



REGULAR BOARD MEETING AGENDA

Wednesday June 15, 2016

1:00 PM

Meeting Room
Green View FCSS Building

| | | | |
|-----|--------------------|---|----|
| #1 | CALL TO ORDER | | |
| #2 | ADOPTION OF AGENDA | | |
| #3 | MINUTES | 3.1 Regular Green View Family and Community Support Services Meeting minutes held April 20, 2016 – to be adopted. | 1 |
| | | 3.2 Business Arising from the Minutes | |
| #4 | DELEGATION | | |
| #5 | OLD BUSINESS | | |
| #6 | NEW BUSINESS | 6.1 Strategic Plan Review | 5 |
| | | 6.2 Red Willow Lodge Seniors Week BBQ | 12 |
| | | 6.3 Valleyview Food Bank Sign | 14 |
| | | 6.4 FCSS Manager Report | 15 |
| | | 6.5 FCSS Coordinator, Adult | 22 |
| | | 6.6 FCSS Coordinator, Community Resource Center | 25 |
| | | 6.7 FCSS Coordinator, Support | 30 |
| | | 6.8 FCSS Coordinator, Youth | 32 |
| | | Late item 6.9 Home Support Adaptation- Grande Cache | |
| | | Late item 6.10 Regulation Review Documents | |
| #7 | MEMBER REPORTS | 7.1 Chair/Member Reports | |
| #8 | CORRESPONDENCE | Late item 8.1 County of Grande Prairie FCSS Correspondence | |
| #9 | IN CAMERA | | |
| #10 | ADJOURNMENT | | |

Minutes of a
REGULAR BOARD MEETING
GREEN VIEW FAMILY AND COMMUNITY SUPPORT SERVICES
 Green View Family and Community Support Services Building
 Valleyview, Alberta, on Wednesday, April 20, 2016

1: Chair Roxanne Perron called the meeting to order at 9:28 a.m.
CALL TO ORDER

PRESENT

| | |
|---|----------------------|
| Chairperson, Member at Large, Greenview | Roxanne Perron |
| Board Member, Member at Large, Town of Valleyview | Teresa Plontke |
| Board Member, Town of Valleyview Councillor | Jim Joelson |
| Board Member, Greenview Councillor | Dale Smith |
| Vice Chair, Member at Large, Greenview | Trina Parker-Carroll |
| Board Member, Greenview Councillor | Roxie Rutt |
| Board Member, Member at Large, Greenview | Robin McCullough |

ATTENDING

| | |
|---------------------|-------------------|
| FCSS Manager | Lisa Hannaford |
| Recording Secretary | Corinne D'Onofrio |

ABSENT

#2: **2.0 GREEN VIEW FCSS AGENDA**
AGENDA **MOTION: 16.04.45** Moved by: BOARD MEMBER, TERESA PLONTKE
 That the April 20, 2016 agenda be adopted as presented.
 CARRIED

#3.1 REGULAR **3.1 GREEN VIEW FCSS REGULAR BOARD MEETING MINUTES**
MEETING MINUTES **MOTION: 16.04.46** Moved by: BOARD MEMBER, ROXIE RUTT
 That the Minutes of the Regular Green View FCSS Meeting held on Thursday,
 March 24, 2016 be adopted with the addition:
 4.0 Julia Reese- Grande Prairie Pride Society
 CARRIED

#3.2 **3.2 BUSINESS ARISING FROM THE MINUTES:**
BUSINESS ARISING February 17, 2016 Adopted minutes to attach the Grants to External Organization
FROM MINUTES listing on the website and with the original document.

#5 OLD BUSINESS **5.0 OLD BUSINESS**
 There was no old business brought forward.

#6 NEW BUSINESS **6.0 NEW BUSINESS**
6.1 FCSS MANAGER REPORT

MOTION: 16.04.47 Moved by: BOARD MEMBER, DALE SMITH
 That the Green View FCSS Board accept the April 2016 Manager's report as
 presented for information.

CARRIED

#4 DELEGATES

4.0 DELEGATION

Delegates Kalli Swanston, Darryl Willier, and Sheldon Rowe from Peace Wapiti School Division entered the Board Room at 10:10 am.

Delegates Kalli Swanston, Darryl Willier, and Sheldon Rowe from Peace Wapiti School Division exited the Board Room at 11:15 am.

Chair Perron recessed the meeting at 11:15am.

Chair Perron reconvened the meeting at 11:22am.

4.1 PEACE WAPITI SCHOOL DIVISION

MOTION: 16.04.48 Moved by: BOARD MEMBER, ROXIE RUTT

That Green View Family and Community Support Services Board accept the presentation from representatives from the Peace Wapiti School Division as information.

CARRIED

Delegate Bretley Dunn, Green View FCSS Youth Coordinator entered the Board Room at 11:15am.

Delegate Bretley Dunn, Green View FCSS Youth Coordinator exited the Board Room at 11:52am.

4.2 GREEN VIEW FCSS YOUTH COORDINATOR

MOTION: 16.04.49 Moved by: BOARD MEMBER, JIM JOELSON

That Green View Family and Community Support Services Board accept the Youth Coordinator presentation as information.

CARRIED

MOTION: 16.04.50 Moved by: BOARD MEMBER, ROXIE RUTT

That Green View Family and Community Support Services Board approve the Mind Up program and the Sparks Fly program and authorize administration to investigate schools' interest and costs.

CARRIED

#6 NEW BUSINESS

6.2 FCSS COORDINATOR, ADULT/SENIOR

MOTION: 16.04.51 Moved by: BOARD MEMBER, DALE SMITH

That the Green View FCSS Board accept the April 2016 Adult/ Senior Coordinator's report as presented for information.

CARRIED

6.3 FCSS COORDINATOR, COMMUNITY RESOURCE CENTER

MOTION: 16.04.52 Moved by: BOARD MEMBER, TERESA PLONTKE

That the Green View FCSS Board accept the April 2016 Community Resource Center Coordinator's report as presented for information.

CARRIED

6.4 FCSS COORDINATOR, SUPPORT

MOTION: 16.04.53 Moved by: BOARD MEMBER , JIM JOELSON

That the Green View FCSS Board accept the April 2016 Support Coordinator's report as presented for information.

CARRIED

6.5 FCSS COORDINATOR, YOUTH

MOTION: 16.04.54 Moved by: BOARD MEMBER, ROXIE RUTT

That the Green View FCSS Board accept the April 2016 Youth Coordinator's report as presented for information.

CARRIED

#7 MEMBER REPORTS

7.1 CHAIR/MEMBER REPORTS

BOARD MEMBER SMITH

- Member Smith had no report at this time.

BOARD MEMBER PLONTKE

- Member Plontke enjoyed the Volunteer Appreciation Award Celebration.
- Spoke of two residents of Valleyview that had received nominations for the Leaders of Tomorrow awards.

BOARD MEMBER JOELSON

- Member Joelson reported attending a meeting where representatives of the Town of Grande Cache attended and mentioned the town's economy is suffering.

BOARD MEMBER MCCULLOUGH

- Member McCullough had no report at this time.

BOARD MEMBER RUTT

- Member Rutt enjoyed the Volunteer Appreciation Award supper.

BOARD MEMBER PARKER-CARROLL

- Reported being very pleased with the Volunteer Appreciation Award supper.
- Updated the Board on the Parent Link Center, and is busy with programming, and is looking for opportunities to partner with Green View FCSS.
- Parent Link is celebrating their one year anniversary and will be having an open house at the Parent Link Center on May 25th.

CHAIR PERRON

- Chair Perron spoke of hearing good responses from attendees of the Volunteer Appreciation Awards supper and also from clients that have used the Community Volunteer Income Tax program.

#8
CORRESPONDENCE

8.0 CORRESPONDENCE

(LATE ITEM) 8.1 LETTER FROM ST.STEPHEN'S CATHOLIC SCHOOL

#9 IN CAMERA

9.0 IN CAMERA CONFIDENTIAL ITEMS

There was no in camera presented at this time.

The next Green View FCSS Board Meeting will be tentatively scheduled for Wednesday, June 15, 2016, at 9:30am.

#10
ADJOURNMENT

10.0 ADJOURNMENT

MOTION: 16.04.55 Moved by: BOARD MEMBER , JIM JOELSON
That this meeting adjourn at 12:27 pm.

CARRIED

F.C.S.S. MANAGER

F.C.S.S. CHAIR

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| | | |
|----------------|--|--------------------------------------|
| SUBJECT: | Strategic Plan Review | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the report on the 2016-2018 Strategic Plan review for information.

BACKGROUND / PROPOSAL:

The FCSS Board approved the 2016-2018 strategic plan in November of 2015. This 6 month review is to update the Board on activities and progress to date.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to approve or deny the report for information on the 2016-2018 strategic plan.

Benefit – The benefit of reviewing the 2016-2018 strategic plan is to ensure the Board is informed on the progression and delivery of programs and services.

Disadvantages – There are no perceived disadvantages in accepting the report as information.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

2016-2018 Strategic Plan

Strategic Plan 2016-2018

A. Goal: To provide services that enhance the well-being of individuals, families and community through prevention.

1. Strategy: Develop programs and services to promote positive development for children and youth.

Programs may be implemented in the Valleyview, Ridgevalley and Grovedale schools for the youth between six (6) to eighteen (18) years of age. All programs may be provided upon the request of the individual schools requirements in consultation with the principal. Summer Day Camps may be initiated in Valleyview, DeBolt, Grovedale, Little Smoky, Sunset House and New Fish Creek.

| Time Frame: | Action: | Status: |
|------------------------------------|---|---|
| School year – 6 week program | Deliver the “I Can Handle Anger” program. | Completed in 5 grade 2 classes in OAP, St. Stephen’s, Ridgevalley |
| School year – 10 week program | Deliver the “Why Try” program. | Completed in Grade 5&9 SS & HS |
| School year – 6 - 10 weeks program | Deliver the “Girls Circle” program. | 6 circles completed in RV, SS and Hillside |
| School year – 10 week program | Deliver the “SKILLS” program. | Completed in 5 grade 8 classes. Hillside, SS& RV |
| School year – 1 day program | Deliver the “Cool Camp” program. | Completed in Grovedale |
| School year – 2 day program | Deliver the “Home Alone” program. | In progress |
| School year – 4 – 8 week program | Deliver the “KIDO” program. | Completed 1 class-SS |
| July and August | Deliver the “Summer Day Camps” program. | Currently advertising 2016 schedule |
| Annually | Deliver the “Grief and Loss” program. | Advertised, not requested |
| School year | Coordinate guest speakers for presentations at all schools. | HIV north, AB Health services |
| 3 to 4 times per year | Coordinate Babysitting Courses in Valleyview and DeBolt. | 1 completed-DeBolt |
| School year – 6 – 8 week program | Deliver “Friendship Groups”. | 1 completed SS |
| School year – 4 week program | Deliver the “Hands are Not for Hitting” program. | 2 groups completed HGE |
| School year – 6 – 10 week program | Deliver the “Boys Council” program. | 1 completed SS |



2. Strategy: Develop programs and services to enhance the lives of individuals and families within the community.

Enhance the lives of adults and families to promote economic, mental and physical wellbeing. Programs may be available annually and are based upon the needs and requests of clients.

