

#### 1. Call to Order

#### 2. Land Acknowledgement

2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

#### 3. Adoption of Agenda

3.1 Agenda for September 25, 2023

#### 4. **Delegation**

- 4.1 Period Promise United Way, Chelsea O'Donoghue
- 4.2 Beyond Food Community Hub, *Chris Keim*
- 5. **Public Hearing** None

#### 6. Business Arising from Minutes

- 6.1 Mayor Hoover 2022 Social Needs Assessment
- (Notice of Motion Regular Council Meeting August 22, 2023)6.2 Mavor Hoover Hwy 2A Tree Removal
  - 2 Mayor Hoover Hwy 2A Tree Removal (Notice of Motion Regular Council Meeting September 12, 2023)

#### 7. Business

- 7.1 Request for Decision, Citizen Engagement Budget 2024 Survey Results
- 7.2 Request for Decision, 2023 FCSS Budget Adjustment and Funding Allocation Recommendations
- 7.3 Request for Decision, Engineering Master Services Agreement Extension
- 7.4 Request for Decision, EV Charging Station Project Update
- 7.5 CAO Report (verbal)

#### Action Correspondence

#### None

#### 9. Information

- 9.1 Economic Development & Tourism Advisory Committee Meeting Minutes May 1, 2023
- 9.2 Family and Community Support Services Board Meeting Minutes July 5, 2023
- 9.3 City of Lacombe Council Highlights September 11, 2023
- 9.4 Lacombe County Council Highlights September 14, 2023
- 9.5 Letter from Central Alberta Victim & Witness Support Society, Funding September 19, 2023
- 9.6 Email from Alberta Municipalities, Emergent resolution on LGFF Capital September 20, 2023

#### 10. Round Table Discussion

- 10.1 Mayor Hoover
- 10.2 Deputy Mayor Dennis
- 10.3 Councillor Sands
- 10.4 Councillor Coulter
- 10.5 Councillor Stendie
- 10.6 Councillor Appel
- 10.7 Councillor Svab

#### 11. Adoption of Minutes

11.1 Minutes from the Regular Council Meeting on September 12, 2023

11.2 Minutes from the Standing Committee of Council on September 18, 2023

#### 12. Notices of Motion None

### 13. Business for the Good of Council None

#### 14. Confidential

- 14.1 Disposition of Municipal Land FOIP 24(1) Advice From Officials
- 14.2 Code of Conduct Review FOIP 23(1) Local Public Body Confidences
- 15. Adjournment

## United Way's Period Promise

Town of Blackfalds Presentation September 2023

Chelsea O'Donoghue, CEO United Way Central Alberta



**United Way** Central Alberta

caunitedway.ca



## United Way's Period Promise in Central Alberta

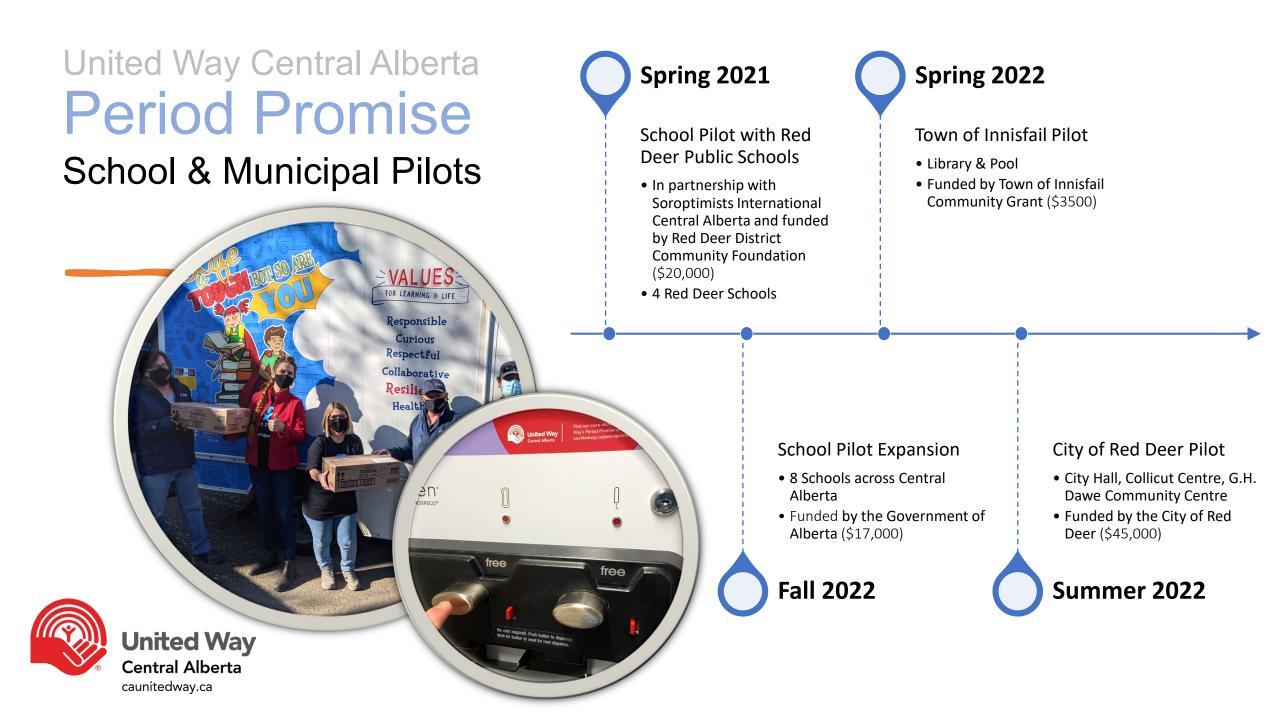
Nearly 1 in 4 Canadian people that menstruate say they have struggled to afford menstrual products for themselves or their children.

