy@infc.gc.ca

4. Call for Proposal Background

- Invited proposals for programs aligning with RH and FCSS funding to enhance community wellbeing and safety, addressing identified needs, gaps, and strategic priorities outlined in Community Wellbeing & Safety Strategy (CWSS).
- The City of Lethbridge uses the CWSS to guide funding allocations from Federal Reaching Home (RH) and Provincial Family and Community Support Services (FCSS).
- The CFP spans two years from January 1, 2025, potentially extending to March 2027 based on funding source timelines.
- The updated CWSS Needs Assessment findings were critical in identifying Call for Proposal priority areas (see graphic).
- Call for Proposals will allow for a competitive approach that maximizes community-feedback while maintaining alignment with grant funding requirements from the Government of Canada and Alberta. This method was selected over a formal procurement as it provides a more flexible, but still competitive application process that better aligns with our grant funder expectations. The CFP includes FCSS, RH and City of Lethbridge funding for the Diversion Outreach Team. Based on the updated CWSS findings and the funding eligibility criteria, four key priorities were developed which we will go into more in later slides.
- It is important to note that the CFP will cover two years of funding that will start on either Jan 1 or April 1, 2025, and fund for two years based on the starting date. Differences in the starting date are due to alignment of primary funding source.

- Discussion between CWAB and administration on the following:
 - While funding is approved for 2 years, 1-year agreements will be utilized with ability to renew on condition of funding.
 - What if we lose/not receive additional RH funding in the second year?
 - Meet back with advisory board for blanket reduction across all RH providers we fund or not renew a few to reduce budget (coming back for conversation with advisory board).
 - We have brought one-time funding requests to CWAB, as an example last year, we received \$500,000 in Winter Response Funding from Reaching Home and brought it to committee/board for approval.

5. Funding Sources

- **Priority Area #1: Coordinated Access**
 - Highest priority (RH requirement)
- Intends to Integrate Coordinated Access (ICA) operates as a decentralized system in Lethbridge designed to efficiently prioritize connecting individuals experiencing homelessness or at risk with housing and support services.
 - Management and administration of the Stabilization Funds program, with a focus on providing housing stability for youth, seniors, and families.
 - Integrated Coordinated Access lead organization
 - Oversight of the FCSS Counselling Subsidy Program for counselling providers in Lethbridge. Responsibilities include onboarding, application processing, fund auditing, and reporting, as well as facilitating quarterly meetings.

- **Priority Area #2: Preventative**
- Intends to enhance social inclusion through prevention, reduce barriers, foster full participation.
 - Basic need provision
 - Cultural programming (i.e., Indigenous Resource Hub)
 - Economic integration activities (i.e., employment programs)
 - Social/community integration for wellbeing and self-sufficiency
 - Programs supporting housing readiness

- **Priority Area #3: Shelter Diversion**
- Intends to prevent immediate use of emergency shelters through personalized support(s).
 - Discharge planning services: Assisting individuals released from public institutions to prevent discharge into homelessness.
 - Expenses related to emergency situations (wildfires, floods, building fires) tied to supporting individuals at imminent risk of homelessness.
 - Housing obtainment/retainment

- **Priority Area #4: Social Housing (Capital Only)**
- Intends to serve as the foundation for overall well-being of individuals and communities.
 - Repurposing an existing property to create transitional housing or permanent supportive housing, and expanding an existing facility
 - Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities

- This slide covers some additional details on each of the three funding sources. The CoL municipal funding for a diversion outreach team has been approved in the operating budget and is included in this call as it has historically been integrated with RH funding.

- The provincial FCSS funds come from the GoA with a 20% matching contribution required from the CoL. FCSS funding is for preventative social services that support community wellbeing.

- The federal RH funding is provided through two streams, indigenous and designated communities. Both funding streams are intended to prevent and reduce homelessness, and the indigenous stream must focus primarily on urban indigenous members who are at risk or experiencing homelessness

6. Evaluation Process

- **Stage I – Mandatory Submission Requirements:**

- Review to ensure compliance with all mandatory submission requirements.
- Disqualification for applications failing to meet mandatory requirements.
- Requirements detailed in the application located at www.lethbridge.ca/csd.