| Time Frame: | Action: | Status: |
|-----------------------------------|---|---|
| Annually | Coordinate the FCSS Baby Book Bags. | 60 bags delivered before July |
| Annually | Deliver the "Growth Circle" program. | Completed April 2016 |
| Annually / 6 week program | Deliver the "Mother Daughter Circle" program. | Advertised but no interest |
| Annually / 6 week program | Deliver the "Finding Our Voices" program. | 2 courses completed |
| Annually | Deliver Employment Supports. | Daily & ongoing |
| Annually | Coordinate access to Income Supports. | Daily & ongoing |
| Annually / 3 blocks of 6 sessions | Coordinate the "Computer Basic" program. | 2 sets (12 classes) completed |
| Annually | Coordinate the "Defuse" anger management program. | Not offered as Valid will offer program in Fall |
| Annually | Deliver the "Income Tax Program." | Ongoing 434 returns completed |
| Annually / 6 week program | Deliver the "Better Choices Better Health" program. | Advertised- lack of registration |
| Annually / 20 sessions per year | Coordinate the "Balance" program. | Completed spring session in VV and DeBolt |
| Annually / one day per year | Deliver the "Older Adult information Day." | Will deliver in fall 2016 |



3. Strategy: Develop programs and services to enhance the lives of adults and seniors within the community.

Enhance the lives of adults and seniors to promote economic, mental and physical wellbeing. These programs may be delivered annually as part of the ongoing operations.

| Time Frame: | Action: | Status: |
|-----------------------------|---|------------------------------------|
| Annually / One day per year | Deliver the "Compass for the Caregiver" program. | 2 workshops complete-VV and DeBolt |
| Annually | Deliver the Home Support program. | currently 59 clients |
| Annually | Deliver the "Wheels for Meals" program within the Town of Valleyview. | 895 meals delivered to date |
| Annually | Deliver individual support with forms and subsidy applications. | Assisted 225 to date |



B. Goal: Promote and provide services with various stakeholders for the benefit of residents within the community.

1. Strategy: Explore partnerships with various stakeholders so as to meet the residents' needs.

Partnerships are vital in the community so as the residents' needs may be addressed in cooperation with various stakeholders. The stakeholders may be consulted on an annual basis to review possible partnership opportunities.

| Time Frame: | Action: | Status: |
|--------------------|--|----------------|
| Reviewed annually | Alberta Health Services Partnership - "Mental Health Services" and "Better Choices and Better Health." | <i>Ongoing</i> |
| Reviewed annually | Town of Grande Cache and AWN Nation to provide Home Support services within the co-ops. | <i>Ongoing</i> |
| Reviewed annually | Victims Assistance | <i>Ongoing</i> |
| Reviewed annually | Northern lakes College | <i>Ongoing</i> |
| Reviewed annually | Alberta Health Services-Mental Health Therapist | <i>Ongoing</i> |
| Reviewed annually | Red Willow Lodge- Wheels for Meals | <i>Ongoing</i> |
| Reviewed annually | Alberta Works Contract- Employment Services | <i>Ongoing</i> |
| Reviewed annually | Provide Preventative Community Grants to non-profit agencies or organizations. | <i>Ongoing</i> |
| Reviewed annually | Northern Gateway School Division | <i>Ongoing</i> |
| Reviewed annually | Holy Family Catholic School Division | <i>Ongoing</i> |
| Reviewed annually | Peace Wapiti School Division | <i>Ongoing</i> |
| Reviewed annually | Grande Yellowhead School Division | <i>Ongoing</i> |
| Reviewed annually | Early Childhood Development Coalition | <i>Ongoing</i> |
| Reviewed annually | PACE | <i>Ongoing</i> |

| | | |
|-------------------|--|----------------|
| Reviewed annually | Seniors Outreach | <i>Ongoing</i> |
| Reviewed annually | ESSNA-Emergency Social Services Network of Alberta | <i>Ongoing</i> |
| Reviewed annually | Parent Link | <i>Ongoing</i> |
| Reviewed annually | Peer Support Services for Women | <i>Ongoing</i> |
| Reviewed annually | W.J. Stelmach and Associates (WJS) | <i>Ongoing</i> |
| Reviewed annually | Town of Valleyview Library | <i>Ongoing</i> |
| Reviewed annually | Royal Canadian Legion | <i>Ongoing</i> |
| Reviewed annually | Suicide Prevention Resource Center | <i>Ongoing</i> |
| Reviewed annually | Calgary Legal Guidance | <i>Ongoing</i> |
| Reviewed annually | Sturgeon Lake Cree Nation | <i>Ongoing</i> |
| Reviewed annually | Valleyview and Districts Agricultural Society | <i>Ongoing</i> |
| Reviewed annually | Town of Valleyview | <i>Ongoing</i> |
| Reviewed annually | RCMP | <i>Ongoing</i> |
| Reviewed annually | Child and Family Services | <i>Ongoing</i> |

2. Strategy: Explore opportunities that may enhance resident access to services within the community.

Create a relationship with all relevant stakeholders so as programs and services may be coordinated to meet the community's needs.

| Time Frame: | Action: | Status: |
|-------------------------------------|--|--|
| Annually / September to June | To participate in interagency meetings to share information and identify social service gaps within the community. | <i>Ongoing-first Tuesday of every month</i> |
| Annually / 3 to 4 meetings per year | FCSS Manager be a member of the Directors Network Society as to represent the residents of the community. | <i>Minimum 3 meetings per year, two complete</i> |
| Annually / September to June | Coordinate Seniors Interagency meetings. | <i>Completed Monthly</i> |
| Annually | Deliver the "Welcome Basket" program. | <i>Ongoing-13 prepared to date</i> |
| Annually | Coordinate the Community Information Board. | <i>Ongoing</i> |
| Annually | Deliver Information and Referral services. | <i>Ongoing</i> |
| Annually | Host Community Training Sessions. | <i>Ongoing</i> |
| Annually / weekly | Coordinate Mental Health Services out of the CRC. | <i>Ongoing-Every Tuesday</i> |

1. Strategy: Promote resident participation and engagement within the community.

Community engagement and connection contributes to improved social wellbeing. Residents are encouraged to assist in various deliverable opportunities.

| Time Frame: | Action: | Status: |
|---------------------|---|---|
| Annually | Deliver the "Celebration of Cultures" program. | <i>Date set for August 6, 2016</i> |
| Annually / November | Deliver the "Red Silhouette" program. | <i>will deliver in Fall 2016</i> |
| Annually / April | Host Volunteer Appreciation events. | <i>2 complete</i> |
| Annually | Provide residents with volunteer opportunities to assist with various deliverable programs. | <i>6 volunteers assisting with programs</i> |



D. Goal: Provide service excellence to residents within the community.

1. Strategy: Develop actions that enhance Green View FCSS service deliverable excellence.

| Time Frame: | Action: | Status: |
|-------------|--|----------------------------------|
| Annually | Review the Green View FCSS Strategic Plan annually. | <i>Reviewed June 2016</i> |
| Annually | Provide measurable outcomes where applicable for programs and services. | <i>Ongoing</i> |
| Annually | Ensure that staff has access to effective training opportunities. | <i>Ongoing</i> |
| Annually | The Green View FCSS Board will draft and present the annual budget to the respective Councils. | <i>Completed in January 2016</i> |
| Annually | Staff performance appraisals will be administered annually to all staff. | <i>Completed in 2016</i> |

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| | | |
|----------------|--|--------------------------------------|
| SUBJECT: | Red Willow Lodge Seniors Week BBQ | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the report to provide \$700.00 to the Red Willow Lodge for the 2016 senior's week BBQ, with funds to come from the Grants to Organizations 2016 operational budget.

BACKGROUND / PROPOSAL:

Annually Red Willow Lodge celebrates Senior's week with a BBQ and in past years the amount requested and provided by FCSS was \$500.00. A letter requesting funding in the amount of \$700.00 for the BBQ was received in April 2016, the increase in request is due to the rising costs of food for the BBQ. Due to time frame of funding, an e-mail motion was sent to and approved by the Board on April 26 requesting a decision for funding.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to approve or deny the report.

Benefit – The benefit of approving the report is to recognize Senior's Week activities and support the partnership with Red Willow Lodge.

Disadvantages – There are no perceived disadvantages in accepting the report.

COSTS / SOURCE OF FUNDING:

\$700.00 to come from g/l 6-36-366-000-6202 grants to organizations.

ATTACHMENT(S):

Letter of request.

Red Willow Lodge
Box 1110, 5403 48 Street
Valleyview, Alberta T0H 3N0
(780) 524 5554, (780) 524 5556(Fax)
rwlvv@telus.net
April 25, 2016

Lisa Hannaford
Director
F.C.S.S.
Box 1079, 4707 50th street
Valleyview, Alberta T0H 3N0
780 524 4130 (fax)

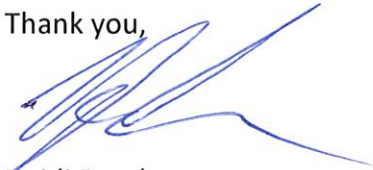
Re: Seniors Week 2016 June 6th – 12th

Dear Lisa,

Each year in Alberta communities join together to celebrate seniors, this year marks the 30th anniversary of senior's week festivities in Alberta. It is important to recognize the contributions which seniors have made through their hard work, ingenuity and perseverance. The seniors of the community continue to contribute by way of volunteering and mentoring the youth who live here. They have been and will continue to be an integral part of the community.

As in past years there will be special activities planned throughout the week for the seniors from our community as well as those in surrounding communities. Seniors (55+) from Valleyview, Sunset House, Little Smoky, New Fish Creek, Ridgevalley and Debolt are invited to attend. Posters detailing the week's activities will be sent out to each of these communities. On Monday June 6th the kick off to Senior's week will be held at the Red Willow Lodge, with greetings from the Mayor of Valleyview, M.D. Reeve and dignitaries. Following these the attendees will enjoy coffee and cake. On Friday June 10th the Red Willow Lodge will host a BBQ and Music Jamboree with entertainment provided by many local and out of town musicians. The menu for this event is hamburgers, hot Dogs, salads, baked beans, ice cream and watermelon. Attendance last year was approximately 250 and we are expecting this year to be the same. F.C.S.S. has always been supportive of this event and we were hoping they could offer their support again this year. Due to the increasing costs associated with feeding a group this large we would request financial support of \$700 as well as a few volunteers to serve Ice Cream and Watermelon to those attending the BBQ on June 10th.

Thank you,



Heidi Rondeau
Activity Coordinator
Red Willow Lodge

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| | | |
|----------------|--|--------------------------------------|
| SUBJECT: | Valleyview Food Bank Sign | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board authorize Administration to purchase a sign for the Valleyview Food Bank, not to exceed \$100.00, with funds to come from the 2016 operating budget.

BACKGROUND / PROPOSAL:

The Valleyview Food Bank days of operation and contact information are currently not clearly marked. There was a sign posted on the Food Bank building that was vandalized, so it was moved to the inside the building on the window ledge and is difficult to read. As Green View FCSS provides access to food bank applications and is the emergency contact, funding a metal sign would be a benefit to residents. Administration will contact the Town of Valleyview to assist in the installation.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to approve, change amount, or deny the request.

Benefit – The benefit of approving the request is to ensure residents have sufficient information regarding hours of operation and accessing application forms or emergency food.

Disadvantages – There are no perceived disadvantages in approving the request.

COSTS / SOURCE OF FUNDING:

\$100.00 to come from g/l 6-36-362-000-6109 general and operating supplies.

ATTACHMENT(S):

N/A

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| | | |
|----------------|--|--------------------------------------|
| SUBJECT: | Managers' Report | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the June 2016 Managers report as presented for information.

BACKGROUND / PROPOSAL:

Monthly reports are provided to the Board for information.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to accept or deny the report as presented.

Benefit – The benefit of accepting the report is to update the Board on services provided by the Manager.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

June Managers report.