How UW fighting this global issue locally:

- Annual Period Promise Campaign & Product Collection for front-line agencies to help people in need
  - 21,914 products to 12 agencies to help fight period poverty last year.
- Connecting businesses to the issue by signing the Period Promise Pledge
- School & Municipal Pilot Programs
- Ongoing advocacy work







## United Way Central Alberta **Period Promise** Pilot Components

- Barrier-Free Dispensers
  - Grand & Toy Vendor Partnership
- Accessible in female, gender-neutral and male washrooms
  - Destigmatization of periods
  - Poverty
  - Inclusivity
  - User Survey via QR Code on dispensers





## United Way Central Alberta **Period Promise**

**RDPSD School Pilot Product Usage** 

Total student population: 2991

Total Value of Pads & Tampons supplied:

\$3762

23,000 count







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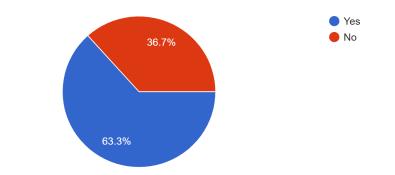
## United Way Central Alberta **Period Promise** School Pilot Survey Snapshot

#### • Location & Demographics

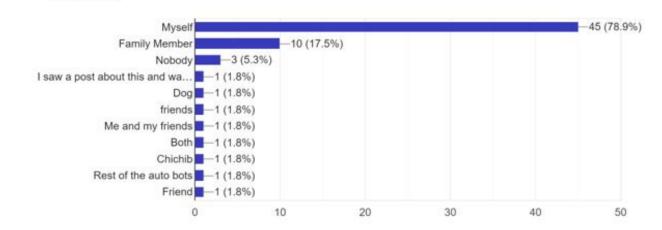
- 27% racialized or POC
- 17% Indigenous
- 22% refugee or immigrant



I have left school during the day because I didn't have menstrual products available to me. 60 responses



Were you collecting menstrual products for yourself or another person? (please select all that apply) 57 responses



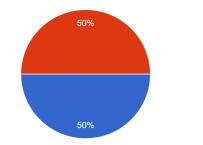
### Accessibility & Poverty

I have missed school or have wanted to miss school because I didn't have menstrual products available to me.

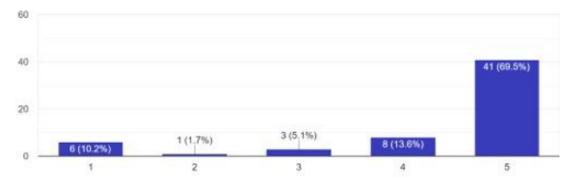
Yes

No

60 responses



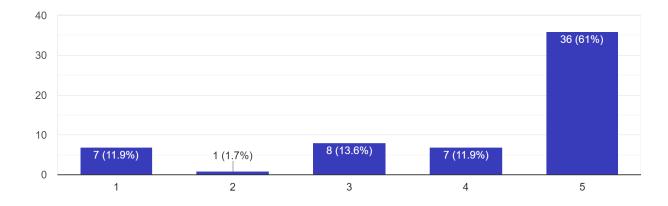
Having free menstrual products available in school improves my access to the school. 59 responses



### United Way Central Alberta Period Promise School Pilot Survey Snapshot

- Accessibility cont'd
- Stigma

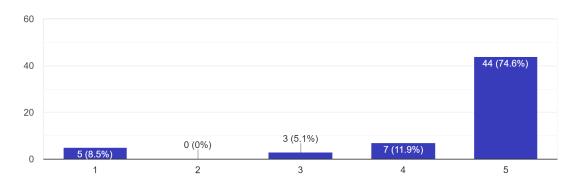
Menstrual stigma makes asking for help when I need menstrual products difficult. <sup>59</sup> responses