- **Stage II – Evaluation**

- Evaluation by a panel including City administration representatives and CWAB members.
- Each proposal assessed based on rated criteria outlined in Evaluation Criteria.
- Minimum scoring thresholds: 5 out of 10 for each criterion, and a combined minimum of 50 out of 100.
- Disqualification for applications not meeting minimum thresholds.

- **Stage III – Comparative Evaluations**

- Evaluation of short-listed applications from Stage II.
- Panel weighs applications with available funding to select initiatives with the highest community impact.
- Focus on awarding a diverse range of initiatives, services, and programs.

- **Stage IV – CWAB Approvals**

- Today's meeting (September 23, 2024) will be this stage to review for approvals in evaluating.
- CWAB reviews recommendations from Stage III.
- Provides guidance and approval for advancing applications to negotiation and agreement development.

7. Evaluation Criteria and Summary

3.1.1 Experience and Qualifications

- Description of applicant's experience delivering similar services, emphasizing relevance to Prioritized Areas.
- Overview of past projects and performance similar to proposed project scope.
- Demonstration of knowledge, skills, and expertise, including:
 - Experience with municipal organizations or related social and human services.
 - Understanding of priority populations and preventative services.
 - Knowledge of housing and homelessness in Lethbridge.
 - Previous experience with priority populations.
 - Skills in staff management.
 - Expertise related to Community Wellbeing & Safety Strategy (CWSS) and Lethbridge social wellbeing initiatives.

3.1.2 Approach and Methodology

- Description of service or capital project delivery, including realistic work plan and timelines.
- Identification of roles and responsibilities, relevant expertise, and organizational breakdown.
- Explanation of assumptions and their impact on methodology and team composition.
- Identification of proposed services, optional or excluded services, and assumptions about services by others.

- Requirements and expectations from the City of Lethbridge.
- Applicant's outcomes and measurement plan.
- Identification of issues, challenges, risks, and mitigation measures.
- Selection of service locations and rationale.
- Description of culturally appropriate services or partnership utilization.

3.1.3 Value

- Pricing information and perceived impact on gap within priority populations.
- Demonstration of financial risks and capability of implementing financial processes.
- Sustainability of proposed project or activities after funding ends.
- Short-term and long-term benefits for individuals and community.
- Inclusive pricing terms and compliance with City of Lethbridge Pricing Schedule.

3.1.4 Additional Considerations for Evaluation

- Note on selecting proposals based on factors beyond lowest dollar amount.
- Reservation of City's right to disqualify incomplete applications.
- No obligation to approve any application and possibility of accepting proposals outside CFP.
- Determination of funded programs/projects based on quantity and quality of proposals.
- Finality of funding decisions without appeal process.

For Capital Projects:

- Aim of capital investments to enhance facilities for homeless individuals/families, including Indigenous programming.
- Requirement of financial sustainability plan and service provision for at least 5 years post-project completion.

Call for Proposal – Questions from Members

- Confirmation of the debrief timelines.
- What if CWAB members are approached personally about a project or a decision made through the CFP? (Donnell)
 - **Action:** CSD will put together a procedure/guide and will present at the next CWAB meeting.

8. Timelines and Next Steps

- Following CWAB recommendation, Administration will begin contacting all applicants to notify them of the status of their proposal and outline the debrief process (next slide).
- Negotiations will begin with service providers that were recommended.
- A high-level public disclosure of funded programs/projects (or intent to fund) will be posted to www.lethbridge.ca/csd
- A more detailed public release will be made once contracts are approved.
 - **October 1st, 2024 – intent to fund with public disclosure of funded programs/projects.**
 - Will notify everyone when entering negotiations (can request a debrief but not until the new year). Targeting first couple weeks of October for negotiations with service

providers.

- Request for debrief will be due by the end of October and will move to meet in the new year (January or February 2025).
- What if Advisory Board members are approached personally regarding this? Will have a clear public disclosed detail (will put together a guide for everyone in the meantime) to have a clear process for this if it occurs.