Managers Board Report – Regular FCSS Board Meeting June 15, 2016

- May 18 and 19 Green View FCSS hosted the Northwest Spring Regional meeting with over 50 delegates attending. Participants included staff, board members, as well as FCSS representatives from the ministry of Human Services. Green View FCSS programs and services were highlighted with an emphasis on how our programming aligns with the four provincial priorities which include mental health, poverty reduction, homelessness and domestic violence. The comments from participants were highly favourable, and Ken Dropko, the provincial representative for FCSS, stated this was the best regional conference he has attended. He was so impressed with the conference theme, guest speakers and range of programs that we have been invited to highlight how Green View FCSS is addressing the provincial priorities at the 2016 annual conference in November, where over 600 delegates are present.
- 76 residents were evacuated due to the fires south of the hamlet of Little Smoky on May 15 and 16th. 35 residents went to Fox Creek, and the remainder came to Valleyview where a reception center was set up in the Paradise Inn. Every individual, or family unit was contacted after the event to determine how their experience was, and where we could improve. The vast majority of residents were very pleased to receive a follow up call and stated the reception centre service was excellent. Four concerns/questions were documented, and will be reviewed during debriefing of the incident. Communication and planning with other municipalities must continue to ensure a seamless experience for those residents who choose to access services outside of Green View FCSS reception centers. Mel MacFadyen and the team from the Valleyview Agricultural Society were extremely helpful in organizing livestock pens; feed for animals; horse trailers; cattle liners; and other possible land for large herds of livestock. 15 horses and 27 cattle were housed on the grounds. The agricultural society should be commended and recognized for their immediate and organized response.
- The HEART Initiative continues to meet on a monthly basis to collaborate on addressing domestic violence. Representatives include RCMP, Victims Assistance, Child and Family Services, Green View FCSS, and Sturgeon Lake. The 2nd HEART conference dates are set for September 13, 14. Conference topics will include gender stereotypes, hyper masculinity, engaging men and boys, best practices and other assessment tools. Keynote speakers include Michael Kaufman, Lana Wells, and Cecil Sveinson. Funding for this conference comes from the Family and Community Safety grant.

- Administration has met with all schools in Valleyview, Ridgevalley and Grovedale to discuss the Mind-Up curriculum and Sparks Fly Bikes to address emotional regulation. Letters of interest, bike requests, and costs will be brought to the July 20th Board meeting.
- The Town of Valleyview recreation department is coordinating a community activity guide. This platform will be another opportunity to advertise and create awareness of FCSS programs and services.
- Bev Osborne has been hired as the full time Support Coordinator. Administration is still in the process of hiring the Casual Support Coordinator.
- A two day Sexual Disclosure training was hosted at the Community Resource Centre June 2 & 3. All front line and Youth Coordinators attended.
- A financial report with current actuals are included and attached to the Managers report.



FAMILY & COMMUNITY SUPPORT SERVICES

Budget Report as of May 31, 2016

| SUB-DEPARTMENT/ PROGRAM | 2016 BUDGET | CURRENT EXPENSES | BALANCE under(over) | % USED under(over) |
|-----------------------------|--------------------|---------------------|------------------------|-----------------------|
| FCSS ADMINISTRATION | \$762,035 | \$240,277 | \$521,758 | 32% |
| FCSS BOARD ADMINISTRATION | \$50,000 | \$7,987 | \$42,013 | 16% |
| YOUTH COORDINATOR | \$5,800 | \$1,289 | \$4,511 | 22% |
| SUPPORT COORDINATOR PROGRAM | \$3,500 | \$333 | \$3,167 | 10% |
| COMMUNITY RESOURCE CENTRE | \$72,200 | \$9,461 | \$62,739 | 13% |
| HOME SUPPORT | \$75,000 | \$20,661 | \$54,339 | 28% |
| OTHER FCSS PROGRAMS | \$38,700 | \$9,865 | \$28,835 | 25% |
| LIAISON WORKER PROGRAM | \$54,100 | | \$54,100 | |
| GRANTS TO EXTERNAL AGENCIES | \$65,000 | \$23,600 | \$41,400 | 36% |
| GRANDE CACHE HOME SUPPORT | \$70,000 | | \$70,000 | |
| TOTALS | \$1,196,335 | \$313,473 | \$882,862 | 26% |

| SUB-DEPARTMENT/ PROGRAM | PROJECTION 2016 | CURRENT REVENUE | BALANCE under(over) | % EARNED under(over) |
|-------------------------|--------------------|--------------------|------------------------|-------------------------|
| FCSS REVENUE | (\$386,900) | (\$161,011) | \$225,889 | 42% |



| GL ACCOUNT | SUB-DEPARTMENT/ PROGRAM | 2016 BUDGET | CURRENT EXPENSES | BALANCE under(over) | % USED under(over) |
|----------------------------------|--------------------------------|----------------|---------------------|------------------------|-----------------------|
| FCSS ADMINISTRATION | | | | | |
| 6-36-360-001-6001 | Salaries | \$583,706 | \$183,187 | \$400,519 | 31% |
| 6-36-360-001-6004 | Employer Contributions | \$158,328 | \$51,113 | \$107,215 | 32% |
| 6-36-360-001-6011 | Accommodation & Subsistence | \$4,000 | \$1,526 | \$2,474 | 38% |
| 6-36-360-001-6012 | Travel Transportation Expenses | \$3,500 | \$960 | \$2,540 | 27% |
| 6-36-360-001-6015 | Seminar & Conference Fees | \$6,200 | \$245 | \$5,955 | 4% |
| 6-36-360-001-6032 | Freight & Courier Services | \$300 | | \$300 | |
| 6-36-360-001-6033 | Telecommunication Services | \$3,500 | \$3,245 | \$255 | 93% |
| 6-36-360-001-6041 | Auditing Services | \$2,500 | | \$2,500 | |
| FCSS BOARD ADMINISTRATION | | | | | |
| 6-36-361-000-6003 | Honorariums | \$34,000 | \$5,184 | \$28,816 | 15% |
| 6-36-361-000-6004 | Employer Contributions | \$3,000 | | \$3,000 | |
| 6-36-361-000-6011 | Accommodation & Subsistence | \$6,000 | \$1,527 | \$4,473 | 25% |
| 6-36-361-000-6012 | Travel Transportation Expenses | \$3,000 | \$1,276 | \$1,724 | 43% |
| 6-36-361-000-6015 | Seminar & Conference Fees | \$4,000 | | \$4,000 | |



| GL ACCOUNT | SUB-DEPARTMENT/ PROGRAM | 2016 BUDGET | CURRENT EXPENSES | BALANCE under(over) | % USED under(over) |
|----------------------------------|-----------------------------------|----------------|---------------------|------------------------|-----------------------|
| YOUTH COORDINATOR | | | | | |
| 6-36-362-000-6011 | Accommodation & Subsistence | \$2,000 | \$324 | \$1,676 | 16% |
| 6-36-362-000-6012 | Travel Transportation Expenses | \$1,800 | \$750 | \$1,050 | 42% |
| 6-36-362-000-6013 | Tuition & Other Training Programs | \$2,000 | \$214 | \$1,786 | 11% |
| FCSS SUPPORT COORDINATOR | | | | | |
| 6-36-369-000-6011 | Accommodation & Subsistence | \$1,000 | \$262 | \$738 | 26% |
| 6-36-369-000-6012 | Travel Transportation Expenses | \$1,000 | | \$1,000 | |
| 6-36-369-000-6013 | Tuition & Other Training Expenses | \$1,500 | \$71 | \$1,429 | 5% |
| COMMUNITY RESOURCE CENTRE | | | | | |
| 6-36-363-001-6011 | Accommodation & Subsistence | \$700 | | \$700 | |
| 6-36-363-001-6012 | Travel - Transportation Expenses | \$500 | \$51 | \$449 | 10% |
| 6-36-363-001-6013 | Tuition & Other Training Expenses | \$800 | \$500 | \$300 | 63% |
| 6-36-363-001-6033 | Telecommunication Services | \$5,000 | | \$5,000 | |
| 6-36-363-001-6076 | Repair of Motor Vehicles | \$5,000 | | \$5,000 | |
| 6-36-363-001-6105 | Petroleum & Antifreeze Products | \$5,000 | \$155 | \$4,845 | 3% |
| 6-36-363-001-6109 | General & Operating Supplies | \$18,000 | \$8,755 | \$9,245 | 49% |
| 6-36-363-001-6143 | Rental of Buildings | \$37,200 | | \$37,200 | |



| GL ACCOUNT | SUB-DEPARTMENT/ PROGRAM | 2016 BUDGET | CURRENT EXPENSES | BALANCE under(over) | % USED under(over) |
|---|--|----------------|---------------------|------------------------|-----------------------|
| HOME SUPPORT | | | | | |
| 6-36-364-001-6011 | Accommodation & Subsistence | \$2,000 | | \$2,000 | |
| 6-36-364-001-6012 | Travel Transportation Expenses | \$63,000 | \$18,172 | \$44,828 | 29% |
| 6-36-364-001-6013 | Tuition & Other Training Expenses | \$2,000 | \$227 | \$1,773 | 11% |
| 6-36-364-001-6036 | Mobile Communication Services | \$8,000 | \$2,262 | \$5,738 | 28% |
| OTHER FCSS PROGRAMS | | | | | |
| 6-36-362-000-6021 | Advertising Services | \$1,500 | \$761 | \$740 | 51% |
| 6-36-362-000-6040 | Professional and Special Services | \$13,000 | \$628 | \$12,372 | 5% |
| 6-36-362-000-6109 | General & Operating Supplies | \$23,000 | \$7,996 | \$15,004 | 35% |
| 6-36-362-000-6143 | Rental of Buildings | \$1,200 | \$480 | \$720 | 40% |
| LIAISON WORKER PROGRAM | | | | | |
| 6-36-365-000-6202 | Grants to Organizations - School Divisions | \$54,100 | | \$54,100 | |
| GRANTS TO EXTERNAL ORGANIZATIONS | | | | | |
| 6-36-366-000-6202 | Grants to Organizations | \$65,000 | \$23,600 | \$41,400 | 36% |
| GRANDE CACHE HOME SUPPORT | | | | | |
| 6-36-367-003-6203 | GC Home Support Grant Agreement | \$70,000 | | \$70,000 | |
| FCSS REVENUE | | | | | |
| 5-53-537-000-5200 | Sales of Goods & Services | \$42,000 | \$12,464 | \$29,536 | 30% |
| 5-53-537-000-5299 | Other Services - Alberta Works Contract | \$43,000 | \$23,900 | \$19,100 | 56% |
| 5-53-537-000-5809 | Other Revenue - Miscellaneous Grants | \$1,400 | \$2,900 | -\$1,500 | 207% |
| 5-55-360-000-5706 | Provincial Grant - FCSS | \$211,000 | \$121,747 | \$89,253 | 58% |
| 5-55-360-000-5709 | Shared Funding - FCSS Town of Valleyview | \$89,500 | | \$89,500 | |

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| | | |
|----------------|--|--------------------------------------|
| SUBJECT: | Adult Coordinators Report | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the June 2016 Adult Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

Monthly Coordinators reports are provided to the Board for information.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to accept or deny the report as presented.

Benefit – The benefit of accepting the report is to update the Board on services provided by the Adult Coordinator.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

June Adult Coordinators report.

To: Lisa Hannaford, Manager
From: Coordinator, Adult
Subject: June Coordinators Report

- **Home Support 59 clients (MD 32- VV 27)**

| 2016 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Home Support Clients | 55 | 57 | 59 | 59 | 59 | | | | |

In May; myself and a number of the Home Support staff completed our First Aid re-certifications.