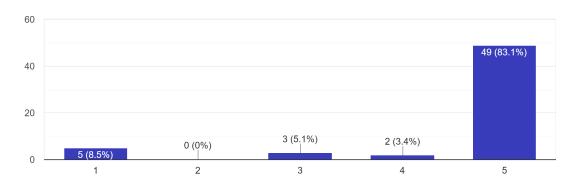




Having access to menstrual products has a positive impact on my quality of life. 59 responses



Menstrual products should be made freely available to people when and where they need them. <sup>59 responses</sup>



United Way Central Alberta Period Promise Poverty in Blackfalds

Characteristic	Blackf	alds	Lacombe County		Region	
Low income (LIM-AT)	#	%	#	%	#	%
0-17	255	8.0	275	12.2	10915	12.59
18-64	355	5.4	575	9.8	21500	9.49
65+	40	6.6	200	10.5	8045	12.22

- Low income: the number of people living with a low or limited income by location
- Market Basket Measure (official poverty line):
  - A family of 4 in Blackfalds must earn to at least \$49,626 to be above Canada's official poverty line.
- Consumer costs for personal care items:
  - Costs continue to rise. The Consumer Price Index for personal cares supplies and equipment in Alberta rose 9.3% from the first half of 2022 compared to the first half of 2023.
  - <u>https://economicdashboard.alberta.ca/dashboard/consumer-price-index/</u>



### **United Way Central Alberta Period Promise Policy Partners**

Join our leaders in helping us reduce the prevalence of period poverty and menstrual stigma in our community.















Servus credit union







HometownMarket.ca



MEETING DATE:	September 25, 2023

PRESENTED BY: Mayor Jamie Hoover

#### SUBJECT: 2022 Social Needs Assessment

WHEREAS the Provincial FCSS Accountability Framework requires Municipalities to "evaluate their services and supports to help build strong and responsive local FCSS programs"; and

WHEREAS the Town of Blackfalds, through Council resolution 122/22, agreed to engage Moorhouse & Associates to conduct a Social Needs Assessment at a cost of \$39,152.00; and

WHEREAS Moorehouse & Associates received input from over 460 individuals, including Blackfalds residents, Blackfalds Staff, Blackfalds Mayor as a representative of Council, and a number of stakeholders in the Town; and

WHEREAS the completed assessment has been presented to Council on multiple occasions, resulting in updates and corrections based on Council questions and comments; and

WHEREAS the FCSS Board has unanimously accepted the final Assessment provided by Moorhouse & Associates and recommended the same to Council; and

WHEREAS the FCSS Board presented as a delegation to Council to reiterate its acceptance of the Social Needs Assessment, indicating that the draft 2022 Social Needs Assessment closely mirrors the Social Need Priorities that are listed by the Province of Alberta, as well as confirming that the Social Needs Assessment that was completed in 2016 is no longer current, and contains no more objectives that are incomplete or relevant for the community; and

WHEREAS it's in the best interest of the Town of Blackfalds to have a guiding document to satisfy the accountability framework set forth by the Province of Alberta and to continue to provide strong and responsive FCSS programs in the Town of Blackfalds.

Notice for the following Motion was given at the August 22, 2023, Regular Council Meeting to be brought forward to the September 25, 2023, Regular Council Meeting instead of the September 12, 2023, Regular Council Meeting for discussion and debate.

#### MOTION

1. Mayor Hoover moved That Council accepts the 2022 Social Needs Assessment, in principle, as the guiding document to prioritize and plan FCSS Programming for the Town of Blackfalds.

#### ALTERNATIVELY

a) Mayor Hoover moved That Council provides specific feedback on changes necessary to accept the 2022 Social Needs Assessment, in principle, as the guiding document to prioritize and plan FCSS Programming for the Town of Blackfalds.



SUBJECT:	Hwy 2A Tree Removal
PRESENTED BY:	Mayor Jamie Hoover
MEETING DATE:	September 25, 2023

On June 27, 2023, a motion was put forward by Administration for tree beautification along Hwy 2A. This motion was defeated.

At the August 22, 2023, Regular Council meeting, Dr. Ken Hubbard presented to Council by way of a delegation the impact that the trees along Hwy 2A had on his business and other businesses within the area and asked that Council reconsider the removal of the trees.

Notice for the following motion was given at the September 12, 2023, Regular Council Meeting to be brought forward to the September 25, 2023, Regular Council Meeting for discussion and debate.

#### MOTION

1. Mayor Hoover moved That Council direct Administration to remove trees and shrubs along Highway 2A in Parkwood Plaza and that funding for the replacement trees be discussed during budget deliberations.