9. Overview of CFP

- 6 advisory board members, 5 City of Lethbridge Admin (CSD, Waste and Recycling, People and Partner Services etc.) and 1 from Lethbridge Housing Authority.
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10. In Camera Section (slides 16-22) - Move to Closed Session under FOIP Section 16 – 1:35pm.

A.Malcolm, Co-Chair:

THAT the CWAB move into a Closed Session at 1:35pm for Evaluation Overview, and that the discussion remain confidential pertaining to Section 16 of the Freedom of Information and Protection of Privacy Act (Harmful to the Business Interests of a Third Party).

A.Malcolm, Co-Chair:

THAT the CWAB move out of the Closed Session at 2:24pm.

11. CFP Recommendation Votes

- **Vote for Amended Option 1** - I agree to recommend that City Administration proceed with contract negotiations with the selected service providers and the recommended funding disbursements as identified in Option 1 as amended plus a maximum of 10% additional if funding is available.
 - **7-0 Unanimous** (as the vote contemplates RH-Indigenous funding 2 indigenous representative votes were required to pass, 2 were attending for this voting).
 - **Absent: Elaine Creighton-Fox*

- **Vote for Option 2** – I agree that ICA agreement accept up to \$150,000 per contract year in additional or unspent to the ICA agreement from the Reaching Home funding portfolio prior to year end for the duration of this CFP.
 - **7-0 Unanimous** (as the vote contemplates RH-Indigenous funding 2 indigenous representative votes were required to pass, 2 were attending for this voting).
 - **Absent: Elaine Creighton-Fox*

12. ICA Service Fair Background

- Targeted to groups that are not part of ICA system to understand and learn our current system in Lethbridge.
- Year-to-year we typically have unallocated funds leftover to utilize.
- Carry-Over and year ends – each year, funds were allocated and unused, now they are unallocated again and determine where you want to put those funds moving forward.
- Expecting to see an increase in number of attendees for service fair as to why we increased the “approved up to \$20,000”.

13. 2024 Service Fair Funding Vote

- Due to the great success of the 2023 service fair, we are requesting that **currently unallocated 2024/2025 RH and 2024 FCSS** funding be allocated to contribute to the costs of the 2024 Service Fair which will not impact funding in the current CWSS CFP. In addition to RH/FCSS funding, the City of Lethbridge will also be contributing to this event.

- **Heather Oxman, Co-Chair:**

Vote - I agree to allocate up to \$20,000 of FCSS, municipal funding, and Reaching Home Designated Communities and Indigenous funding towards the 2024 Service Fair project.

- **7-0 Unanimous**
- **Absent: Elaine Creighton-Fox*

14. Community Homelessness Report Updates

- **Background**
 - Annual report required by Reaching Home (RH) designed to support local discussions and decision making around preventing and reducing homelessness (four sections).
 - Section One: Qualitative; discussion of efforts/issues related to preventing and reducing homelessness/improving safe and appropriate housing over the last year.
 - Section Two: Series of yes/no questions to self-assess progression Coordinated Access and Homeless Management Information System (HMIS).
 - Section Three: Series of yes/no questions to self-assess progress on the Outcomes-Based Approach and maintaining person-specific data.
 - Section Four: Aggregated data regarding inflows/outflows to/from homelessness.

- **Updates**
 - Amended to better reflect efforts to date.
 - **Question 2.10:** *Are there processes in place that ensure no one is denied access to service due to perceived housing or service barriers?* –**Changed to YES.**
 - **Question 2.19:** *Does your community have a current system map? A system map identifies and describes the service providers that participate in the Coordinated Access System.* – **Changed to YES**

- **Vote** – I agree to the two amendments to the 2023/2024 CHR pertaining to questions **(2.10 and 2.19)** as described and that administration share the report with the CWAB prior to the public distribution
 - **7-0 Unanimous**
 - **Absent: Elaine Creighton-Fox*

15. Roundtable

Meeting adjourned at 3:08 PM

Next Meeting:

Monday, October 21, 2024, 2:00 – 5:00 p.m.
Culver Meeting Room, City Hall

Next Steps:

Minutes & supporting documentation will be circulated to the Committee.