- **Wheels 4 Meals**

| 2016 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| W4M Deliveries | 196 | 246 | 167 | 134 | 133 | 0 | 0 | 0 | 0 |

- **Adult Support and Referral**

April had 45 Support and Referral clients with 62 different needs.

May had 40 Support & Referral clients with 42 different needs

| May 2016 | Residence | | |
|-----------------------|-----------|----|-------|
| Support Needs | MD | VV | SL IR |
| Other | 2 | 3 | 1 |
| Referral to Other | 0 | 0 | 0 |
| Ab Seniors Supports | 3 | 2 | 0 |
| Canada Pension Plan | 2 | 3 | 1 |
| Old Age Security/ GIS | 1 | 0 | 3 |
| Death/ Wills (all) | 1 | 0 | 0 |
| CRA Inquiry | 1 | 0 | 6 |
| Elder Abuse Situation | 0 | 0 | 0 |
| Home Support | 1 | 3 | 0 |
| Commissioner/ Notary | 3 | 6 | 0 |
| Monthly Total | 14 | 17 | 11 |

| April 2016 | Residence | | |
|-----------------------|-----------|----|-------|
| Support Needs | MD | VV | SL IR |
| Other | 5 | 4 | 1 |
| Referral to Other | 3 | 1 | 0 |
| Ab Seniors Supports | 3 | 1 | 1 |
| Canada Pension Plan | 3 | 2 | 1 |
| Old Age Security/ GIS | 4 | 2 | 3 |
| Death/ Wills (all) | 2 | 0 | 1 |
| CRA Inquiry | 4 | 3 | 2 |
| Elder Abuse Situation | 0 | 0 | 0 |
| Home Support | 1 | 4 | 0 |
| Commissioner/ Notary | 6 | 3 | 2 |
| Monthly Total | 31 | 20 | 11 |

- **Balance**

Balance in DeBolt is coming to a close, June 15th is the last session, and numbers attending are down due to the nice weather but still holding at about 8.

- **Red Willow Lodge Senior Week BBQ**

June 10th the Lodge holds its annual Seniors Week BBQ, 3 Home Support staff will be on hand to assist with the event.

- **Caregivers Alberta Conference**

June 10, I will be attending a conference in Red Deer entitled Growing Support in our Communities. This conference is a follow up to the Caregiver Support Project that we participated in to get myself and some of the home support staff trained as Compass facilitators.

- **Community Volunteer Income Tax Program (CVITP)**

The CVIT program clinics finished up on the 29th of April.

The volunteer in DeBolt completed 6 returns. 3 volunteers assisted in the Valleyview tax clinics.

97% of the people attending the clinics reported that they received help and support from the Volunteer Income Tax Program

| April | VV | MD | SL | Senior | AISH | Low Inc |
|-------|----|----|-----|--------|------|---------|
| | 85 | 43 | 127 | 103 | 21 | 131 |

| May | VV | MD | SL | Senior | AISH | Low Inc |
|-----|----|----|----|--------|------|---------|
| | 9 | 1 | 17 | 6 | 2 | 19 |

| VV | MD | SL | Senior | AISH | Low Inc | GST | CCTB | #children | WITB | GIS | REFUND | TOTAL | 2016 |
|-----|----|-----|---------------|------|---------|--------------|--------------|-----------|-------------|--------------|--------------|-----------------|------|
| 167 | 66 | 201 | 151 | 27 | 256 | \$157,268.00 | \$577,213.00 | 114 | \$31,186.00 | \$718,760.00 | \$ 82,957.00 | \$ 1,567,439.00 | |
| | | | Total Returns | | | | | | | | | | |
| | | | 434 | | | | | | | | | | |

GST (Good & Services Tax) **CCTB** (Child Tax Benefit), **WITB** (Working Income Tax Benefit), **GIS** (Guaranteed Income Support) are all federal programs that only pay out if the income tax return is filed on time.

*The Canada child tax benefit (CCTB) is a tax-free monthly payment made to eligible families to help them with the cost of raising children under 18 years of age.

*The working income tax benefit (WITB) is a refundable tax credit intended to provide tax relief for eligible working low-income individuals and families who are already in the workforce and to encourage other Canadians to enter the workforce.

*The Guaranteed Income Supplement (GIS) provides a monthly non-taxable benefit to Old Age Security (OAS) pension recipients who have a low income.

Michelle Hagen
Adult Coordinator

Request for Decision

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| | | | |
|----------------|--|--------------------------------------|-----------------------|
| SUBJECT: | Community Resource Centre Coordinators Report | | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | Wednesday, June-15-2016 | GM: | INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the June 2016 Community Resource Centre Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

Monthly Coordinators reports are provided to the Board for information.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to accept or deny the report as presented.

Benefit – The benefit of accepting the report is to update the Board on services provided by the Community Resource Centre Coordinator.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

June Community Resource Centre Coordinator report.



June 6, 2016

TO: Lisa Hannaford, Manager
 FROM: Corinne D'Onofrio, Community Resource Center Coordinator
 SUBJECT: June Coordinator Report

Stats Report for April/ May 2016:

Green View FCSS Community Resource Center assisted a total of 434 client visits in the month of April and 387 clients in the month of May.

The breakdown of May's client visits can be seen below.

| Year End Report 2016 | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|------------------------------|------------|------------|------------|------------|------------|------|------|-----|------|-----|-----|-----|-------|
| Income Support | 45 | 70 | 59 | 70 | 57 | | | | | | | | |
| Employment Supports | 122 | 164 | 121 | 138 | 142 | | | | | | | | |
| Other Clients | 106 | 154 | 260 | 226 | 188 | | | | | | | | |
| Total Clients Visits | 273 | 388 | 440 | 434 | 387 | | | | | | | | |
| Residence Break Down: | | | | | | | | | | | | | |
| MD | 83 | 123 | 103 | 88 | 87 | | | | | | | | |
| Sturgeon Lake | 57 | 70 | 111 | 113 | 84 | | | | | | | | |
| Town | 133 | 195 | 226 | 233 | 216 | | | | | | | | |
| New | 21 | 26 | 21 | 29 | 21 | | | | | | | | |
| Returning | 252 | 362 | 419 | 405 | 366 | | | | | | | | |
| Total Clients Visits | 273 | 388 | 440 | 434 | 387 | | | | | | | | |

The next 3 charts show the breakdown of services provided between the Town of Valleyview, Greenview, and Sturgeon Lake IR.

The table below shows the breakdown of services provided for the Greenview residents.

| Year End Report 2016 | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
|---|--|------------|------------|-----------|-----------|------|------|-----|------|-----|-----|-----|-------|
| Income Support clients | 18 | 21 | 14 | 15 | 15 | | | | | | | | |
| Employment Supports | 24 | 45 | 12 | 14 | 20 | | | | | | | | |
| Other Clients | 41 | 57 | 76 | 59 | 52 | | | | | | | | |
| Total Clients Visits | 83 | 123 | 103 | 88 | 87 | | | | | | | | |
| Residence Break Down: | | | | | | | | | | | | | |
| MD | 83 | 123 | 103 | 88 | 87 | | | | | | | | |
| New | 7 | 14 | 7 | 10 | 5 | | | | | | | | |
| Returning | 76 | 109 | 96 | 78 | 82 | | | | | | | | |
| Total Clients | 83 | 123 | 103 | 88 | 87 | | | | | | | | |
| | Information and Referral Indicators As a result of Green View FCSS Information and Referral program, I know more about how to access the community resources I need. | | | | | | | | | | | | |
| YES | 83 | 123 | 103 | 88 | 87 | | | | | | | | |
| NO | 0 | 0 | 0 | | | | | | | | | | |
| Community Social Issues Identified | | | | | | | | | | | | | |
| CFS | 0 | 0 | 0 | 0 | 1 | | | | | | | | |
| Food Bank | 2 | 5 | 8 | 2 | 8 | | | | | | | | |
| Mental health | 6 | 4 | 4 | 4 | 1 | | | | | | | | |
| Canadian Child Tax Benefits | 0 | 0 | 0 | 0 | 0 | | | | | | | | |
| AISH | 2 | 0 | 1 | 2 | 1 | | | | | | | | |
| Income Support | 18 | 21 | 14 | 15 | 15 | | | | | | | | |
| Alberta Adult/Child Health Benefit | 4 | 3 | 1 | 0 | 1 | | | | | | | | |
| Housing/ Heart River Housing | 0 | 1 | 0 | 0 | 0 | | | | | | | | |
| Service Canada | 6 | 17 | 13 | 4 | 8 | | | | | | | | |
| Seniors Information | 6 | 3 | 2 | 2 | 0 | | | | | | | | |
| Canada Revenue Agency | 2 | 7 | 22 | 14 | 1 | | | | | | | | |
| Employment Supports | 24 | 45 | 12 | 14 | 20 | | | | | | | | |
| Computer Class Participants & Inquires | 19 | 12 | 0 | 4 | 2 | | | | | | | | |
| Childcare subsidy | 0 | 0 | 0 | 0 | 0 | | | | | | | | |
| program inquires | 4 | 5 | 10 | 3 | 0 | | | | | | | | |
| Other questions/inquires | 15 | 10 | 29 | 31 | 36 | | | | | | | | |
| Gender | | | | | | | | | | | | | |
| Male | 39 | 46 | 38 | 29 | 33 | | | | | | | | |
| Female | 44 | 77 | 65 | 59 | 54 | | | | | | | | |

The category “other” can represent clients coming in or phoning for directions, phone numbers, assistance with use of the computer, or phone use for example.

Green View Family & Community Support Services
 4707 – 50 Street, Box 1079
 Valleyview, Alberta T0H 3N0

The table below shows the breakdown of services provided for the Town of Valleyview residents.

| Year End Report 2016 | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|---|------------|------------|------------|------------|------------|------|------|-----|------|-----|-----|-----|
| Income Support clients | 25 | 47 | 42 | 55 | 42 | | | | | | | |
| Employment Supports | 69 | 88 | 71 | 77 | 68 | | | | | | | |
| Other Clients | 39 | 60 | 113 | 101 | 106 | | | | | | | |
| Total Clients Visits | 133 | 195 | 226 | 233 | 216 | | | | | | | |
| Residence Break Down: | | | | | | | | | | | | |
| Town | 133 | 195 | 226 | 233 | 216 | | | | | | | |
| New | 12 | 6 | 12 | 17 | 14 | | | | | | | |
| Returning | 121 | 189 | 214 | 216 | 202 | | | | | | | |
| Total Clients Visits | 133 | 195 | 226 | 233 | 216 | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| YES | 133 | 195 | 226 | 233 | 216 | | | | | | | |
| NO | 0 | 0 | 0 | 0 | | | | | | | | |
| Community Social Issues Identified | | | | | | | | | | | | |
| CFS | 1 | 0 | 0 | 0 | 2 | | | | | | | |
| Food Bank | 4 | 8 | 22 | 10 | 2 | | | | | | | |
| Mental Health | 7 | 8 | 10 | 5 | 5 | | | | | | | |
| Canadian Child Tax Benefits | 1 | 1 | 1 | 2 | 1 | | | | | | | |
| AISH | 3 | 3 | 1 | 0 | 0 | | | | | | | |
| Income Support | 25 | 47 | 42 | 55 | 42 | | | | | | | |
| Alberta Adult/Child Health Benefit | 0 | 4 | 1 | 1 | 8 | | | | | | | |
| Housing/ Heart River Housing | 2 | 4 | 5 | 2 | 0 | | | | | | | |
| Service Canada | 5 | 9 | 8 | 8 | 10 | | | | | | | |
| Seniors Information | 3 | 1 | 2 | 3 | 4 | | | | | | | |
| Canada Revenue Agency | 4 | 8 | 58 | 48 | 13 | | | | | | | |
| Employment Supports | 69 | 88 | 71 | 77 | 68 | | | | | | | |
| Computer Class Participants & Inquires | 16 | 13 | 0 | 0 | 4 | | | | | | | |
| Childcare subsidy program inquires | 0 | 2 | 0 | 0 | 0 | | | | | | | |
| Other questions/inquires | 1 | 4 | 3 | 8 | 1 | | | | | | | |
| | 13 | 35 | 31 | 38 | 55 | | | | | | | |
| | | | | | | | | | | | | |
| Gender | | | | | | | | | | | | |
| Male | 59 | 80 | 101 | 95 | 105 | | | | | | | |
| Female | 74 | 115 | 125 | 138 | 111 | | | | | | | |