Page 1 of 2

SUBJECT:	Citizen Engagement Budget 2024 Survey Results
PRESENTED BY:	Darolee Bouteiller, Finance Manager
PREPARED BY:	Darolee Bouteiller, Finance Manager
MEETING DATE:	September 25, 2023

#### BACKGROUND

As part of the budget process, Town Council engages with citizens and gets feedback regarding the Town Budget. This year, the Town engaged with citizens through a budget survey and an in-person interaction held at the Community Information Expo. This item is to report back to Council the results of the survey.

#### DISCUSSION

The Survey was created in-house by the Finance Manager and Marketing & Communications Team Lead using Survey Planet. The Survey was available from Aug. 28 – Sept. 17 and was promoted through the Town website and social media accounts with links to QR codes for easy access. The Survey was composed of nine questions where residents were asked to rate their level of satisfaction with Town services. Three questions focused on property tax priorities and revenue sources, followed by three demographic questions. Each question also provided a comment box to receive additional feedback from citizens.

There were 279 residents who completed the entire survey, along with comments. 88.2% of respondents were Blackfalds Resident owners, 6.2% were Blackfalds Resident renters, 4.2% of the respondents were Blackfalds business owners, 0.3% were Lacombe County Residents, and 1.1% preferred not to answer. The age group 31-45 years represented the largest percentage of respondents (48.7%), followed by the age group 46-65 with 31.9% of the respondents. 68.5% of the respondents found the survey on social media.

The question asked residents to rate their level of satisfaction based on their experiences with nine Town services. Choices were to rate the Town as "Well below expectation", "Below expectation", "Meets expectation", "Above expectation or Exceeds expectation". The results are tabulated in the final report attached as Appendix A, with all the responses to each question portrayed in a doughnut chart.

Summary of the Results:

- The most popular answer for each service was that the Town "Meets Expectations".
- With most services receiving a second place rating of "Above Expectations".
- The highest response for "Exceeds Expectations" was received by Parks, Playgrounds and green spaces, with 23.7% of the respondents rating this service as "Exceeds Expectations".

Question 10 was designed to get a rating on the "overall value" of Town services for the tax dollars. The responses to this question were "Excellent", "Good", "Fair", "Poor" or "Very Poor". The highest rating was 37.6% of respondents rated the Town as "Fair," followed by a "Good" rating from 26.9% of respondents.



Question 11, regarding taxation, was designed to get feedback on options to balance the Budget.

- 33.6 % of respondents would prefer the Town introduce new user fees for some Town services that are currently free (e.g. Transfer Station access, RV dump station access, etc.).
- 24.4% of the respondents would prefer the Town to postpone infrastructure projects (e.g. New amenities or major repairs).
- 20.1% of the respondents would prefer to reduce the levels of Town services (e.g. Hours and services offered).
- 15.8 % of respondents would prefer to increase user fees for current Town Services (e.g. Abbey Centre memberships/access, building permits, business licenses, etc.).
- 6.1% of the respondents would prefer to increase property taxes.

The final question was which statement best represents their position regarding taxation.

- 43% of respondents Do not support a tax increase and wish to decrease service levels.
- 30.5% of respondents are not sure/need to know more before deciding.
- 16.5% of respondents support a tax increase in order to maintain services and keep up with inflation.
- 10% of respondents support a tax increase to enhance services.

Each question also included a comment box, an important component of the survey, to allow residents to elaborate on their answers or voice concerns. The comment section has been compiled into a document to be distributed to all Council members, the CAO, Directors and Managers. Comments from citizens will be taken into consideration when prioritizing department service levels.

The survey was anonymous; however, if they submitted their email address, they were able to participate in a draw for completing the survey. Prize #1 - is a \$100 credit towards the Town of Blackfalds Utility account, along with some Town Swag. Prize #2 - is a \$50 gift pass to the Abbey Centre and Town swag.

The Survey results give Council valuable feedback on citizen satisfaction of the current service levels and tax position. The approach going forward will be to consider options and feedback received in this Survey, identify cost savings, prioritize projects, give consideration for the current economic conditions, and keep fiscal responsibility for existing services to establish the 2024-2026 Budget.

#### ADMINISTRATIVE RECOMMENDATION

1. That Council accepts the Citizen Engagement Budget 2024 Survey Report as Information.

#### **ALTERNATIVES**

a) That Council refers the Citizen Engagement Budget 2024 Survey Report back to Administration for further information.

#### ATTACHMENTS

Appendix A – Budget 2024 Survey Report

APPROVALS

Kim Isaak, Chief Administrative Officer

Department Director/Author



# TOWN OF BLACKFALDS CITIZEN ENGAGEMENT

## 2024 BUDGET SURVEY

The Town of Blackfalds aims to deliver a balanced budget that maintains affordability for taxpayers while delivering services that residents value and expect.



## INTRODUCTION

The Town of Blackfalds conducted the annual Budget Survey from August 28- September 17, 2023.

The "Have a Say in What You Pay" budget survey was promoted and distributed using various tools and events including:

- Promoted on social media Twitter, Facebook (Boosted Ad), LinkedIn, Instagram.
- Back side of Utilty Bill
- Community Info Expo
- Website home page slider
- Budget presentation boards
- Monthly newsletters

The survey received 279 responses, 97% of which were Blackfalds residents.

The average rating for Town Services were about 50% and responses were mainly positive.

Some of the highlights gleaned from the survey were:

#### **Town Facilities:**

Very happy with town facilites, they are well maintained, clean and safe.

#### FCSS:

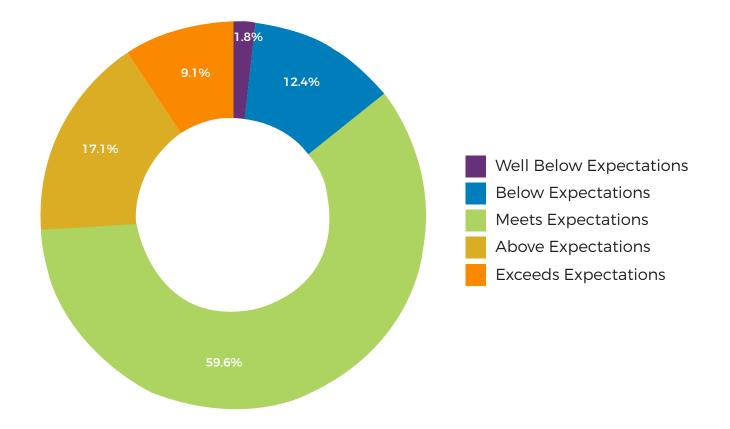
Think the programming is important, need to be more informed of what is offered

#### **Economic Development:**

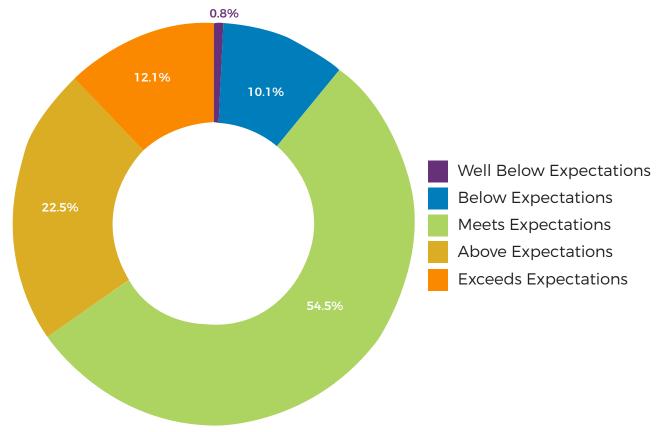
Meets expectations, although would like more diversity in the new businesses coming to Town.



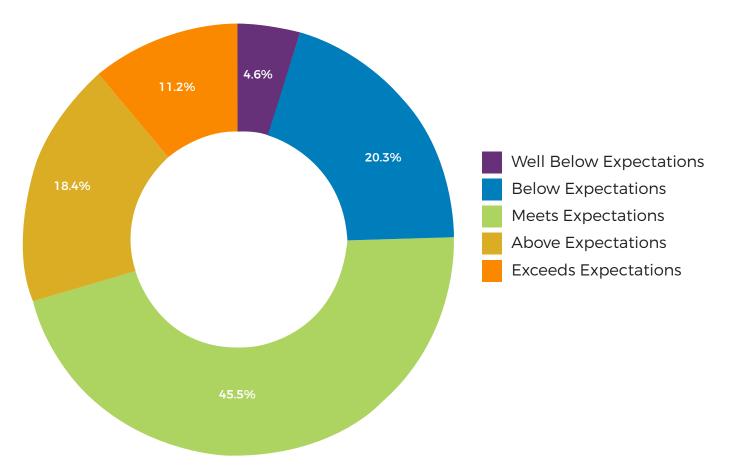
1. Based on your experience with Protective Services, how would you rate your level of satisfaction?



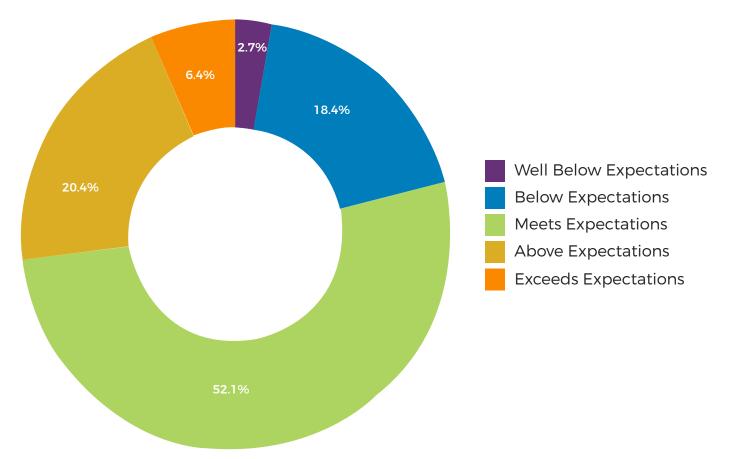
2. Based on your experience with Environmental Services, how would you rate your level of satisfaction?