Green View Family & Community Support Services
 4707 – 50 Street, Box 1079
 Valleyview, Alberta T0H 3N0

The table below shows the breakdown of services provided for Sturgeon Lake IR residents.

| Year End Report 2016 | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|---|--|-----------|------------|------------|-----------|------|------|-----|------|-----|-----|-----|
| Income Support clients | 2 | 2 | 3 | 0 | 0 | | | | | | | |
| Employment Supports | 29 | 31 | 38 | 47 | 54 | | | | | | | |
| Other Clients | 26 | 37 | 70 | 66 | 30 | | | | | | | |
| Total Clients Visits | 57 | 70 | 111 | 113 | 84 | | | | | | | |
| Residence Break Down: | | | | | | | | | | | | |
| Sturgeon Lake | 57 | 70 | 111 | 113 | 84 | | | | | | | |
| New | 2 | 6 | 2 | 2 | 2 | | | | | | | |
| Returning | 55 | 64 | 109 | 111 | 82 | | | | | | | |
| Total Clients | 57 | 70 | 111 | 113 | 84 | | | | | | | |
| | Information and Referral Indicators As a result of Green View FCSS Information and Referral program, I know more about how to access the community resources I need. | | | | | | | | | | | |
| YES | 57 | 70 | 111 | 113 | 84 | | | | | | | |
| NO | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Community Social Issues Identified | | | | | | | | | | | | |
| CFS | 0 | 0 | 0 | 0 | 1 | | | | | | | |
| Food Bank | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Mental Health | 0 | 3 | 3 | 3 | 0 | | | | | | | |
| Canadian Child Tax Benefits | 0 | 1 | 0 | 0 | 0 | | | | | | | |
| AISH | 1 | 1 | 5 | 2 | 0 | | | | | | | |
| Income Support | 2 | 2 | 3 | 0 | 0 | | | | | | | |
| Alberta Adult/Child Health Benefit | 1 | 0 | 0 | 0 | 0 | | | | | | | |
| Housing/ Heart River Housing | 0 | 0 | 1 | 0 | 0 | | | | | | | |
| Service Canada | 11 | 3 | 6 | 4 | 1 | | | | | | | |
| Seniors Information | 0 | 0 | 1 | 3 | 0 | | | | | | | |
| Canada Revenue Agency | 5 | 14 | 44 | 34 | 14 | | | | | | | |
| Employment Supports | 29 | 31 | 38 | 47 | 54 | | | | | | | |
| Computer Class Participants & Inquires | 1 | 0 | 0 | 0 | 5 | | | | | | | |
| Childcare subsidy | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| program inquiries | 3 | 2 | 1 | 2 | 0 | | | | | | | |
| Other questions/inquires | 13 | 15 | 16 | 19 | 19 | | | | | | | |
| Gender | | | | | | | | | | | | |
| Male | 29 | 36 | 53 | 50 | 52 | | | | | | | |
| Female | 28 | 34 | 58 | 63 | 32 | | | | | | | |

A rise in Income Support clients was noted in the month of April, however in May it decreased. New files were opened as well as continued support for ongoing Income Support clients. Employment supports also increased over the last 2 months, which included clients who have not had resumes for many years needing to create resumes to attempt to secure work. The early warm weather has created some employment for job seekers, as local farms and town residents are beginning yard cleanup and various other projects around their homes. New residents continue to arrive in Valleyview with no supports or employment arranged, therefore utilizing social supports such as Income Support and the Food Bank. Most of these newcomers are living in temporary housing such as staying with others that they have met since moving here, or living at hotels and paying by the month.

Computer Class began in April and continued on until the end of May. A class will be held in June to make up for one that was missed in April. We had a few new participants again this session, and a good turnout at all classes. Classes will resume this fall.

Respectfully submitted,

Corinne D'Onofrio

Green View Family & Community Support Services
4707 – 50 Street, Box 1079
Valleyview, Alberta T0H 3N0

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www.mdgreenview.ab.ca

| | | |
|----------------|--|--------------------------------------|
| SUBJECT: | Support Coordinators Report | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the June 2016 Support Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

Monthly Coordinators reports are provided to the Board for information.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to accept or deny the report as presented.

Benefit – The benefit of accepting the report is to update the Board on services provided by the Support Coordinator.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

June Support Coordinator report.



June 1, 2016

TO: Lisa Hannaford

FROM: Caitlin M^cNickle, Support Coordinator

SUBJECT: June Coordinator's Report

During the months of April and May, the following tasks/outcomes were met:

- The group Building Strength, in partnership with Alberta Health Services completed 4/4 sessions. The group met weekly to give men an opportunity to discuss topics including grief and managing difficult emotions. Two men attended all four sessions, and both reported that the program increased their ability to manage stress, and improved their self-esteem.
- 6/6 sessions of Finding Our Voices completed. This group was co-facilitated with a volunteer, and had 3 participants (2 from the Town of Valleyview, 1 from the MD of Greenview) completed the program. One participant commented, "I have to say, I am so glad I came to this program. It has helped me so much, I've gotten so much out of it." All of the participants reported feeling more positive about themselves as a result of the program, and having increased abilities to improve their lives/tell others about their ideas and feelings.
- 7/7 sessions were completed with one 1-on-1 youth client at the request of a parent. These sessions have focussed on self-esteem and friendship skills as well as coping with challenges. The client reported "I really like coming here [FCSS]. I like that you listen to me about stuff." At the end of the sessions, the parent expressed appreciation to FCSS for the assistance, and was reminded of the many services provided by the Youth Coordinator if she feels her child needs more support in September 2016.
- 238 of the total 821 Community Resource Centre clients were assisted during the months of April and May, due to high traffic and the need for two front line staff.
- Growth Circle completed 9/9 sessions, with 3 women completing the program. All participants indicated that the program increased their knowledge and understanding of domestic violence and increased their ability to set healthy boundaries. One participant commented, "I would like to thank Caitlin and the rest of the FCSS of Valleyview staff for all there help [sic]. This group helped me to be more understanding, loving and positive towards my self and others [sic]. My family has grown closer since taking this course. Thanks."

Respectfully Submitted:

Caitlin M^cNickle

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|----------------|--|--------------------------------------|
| SUBJECT: | Youth Coordinators Report | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION |
| MEETING DATE: | Wednesday, June-15-2016 | GM: INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-N/A

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the June 2016 Youth Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

Monthly Coordinators reports are provided to the Board for information.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to accept or deny the report as presented.

Benefit – The benefit of accepting the report is to update the Board on services provided by the Youth Coordinator.

Disadvantages – There are no perceived disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

June Youth Coordinator report.



June 6, 2016

TO: Lisa Hannaford

FROM: Bretley Dunn, Coordinator, Youth

SUBJECT: June Coordinator's Report

In May administration was able to meet with a majority of the principals in our 6 schools to discuss the idea of a Self-Regulation program. We received a lot of positive feedback and I am excited about the idea of launching this program in the fall. The one questioning piece of feedback that we received was surrounding the use of the bike in grade 7 classrooms. Due to the rotating class schedules of Junior High, and the uncertainty of whether students in Junior High would attach stigma to use of the bike we have decided to instead offer the program in grade 3 and 6.

June will be busy presenting Home Alone to five more grade 4 classrooms. The first round of Home Alone took place at Ridgevalley School at the end of May and went very well. Surveys show positive outcomes with multiple students mentioning that they are better prepared to be at home safely and responsibly.

Programs completed in May, 2016:

- St. Stephen's Catholic School:
 - Girls Group (grade 2): *Program helps students develop social competencies and improve friendship skills.*
 - Boys Council (grade 3): *The focus of this group is developing friendship and conflict resolution skills.*
- Harry Gray Elementary:
 - Friendship Group (grade 5): *Friendship groups are designed around students who may be new to the school/community or who may be struggling in finding friends.*
- Ridgevalley School
 - Home Alone (grade 4): *A one and a half day program that aims to equip children with the information and skills needed to stay at home alone for short periods of time in a safe and responsible manner.*

Programs continuing in June, 2016:

- St. Stephen's Catholic School:
 - Hands are not for Hitting: *This program was requested to be presented to a small group.*

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Programs beginning in June, 2016:

- St. Stephen's Catholic School:
 - Home Alone (grade 4)
- Penson School:
 - Home Alone (grade 4)
- Harry Gray Elementary:
 - Home Alone (grade 4; 3 classes)

As our Summer Coordinator, Lisa Airth, has begun in June we have begun working together on finalizing daily schedules, activities, and menus for summer day camps. Lisa has also been a huge help with preparations for Home Alone.

2016 Summer Day Camp Dates:

| | | |
|--|---------------------------|-------------------|
| Grovedale | Community Hall | July 5, 6, 7 |
| DeBolt | DeBolt Centre | July 12, 13, 14 |
| Valleyview | Swanson Room | July 19, 20, 21 |
| New Fish Creek | Community Hall | July 26, 27, 28 |
| Little Smoky | Community Hall | August 2, 3, 4 |
| Sunset House | Community Hall | August 9, 10, 11 |
| Young Picasso's Art Camp (8-12 yrs) | Community Resource Centre | August 16, 17, 18 |
| Media Through the Eyes of Art (13+) | Community Resource Centre | August 22-26 |

Successes:

- On May 12 and 13th I was able to help at the P.A.R.T.Y. program that took place at the Polar Palace in Valleyview. P.A.R.T.Y. stands for Preventing Alcohol and Risk Related Trauma in Youth and around 150 grade 9 and 10 students from our area were able to gain more knowledge about the dangers of risk taking behaviour (particularly drinking and driving and distracted driving).

Respectfully Submitted:

Bretley Dunn

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|----------------|--|--------------------------------------|-----------------------|
| SUBJECT: | Home Support Service Adaptation-Grande Cache | | |
| SUBMISSION TO: | Green View Family & Community Support Services Board Meeting | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | Wednesday, June-15-2016 | GM: | INT MANAGER: LDH |
| DEPARTMENT: | Green View Family & Community Support Services | | PREPARER: LDH |

RELEVANT LEGISLATION:

Green View FCSS Policy-5001

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board authorize administration to adapt the Home Support Services offered to Greenview residents living outside Grande Cache to include transportation and handyman repairs.

BACKGROUND / PROPOSAL:

Home Support services are currently being offered to Greenview residents living in the Co-ops and Enterprises near Grande Cache. Through building relationships and creating awareness of the program, other needs have been identified that could benefit residents while remaining within the budgeted amount allocated for Home Support services. With the addition of transportation and handyman repairs, the potential for Greenview residents to access services will increase.

OPTIONS / BENEFITS / DISADVANTAGES:

Option – The Green View FCSS Board has the option to approve or deny the request.