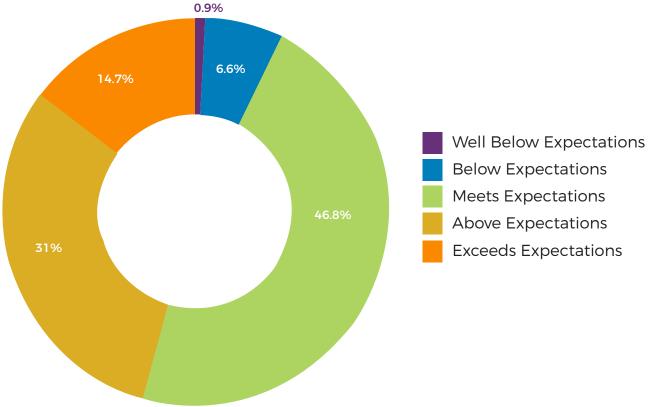
3. Based on your experience with Infrastructure Services, how would you rate your level of satisfaction?



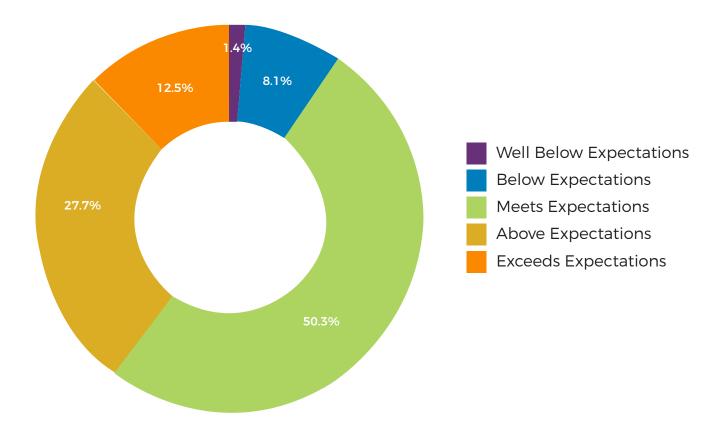
4. Based on your experience with Economic Development, how would you rate your level of satisfaction?



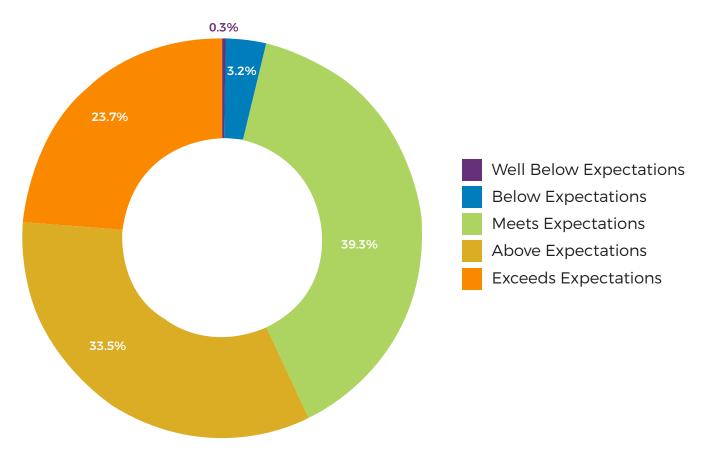
5. Based on your experience with our facilities, how would you rate your level of satisfaction?



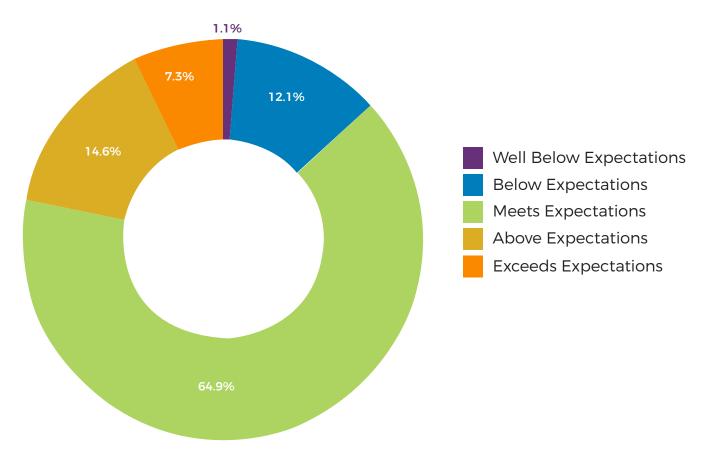
6. Based on your experience with Programs & Events, how would you rate your level of satisfaction?