Benefit – The benefit of approving the request is to enhance services to Greenview residents living in the Co-ops and Enterprises.

Disadvantages – There are no perceived disadvantages in approving the request.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

Home Support Service adaptation request letter.

June 7, 2016

Lisa Hannaford
FCSS Green View
Box 1079
Valleyview, AB
T0H 3N0

RE: Home Support Service Adaptation

Dear Lisa,

As you are aware our Home Support partnership program has had a slow start. In the monthly reports we have documented some of the barriers for residents of Greenview in accessing this essential service. Those barriers include; perception the program is for only low functioning individuals, hesitation regarding a “service” program that enters a client’s home, individuals who qualify do not want “charity”, and lack of viable communication methods with clients (i.e. no phone). We have taken measures to eliminate these barriers and anticipate positive results over the next few months.

We have made headway building a positive relationship with the residents of Greenview and identified other needs for those residents. Based on this information I would like to request an adaptation to the service provided through this program. The following are the top 4 needs we have identified and would like to provide as part of the Home Support Service:

- A way to reduce the social isolation for those with limited mobility or lack of transportation.
- Minor home repairs (i.e. fixing a door, hanging curtains, etc.)
- Chopping fire wood to heat homes and having the wood easily accessible
- Transportation that is flexible enough to meet essential needs such as; medical appointments or grocery shopping.

We now know a rigid, scheduled service delivery is not welcomed in the cooperatives and would strengthen the service we provide with the addition of a “man on the ground” approach. We would like to hire a male Home Support Worker that would provide the services as described above. The Home Support Worker would visit each cooperative weekly offering help to those who need it in addition to building a relationship with residents.

Through his interactions our monthly report would now include informal needs assessment data. The data would be communicated with the newly appointed Municipal District of Greenview Community Coordinator and Green View FCSS. All of which will be provided within the already allocated budget for the Home Support Program.

If you are in agreement with our proposed service adaptation recommendation we would take the necessary steps to be operational with this role as soon as possible.

Thank you for consideration of our request and I look forward to hearing from you.

Sincerely,
Amber Hennig
Assistant Manager, Programs/ Grande Cache FCSS Director
Department of Community Services
Town of Grande Cache
Amber.hennig@grandecache.ca

Review of the Family and Community Support Services Regulation in Alberta

Background

March 2016

Introduction

The *Family and Community Support Services Act* and Regulation provide the mandate and requirements for the Family and Community Support Services (FCSS) Program. All provincial regulations currently include expiry dates to ensure periodic review for ongoing effectiveness, currency and relevancy.

The last FCSS Regulation review was conducted in fall 2002 and the subsequent amendments came into effect on June 24, 2003 (Alberta Regulation 199/2003). A review of the Regulation was initially started in 2012; however this review was suspended in 2013 and the Regulation expiry date was extended to June 30, 2015. With the change in provincial government in May 2015, a second two-year extension was requested and approved. The current expiry date is June 30, 2017.

Building on the work that was completed in 2012, we will validate the initial input and recommendations, as well as consider new and current information to support the ability of FCSS programs to build capacity and respond to preventive social service needs and priorities in their respective communities.

This Background document will serve to provide a summary of the proposed amendments and the subsequent draft recommendations.

Background

Broad consultation on the FCSS Regulation was held in conjunction with the 2012 FCSS spring regional meetings. A summary of the input gathered at the regional meetings was compiled and used by the FCSS Regulation Review Working Group in their subsequent review of the Regulation.

The Regulation Review Working Group was established in June 2012 and consisted of the following representatives:

Susan Flowers, FCSS Director, Town of Cochrane
 Varley Weisman, FCSS Director, City of Medicine Hat
 Barbara Hill, FCSS Director, Town of Olds
 Christine McWillis, FCSS Director, City of Cold Lake
 Scott Cameron, Social Planning Manager, City of Red Deer
 Kathleen Turner, FCSS Director, County of Grande Prairie
 Sharlyn White, Executive Director, FCSSAA
 Lisa Shankaruk, Public Affairs Officer, Communications, Human Services
 Nela Afonso, Coordinator, Legislative and Branch Operations, Human Services
 Shafana Mitha, Director, Business Operations, Human Services
 Veronica Facundo, Program and Financial Officer, FCSS, Human Services
 Debbie Trachimowich, Program and Financial Officer, Human Services
 Joyce Mellott, Senior Manager, FCSS, Human Services

Review Considerations and Recommendations

Local Autonomy

A resolution submitted by the City of Grande Prairie and the County of Grande Prairie passed at the 2011 Family and Community Support Services Association of Alberta (FCSSAA) Conference urged the ministry to amend the FCSS Regulation to explicitly state the principle of local autonomy.

A resolution submitted by Parkland County and passed at the spring 2012 Alberta Association of Municipal Districts and Counties (AAMDC) urged the provincial government to consider greater flexibility and local autonomy in the use of FCSS funds to identify and address emerging local needs.

In considering the two resolutions, the legal advice provided was to focus on providing an explanation of the rationale for recommending change rather than focusing on the actual wording. The challenge lies in clearly describing the conditions one wants to achieve.

In the case of the FCSSAA resolution, communities wanted to ensure that their ability to allocate funding at the local level based on needs and priorities would not be lost. The Working Group discussed the intent of the FCSS principle of local autonomy/decision-making. While this principle is recognized and respected within the provincial/municipal FCSS partnership, it is not explicitly stated in the Regulation. The Regulation references the establishment, administration and operation of a program, so does imply local decision-making. After some discussion, the working group agreed that the principle of local autonomy/local decision making is already imbedded in the Regulation.

Regarding the AAMDC resolution, the Working Group felt that the Regulation already provides sufficient flexibility to address local needs and priorities and providing short-term crisis services is not within the parameters and intent of the FCSS legislation.

Definitions

Prevention

The Working Group considered recommending that a definition of prevention be added to the Regulation. Several definitions were discussed and debated. The legal representative advised that any definitions are taken from the dictionary and other precedents including Alberta and Federal law.

Other definitions considered were: *earliest opportunity*; *program*; *FCSS partnership*; and *municipal costs*. The Working Group was taxed with deciding if including definitions for these terms were needed to provide clarity to the Regulation and if so, what the agreed wording for each definition would be.

In the end, the Working Group decided that consistent definitions were better addressed within policy rather than the Regulation as there is the ability to use a definition that is relevant and specific. Definitions can be included in the FCSS Handbook.

Responsibilities – Section 2

Based on input received from FCSS programs, the Working Group felt that some parts of this section were vague and too prescriptive. Working Group representatives referenced changing times and current practices as the rationale for recommending a wording change. With limited funding available, municipalities and Metis Settlements should be able to choose the delivery mechanism and process that best supports effective and efficient resources. While the Working Group was in agreement that the intent of the section is to promote community engagement, maximize available resources and work in collaboration with community partners, they felt the requirements around the use of volunteers and not-for-profit organizations needed to be updated to reflect current realities.

Recommendation:

The Working Group recommends the following amendment:

“To enhance the social well-being of individuals, families and communities through prevention, services provided under each local FCSS program must contribute to the following:

- (a) Engage citizens in the planning, delivery, evaluation and governance of FCSS;*
- (b) Effectively and efficiently use resources; and*
- (c) Coordinate and cooperate with government and community organizations.*

Service Requirements- Section 2.1(1)

The FCSS Outcome Model is linked to the statements contained in this section. For consistency, and to recognize the focus on outcomes, the Working Group felt that the service requirement statements should be reworded to make them more outcome focused.

Recommendation:

The Working Group recommends the following rewording of this section as follows:

“FCSS enhances the social well-being of individuals, families and community through prevention. FCSS programs must achieve one or more of the following outcomes:

- (a) People are self-reliant, resilient and function in a positive manner;*
- (b) People have positive social relationships;*
- (c) People are socially engaged and contribute to their community;*
- (d) People are supported to remain active participants in their community; and*
- (e) People address social issues and influence change.*

Service Requirements – Section 2.1 (2)

FCSS input indicated the need to maintain flexibility, allow for local decision making and provide more clarification and/or definitions for some of the clauses. Two of the eight FCSS regions felt that general transportation services should be added to this section. The Working Group felt that this section was clear and amendments were not required. They felt that the issue of eligible FCSS transportation was best addressed through policy.

Prohibited Costs – Section 4

The Working Group discussed the need to provide clarification regarding capital expenditures (purchase of land, buildings or motor vehicles, or the construction or renovation of a building). They felt this section could be strengthened by clarifying that core operating costs or core funding not related to direct service delivery is not provided.

Recommendation:

The Working Group recommends the following amendments:

Section 4(a): “the purchase and development of land, buildings or structures”

Section 4(d): “any core operating costs required to sustain an organization that do not relate to direct service delivery under the program.”

Use of Money - Section 5

The Working Group felt that an amendment to 5 (a) was needed to reflect changing trends and a weakening of the volunteer sector. The rationale provided was that volunteer and/or non-profit organizations do not always provide the most effective and efficient provision of services. Municipalities and Metis Settlements should be able to give priority to the agency/organization that can deliver the best outcomes. The Working Group also felt that other clauses in the section should be amended to make them clearer.

Recommendation:

The Working Group recommends the following amendments:

5(a) “give consideration to funding services under the program that are delivered by non-profit organizations”

5(b) “contribute no less than 20% of the total FCSS budget as provided in the FCSS Funding Agreement”

5(b.1) “allocate the minimum 20% matching share referred to in clause (b) from the operating budget of the municipality”

5(c) “a municipality that receives funds from the Minister for a program shall not apply as a part of its matching share contributions made towards the program by agencies or by other municipalities, except where the other municipality’s contribution is made pursuant to an agreement under section 2(b) of the Family and Community Support Services Act”

5(e) “not use funding provided under the Agreement to obtain reimbursement of municipal costs not related to FCSS program delivery”

Additionally, the Working Group supported a recommendation to research and add a provision for surplus retention.

Note: A provision to carry forward a reasonable surplus, subject to approval by the ministry, was supported by the Minister and built into the FCSS Funding Agreement.

Payments – Section 6

A major focus of the Working Group discussions was the audit requirements and use of the municipal audit conducted under the Municipal Government Act. The issue of whether or not a qualified municipal employee could conduct the audit was also raised. These questions were referred to ministry financial staff for response. Separate audit reports are necessary to address the FCSS program separately from the municipal financial statements as a whole. The external auditor hired to conduct the municipal audit could also conduct a separate audit of the FCSS program possibly reducing audit costs. Audits must be conducted outside the municipality (external auditor) in order to have the applicable audit opinions generated and independence of the audit guaranteed.

As a result of changes to the Canadian Auditing Standards, it was discovered that reporting requirements for review engagement and audit thresholds would require adjustment. The current ceiling for review engagements is more than \$100,000 but less than \$500,000. The new audit requirements change the threshold for audits to anything above \$250,000.

Recommendation:

All references to payments of more than \$100,000 (sections 6.1 and 6.2) to be adjusted to replace \$500,000 with \$250,000.

Note: This provision was addressed through a revision to the FCSS Funding Agreement. It was removed for the 2016 FCSS Funding Agreements pending clarification of further changes to the Canadian Auditing standards. Changes to audit requirements and audit reports will be included when the review recommendations are finalized.

Agreements – Section 9

The Working Group proposed an amendment to this section to clarify that when municipalities enter into agreements with each other (multi-municipal program), they are required to develop written agreements between the partners of the multi-municipal program. The word “initially” was added to remind municipalities that these agreements are needed at the start of the multi-municipal arrangement.