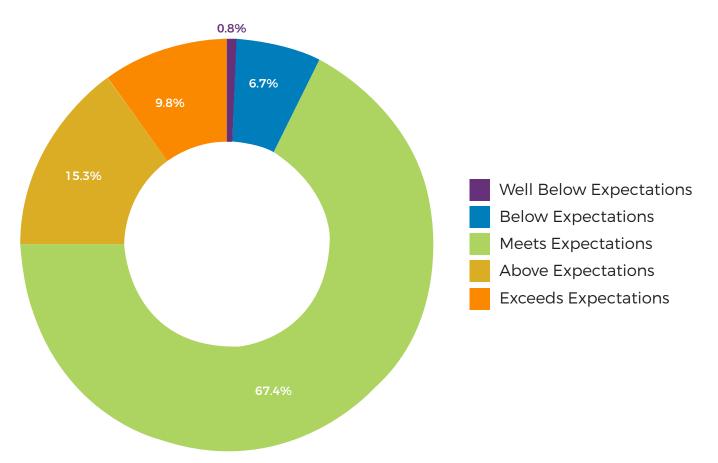
7. Based on your experience with Parks, Playgrounds and Green Spaces, how would you rate your level of satisfaction?



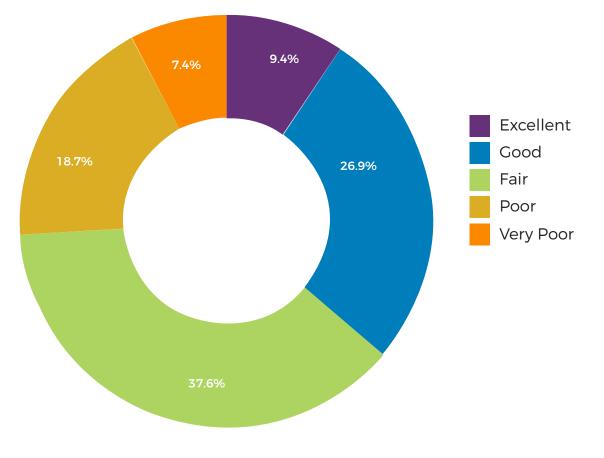
8. Based on your experience with Marketing & Communications, how would you rate your level of satisfaction?



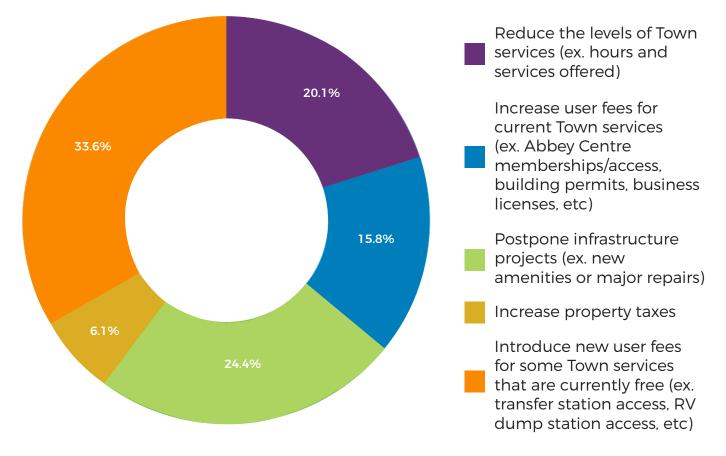
#### 9. Based on your experience with FCSS, how would you rate your level of satisfaction?



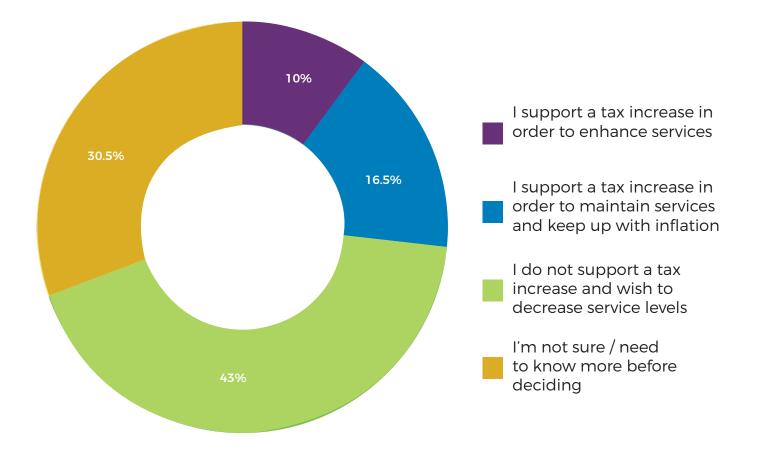
10. Thinking about all the programs and services you receive from the Town, how would you rate the overall value you recieve for your tax dollars that go to the Town of Blackfalds?