Recommendation:

“When a municipality as defined in section 1(b)(i) of the Act initially enters into an agreement the municipality shall sign the agreement, on a resolution by the municipal council authorizing the agreement.”

Next Steps

As a starting point, we would like FCSS programs to review the recommended amendments resulting from the review work completed in 2012 and confirm whether or not the amendment is supported.

Next, we are asking FCSS programs to facilitate a conversation within each of the eight FCSS Regions to identify any other amendments as well as areas of the Regulation that do not provide enough flexibility to allow municipalities to address local preventive social needs and priorities. A discussion guide will be provided to help you with this process.

Each FCSS region will be asked to provide a coordinated response. The following tips are provided to assist you in the review and feedback process:

- Legislation is intended to provide the framework and is often kept at a high level to provide the most flexibility. Asking for specifics may limit the ability to use creativity and initiative in responding to unique needs.
- Consider if the requested amendment could be better addressed through FCSS policy.
- Focus on identifying why an amendment is needed rather than focusing on wording changes. If you are able to explain or clearly describe the condition you want to change or achieve, our legal writers are better able to draft the amendments.

We value your feedback and participation in reviewing the FCSS Regulation. Thank you for your time and commitment to this discussion.

Alberta Human Services

Attachment: Draft Consolidation of the FCSS Regulation Amendments

Feedback Form Tips and Process

The questions will focus on

- Flexibility to respond to your respective community needs
- Capacity building in your programs and community
- Validate the recommended changes from the 2012 review
- Challenges and opportunities facing FCSS programs

Please remember to

- Use specific examples from your experiences to illustrate your ideas
- Give rationale for any suggestions or feedback
- Does your suggested change need to apply to the regulation? Can it be written into policy instead?

Submitting your Feedback

Once your feedback form is filled out you can:

1. email the form as an attachment to Joyce Mellot
Joyce.Mellott@gov.ab.ca
2. Send the form by regular mail to:
 Attention: Family and Community Support Services
 Human Services
 10th Floor, Sterling Place
 9940-106 Street
 Edmonton, Alberta
 T5K 2N2

2012 Regulation Review Recommended Changes

Please review the Regulation with the recommended changes attached in the Regulation Review Package

1. Are these changes still relevant to the way you provide FCSS programing today? YES ☒ NO ☐

If No, please indicate the specific change(s) and your reasoning:

Just some errors noted.

6.1 & 6.2 Headings need to be changed to reflect the change from \$500,000 to \$250,000.

The current regulation does serve us well. It would be nice if we could offer services for rehabilitation as some of our programs are created in response to issues. Therefore we would be able to have a prevention program in place as well as implementing a rehabilitation program to reduce the amount of people affected by the issue.

Local autonomy is key to the success of the FCSS programs, especially in the rural parts of Alberta

2. Are there any changes you do not agree with or which would inhibit your ability to deliver FCSS programing in your community? YES ☒ NO ☐

If so, please indicate the specific change(s) and your reasoning: 3 no

- Changing from a review engagement report to an audited report will cost FCSS additional dollars that will be diverted away from programming.

Currently the RE expense is approximately \$1650 and our estimation for an audited statement (based on other statements) is \$3500 - \$6000.

- Yes
- AB regulation 2C – how is “government’ defined? Is it solely relating to AB government or to groups (cultural, community, etc.) or local governing bodies/structures and their dynamics at play within communities (i.e. is this respectful of how roles/responsibilities/authority of self-governing/self-determining governance structures in Indigenous communities and/or Metis Settlements?)
- “Self-reliance” in outcomes of section 2.1 b (i) – how is self-reliance defined? Does it include individual and collective self-reliance?

Capacity building in your programs and community

3. How can we better build FCSS program capacity in rural and remote areas in Alberta?

Please provide examples if possible:

- In the past there has been a practice of giving dollars to larger agencies to deliver services across the province but then they don't have access to rural and remote areas so they contract with the local FCSS programs to deliver the service. Need to recognize FCSS' ability to be that vehicle for providing services and cut out the middle man.

Recognition of the geographic distance and population sparsity and its challenges in delivering programs and services. Northern Alberta has 10% of the population of Alberta in 60% of the land mass. We know the funding formula is out of scope on this discussion but it needs to be at some time.

- Include Travel as an eligible expense for FCSS funding. In a rural area the cost of getting professionals to our area to deliver programming when needed is prohibitive to having them come. Similarly, the cost to funded agency to send their employees to delivery or client locations is often the downfall of the program success
- A Rural AB community communications needs assessment may be beneficial.
- Transportation and housing are huge issues. Particularly transportation.
- Provincial assistance is setting up transportation
- Use of resources based on identified community needs and priorities
Coordination and cooperation with government and community organizations.
Use of outcomes as a measuring tool, continued training to ensure the outcomes are being met.

Flexibility to respond to their respective community needs

4. Can the regulation be changed to better support flexibility in the delivering of FCSS programs with the funding provided? YES ☒ NO ☐

Why or why not? Please provide examples of how you see the regulation supporting flexibility:

3 No

- We believe there is a need to clarify that FCSS programs *can use* funds *outside the 80/20* split on things that may not fall in the FCSS mandate – ie transportation or an emergency fund to support individual's basic needs or emergency situations. Sometimes there is a need to provide someone with a bus ticket to access medical or other services in another community. We do NOT want to allow FCSS funds to be used for this!
- It is not so much that the funds are not sufficient, but there is not any 100% assurance of funds. Without a long term provincial funding strategy defined, program delivery, year after year, cannot be assured so there can be no flexibility to plan conclusively for the following year. This also affects programs that have subsequent levels to offer, there is no assurance that if i.e. Program X Level 1 is completed that Program X Level 2, will be offered next year.
- We believe that the current regulation supports flexibility by allowing for local decision making. It is important for the decisions to be made at the local level where they can better answer to the needs of the local population.
- I would like to define section 2 under the act in regards to services must not be "offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family." I think during hard economic times we should be able offer help a one-time help option where people are registered into a system so that they would only get help from one FCSS office. Could be something that could be incorporated into the online reporting system. Just an idea.
- Maintaining autonomy is critically important, and providing some flexibility – example: allowing for expenses when engaged stakeholders, particularly those with lived experience (childcare, transportation, honorariums/lived experience/low income)
- Updates look good; the only thing that I think can stay the same is the Payment of more than 100000 and less than 500000 Section 6.1
-

Challenges and opportunities facing FCSS programs

5. When providing FCSS programming to your local communities, what would you say are your greatest Challenges?

Please provide examples if possible:

- The geographic challenges – travel and delivery of service. Our county is as large as the province of PEI! Its hard to provide equitable services across such a large area.

One stop shop - often the first and only option available for residents looking for help. When we try to access gov't services and information on behalf of clients we experience their frustration in dealing with bureaucracies who don't understand rural realities.

Transportation to and from resources/services. We no longer even have greyhound service in some areas.

- The cost of people travelling from one place to another in rural areas is often a barrier to successful attendance. The cost of bringing professionals to rural locations is often excessive and as travel is not covered by FCSS, the need to find funding partners to cover mileage presents challenges.
- Finding suitable times for running programs/offering services to maximize participation. Communication and effective community engagement (challenges with verbal, written, and non-verbal communication)
- Due to the small population we have a hard time providing services due to the distance we have to travel to help our clients. A large expense of our services (even for volunteers) is gas/travel. I do not think that a particular policy would be changed. I just ask that it is considered while updating the regulation.
- Rural & isolated; Internet – poor connections filling out forms online for clients and losing service. Transportation needs, Housing needs
- providing service to clients from other municipalities, tracking, serve or not serve??/

Our program faces no challenges as far as the regulation is concerned.

Our program works very well with all of the funding partners and we provide programming when possible as the various areas need.

6. When providing FCSS programming to your local communities, what would you say are your greatest Opportunities? Asked another way: What are your greatest supports?

Please provide examples if possible:

- Necessity is the mother of invention! With limited resources we often pool together to fill the gaps. In an area that had a number of deaths related to drug abuse and other issues – we quickly partnered with the schools, churches, victim services and fire department to host a candlelight vigil and service at Christmas time as we recognized the community was grieving and needed an avenue to express and heal.

We have great partnerships and relationships with other agencies/not for profits.

Program development creativity and innovation.

Our greatest support has been councils who believe in and understand FCSS and who put the budget in place for us

- Huge volunteer commitment from our non profit groups
Municipal Council support
- Partnerships within the community (with other agencies, organizations, groups, etc.)
Municipal government support
Volunteers helping with the programs
Financial support and assistance from the Provincial Government
- Our municipality is generous. We have offices in our poorer areas and our hamlets rather than one big central office. We are accessible on a local level.
- Autonomy – municipalities have the power to decide based on their knowledge of, connection to and relationships with community members and stakeholders
Collaboration and partnerships is very important to deliver programs and accomplish outcomes.
- Our greatest opportunities and supports are the residents of the region, our volunteers as well as our municipalities.

The ability to provide programming as our needs are changing in the various communities is key to the success of our FCSS program.

Final Thoughts

7. If you could change one thing about the FCSS regulation that would make it easier for you to address social issues in your community, what would it be?

Please provide examples and or/ a rationale if possible:

- Include mileage expenses as an eligible FCSS funded criteria
- Broaden the objective /outcome of “people are self-reliant” to one that not only promotes strengthening individual self-reliance, but collective/community self-reliance as well. Concept of self-reliance is multifarious and should celebrate individual and collective efforts.

Transportation: not only social, but medical. Many residents do not go to specialists appointments in larger centers because they have no way to get there.

Flexibility has been addressed with the 2012 recommended changes.

8. What is needed to support the work of FCSS programs?

Please provide examples if possible:

A long term funding commitment strategy from the Province. This would allow FCSS programs to make a long term plan for programs and support systems in their delivery areas. Three or 5 year plans would ensure follow up in subsequent years and ensure a higher success rate and a larger target group number of uptake of programs.

- Effective communication at the government, organizational, front lines, and community levels to ensure that information is exchanged and shared appropriately and in a timely manner.
- Marketing material/resources that defines and highlights FCSS and the programs/services that it can provide
- Updated FCSS handbook

Access those with knowledge in establishing specific programs – again, transportation.

Training and mentoring to move to the next level with outcome measures/performance measures to report on impact and show the difference our FCSS programming makes for our citizens.

Communication and short timelines are a problem when invited to participate in conversations with Provincial Govt. Example: AHS – stakeholder engagement for home Care – we received a days notice. It was important that we be at the table.

A common and consistent definition of Prevention throughout all FCSS documents. Reference provincial logic model for a good example.

A definition of volunteerism as it relates to FCSS and social purpose.

Continued support from the FCSSAA board

Continued support for outcome measure reporting

9. Any other comments?

When will the Act be reviewed?

We appreciate that there is input being gathered from those who are actually "doing" FCSS work not just those who have the political ability to change regulations and policies.

Thank you!

(Consolidated up to 199/2003)

ALBERTA REGULATION 218/94

Family and Community Support Services Act

FAMILY AND COMMUNITY SUPPORT SERVICES AMENDMENT REGULATION

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Program

Definitions

- 1 In this Regulation,

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- (a) "Act" means the *Family and Community Support Services Act*;
- (b) "program" means an arrangement for the delivery of family and community support services that are of a preventive nature in accordance with an agreement entered into pursuant to section 3 of the Act.

AR 218/94 s1;102/97;199/2003

Responsibilities of municipality

2 In providing for the establishment, administration and operation of a program, a municipality must do all of the following:

- ~~(a) promote and facilitate the development of stronger communities;~~
- ~~(b) promote public participation in planning, delivering and governing the program and services provided under the program;~~
- ~~(c) promote and facilitate the involvement of volunteers;~~
- ~~(d) promote efficient and effective use of resources;~~
- ~~(e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.~~

AR 218/94 s2;102/97;199/2003

Responsibilities of municipality

2 In providing for the establishment, administration and operation of a program, a municipality must do all of the following:

- (a) engage citizens in the planning, delivery, evaluation and governance of family and community support services;
- (b) effectively and efficiently use resources based on identified community needs and priorities;
- (c) co-ordinate and cooperate with government and community organizations.

Service requirements

2.1(1) Services provided under a program must

- (a) be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and

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 Section 2.1 REGULATION AR 218/94

- ~~_____ (b) do one or more of the following:~~
- ~~_____ (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;~~
 - ~~_____ (ii) help people to develop an awareness of social needs;~~
 - ~~_____ (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;~~
 - ~~_____ (iv) help people and communities to assume responsibility for decisions and actions which affect them;~~
 - ~~_____ (v) provide supports that help sustain people as active participants in the community.~~

(b) result in ~~do one or more of the following~~ outcomes:

- (i) ~~help people to develop~~ are self-reliance, resilience and ~~the ability~~ able to function in a positive manner;
- (ii) ~~help people have to develop~~ positive social relationships;
- (iii) ~~help people to be~~ are socially engaged and contribute to their community;
- (iv) ~~help people to be~~ are supported to be active remain participants in their community;
- (v) ~~help people to address~~ social issues and influence change.

(2) Services provided under a program must not

- (a) provide primarily for the recreational needs or leisure time pursuits of individuals,
- (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
- (c) be primarily rehabilitative in nature, or

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- (d) duplicate services that are ~~ordinarily provided~~ the responsibility by of a government or government agency.
AR 102/97 s2;199/2003

Financial Matters

Municipal costs

3 Municipal costs of a program may only include

- (a) general administration and management of the municipal program,
- (b) operation of a board or committee for the municipal program,
- (c) planning and research regarding the overall program,
- (d) general consulting by the municipality to services within the program,
- (e) general consulting by the municipality to the community with regard to the program,
- (f) monitoring and evaluation of program services in the municipality,
- (g) evaluating program service delivery effectiveness,
- (h) advertising and promoting the program services in the community,
- (i) managing a specific service delivery mechanism,
- (j) operating a board or committee for the delivery of the service,
- (k) providing training for staff and volunteers for this service,
- (l) reimbursing volunteers for incidental expenses necessarily incurred in providing volunteer services to the program but not including loss of wages, and
- (m) employment of staff to deliver family and community service.

AR 218/94 s3;199/2003

Prohibited costs

4 Expenditures of the program shall not include

- ~~(a) the purchase of land or buildings,~~

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- (a) the purchase or development, or both, of land, buildings or structures,
- (b) the construction or renovation of a building,
- (c) the purchase of motor vehicles,
- ~~(d) any costs required to sustain an organization that do not relate to direct service delivery under the program,~~
- (d) any core operating costs required to sustain an organization that do not relate to direct service delivery under the program,
- (e) municipal property taxes and levies, or
- (f) any payments to a member of a board or committee referred to in section 3(b) or (j), other than reimbursement for expenses referred to in section 3(l).

AR 218/94 s4;199/2003

Use of money

5 ~~A municipality that receives funds from the Minister for a program shall~~

- ~~(a) give priority to funding services under the program that are delivered by volunteer non-profit organizations,~~
- ~~(b) expend no less than 20% of the total budget in the program as a matching share of the total municipal funding and funding by the Minister as provided in the program agreement,~~
- ~~(b.1) allocate from the operating budget of the municipality the 20% matching share referred to in clause (b);~~
- ~~(c) not apply contributions from agencies towards the program, or funds collected through fees charged to clients for services provided under the program, as a part of its matching share,~~
- ~~(d) repealed AR 102/97 s3,~~
- ~~(e) not use payments made by the Minister under this Act to secure reimbursement for municipal costs not a part of the program, and~~
- ~~(f) not use payments made by the Minister under this Act for any operating costs for the program not equally charged to its other municipal projects, work or service.~~

AR 218/94 s5;102/97;199/2003

Use of money

5 A municipality that receives funds from the Minister for a program shall

- (a) give consideration to funding services under the program that are delivered by non-profit organizations,
- (b) contribute no less than 20% of the total program budget as provided in the program agreement,
- (c) allocate the minimum 20% contribution as set out in clause (b) from the operating budget of the municipality.
- (d) not use payments made by the Minister under the Act for reimbursement of municipal costs not related to the program,
- (e) not use payments made by the Minister under the Act for any operating costs for the program not equally charged to its other municipal projects, work or service, and
- (f) not apply as a part of its matching share contributions made towards the program by any agencies or by other municipality'sies, except where the other municipality'sies' contributions are made pursuant to an agreement under section 2(b) of the Act.

~~(COMMENT: Is it necessary that "agencies" and "municipalities" be in the plural?)~~

Payment of \$100 000 or less

6 The audited financial statement required under section 6 of the Act from a municipality that receives a payment under section 3 of the Act in the amount of \$100 000 or less

- (a) must set out the revenues and expenditures shown in the Schedule, and
- (b) must contain the municipality's certification
 - (i) that the services provided under the program meet the conditions set out in section 2.1 of this Regulation,
 - (ii) that the expenditures set out in the financial report include only costs that are eligible under section 3 of this Regulation and do not include expenditures listed in section 4 of this Regulation,

FAMILY AND COMMUNITY SUPPORT SERVICES AMENDMENT
 Section 6.1 REGULATION AR 218/94

- (iii) that the funds provided for services under the program were expended for those services, except for the amount reported as surplus,
- (iv) that the municipality's contribution is not less than 20% of the total budget as provided for in section 5(b) of this Regulation,
- (v) that the 20% matching share has been allocated in accordance with section 5(b.1) of this Regulation, and
- (vi) that any funds collected through fees charged to clients for services provided under the program have not been included as part of the municipality's contribution as provided for in section 5(c) of this Regulation.

AR 218/94 s6;102/97

Payment of more than \$100 000 and less than \$500 000

6.1 The audited financial statement required under section 6 of the Act from a municipality that receives a payment under section 3 of the Act in the amount of more than \$100 000 but less than ~~\$500 000~~ \$250 000 must contain

- (a) the information referred to in section 6(a) and (b), and
- (b) a review engagement report relating to the revenues and expenditures shown in the Schedule, prepared in accordance with the standards of the Canadian Institute of Chartered Accountants for review engagement reports.

AR 102/97 s4

Payment of \$500 000 or more

6.2 The audited financial statement required under section 6 of the Act from a municipality that receives a payment under section 3 of the Act in the amount of ~~\$500 000~~ \$250 000 or more must contain

- (a) the information referred to in section 6(a) and (b), and
- (b) an auditor's report relating to the revenues and expenditures shown in the Schedule, prepared in accordance with the standards of the Canadian Institute of Chartered Accountants for auditors' reports.

AR 102/97 s4

Auditor

6.3(1) The financial statements referred to in sections 6.1 and 6.2 may be prepared by an employee of the municipality but must be reviewed or audited, as the case may be, by an auditor who is not an employee of the municipality.

(2) The auditor referred to in subsection (1) may be the same person who audits the general financial statements of the municipality.

(3) Notwithstanding subsection (1), financial statements referred to in sections 6.1 and 6.2 may be reviewed or audited, as the case may be, by an employee of the municipality if the employee satisfies the conditions set by the Minister.

AR 102/97 s4

Agreements

Agreements

7 An agreement referred to in section 3 of the Act shall be in a form satisfactory to the Minister.

AR 218/94 s7;199/2003

Formal payments

8(1) Subject to section 3(3) of the Act, payment may be paid in accordance with the amount set out in the agreement.

(2) Advance payments to cover costs of the program may be made in accordance with the terms of the agreement.

Municipal signing officer

9 When a municipality as defined in section 1(b)(i) of the Act initially enters into an agreement the municipality shall sign the agreement, on a resolution by the municipal council authorizing the agreement.

Section 2(b) agreements

10(1) Where a municipality enters into an agreement with another municipality under section 2(b) of the Act, the agreement must specify which municipality is authorized, on behalf of the other municipality, to enter into an agreement with the Minister.

(2) If a municipality wishes to terminate an agreement between municipalities under section 2(b) of the Act, and the effect of the termination would be to withdraw the authority for a municipality to receive funding under this Regulation on behalf of another

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municipality, it shall provide the other municipality and the Minister with written notice 6 months prior to the termination date.

Agreement terms

11 It is a term of an agreement between the Minister and municipality that

- (a) if in the opinion of the Minister a municipality's program fails to meet the requirements of section 2 or 2.1, or
- (b) if the audited financial statement of a municipality
 - (i) has not been submitted to the Minister within 120 days of the end of the municipality's fiscal year,
 - (ii) does not meet the requirements prescribed in section 6, 6.1 or 6.2, as the case may be, or
 - (iii) shows that the municipality has wrongfully used funds provided to it under the Act,

the Minister may withhold amounts of funding under any new agreement or require the municipality to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.

AR 218/94 s11;102/97

Repeal

12 The *Family and Community Support Services Regulation* (Alta. Reg. 237/81) is repealed on April 1, 1995.

AR 218/94 s12;319/94

Expiry

Expiry

13 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this Regulation expires on ~~June 30, 2013~~ June 30, 2023.

AR 102/97 s6;41/2002;199/2003

Schedule

Revenues and Expenditures

Revenues

Funding provided under the Act

| | | |
|---------|--|-----------|
| Section | FAMILY AND COMMUNITY SUPPORT SERVICES AMENDMENT REGULATION | AR 218/94 |
|---------|--|-----------|

Municipal contribution
Other revenues

Total Revenues

Expenditures

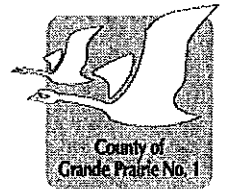
Internal, directly funded services provided by the
municipality under the program including administration
Funds provided to service providers who are external
to the municipality
Less surpluses retained/returned by service providers
who are external to the municipality

Net total funding to service providers who are external to
the municipality

Total Expenditures

Surplus (Deficit)

AR 218/94 Sched.;102/97;199/2003



June 3, 2016

Ken Dropko
Executive Director
Family and Community Support
Services Branch
10th Floor, Sterling Place
9940 106 St,
Edmonton, AB T5K 2N2

Dear Ken:

The County of Grande Prairie FCSS Advisory Board and Council wanted to follow-up with you regarding the conversation we had at the North West Regional Meeting in Valleyview regarding the over contribution we make to our FCSS program. Kathleen Turner has verified for us that according to the 2015 financial statements the County contributes well beyond the required 20% match to the province's grant.

In 2015 our revenue was obtained from: the province \$413,747 (22%); Peace Wapiti School District \$118,941 (6%); fees, rentals, etc. \$97,307 (5%); and from the County \$1,279,938 (67%). If we were to only contribute the matching 20% we would be at \$103,437, so you can see we over contribute \$1,176,501.

Our Board and Council have always been strong advocates and supporters of the FCSS program as we see the benefits of providing prevention services to our residents and recognize the role FCSS plays in community development. We do appreciate the provincial governments acknowledgement of this as well as is evident in the increases they have made to the provincial budget allocation.

Sincerely,

Harold Bulford
FCSS Board Chairman

cc: Leanne Beaupre, County of Grande Prairie Reeve
Deb Teed, FCSSAA Executive Director
Wendy Gautier, FCSSAA NW Regional Representative
North West FCSS Programs