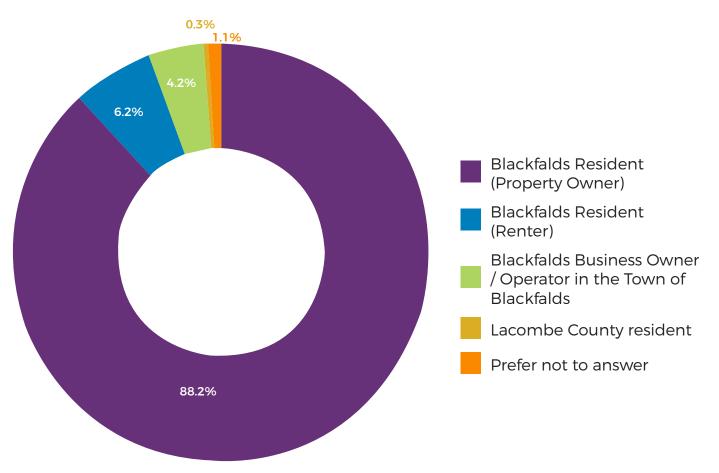
### 11. Which of the following options would you prefer the Town uses to balance its budget?



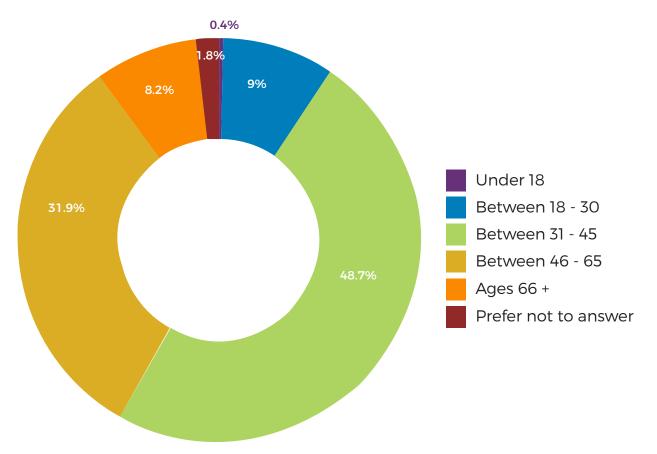
#### 12. Which statement best represents your position regarding taxation?



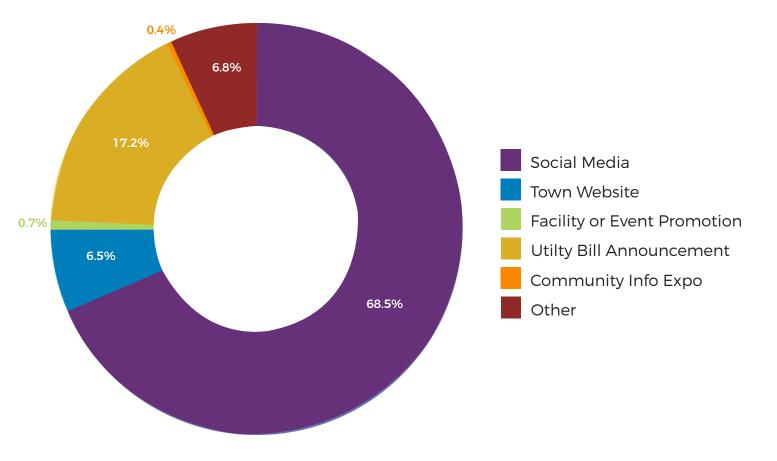
#### 13. Which best applies to you?



#### 14. Which age group best represents you?



#### 15. How did you hear about this survey?



## Thank you to everyone who took the time to answer our survey!



Page 1 of 3

SUBJECT:	2023 FCSS Budget Adjustment and Funding Allocation Recommendations
PRESENTED BY:	Sue Bornn, FCSS Manager
PREPARED BY:	Sue Bornn, FCSS Manager
MEETING DATE:	September 25, 2023

#### BACKGROUND

In July Council was presented with the recommendation of the FCSS Board to allocate additional provincial funding, \$7,706.51, to grants to organizations and further to allocate those dollars to the Iron Ridge Junior Campus in support of the School Social Worker program. After Council discussion, a recommendation for additional information regarding funding eligibility was made.

FCSS Manager Bornn has since reached out to the FCSS Program Consultant that supports Blackfalds as well as the West Central FCSS contact listing and inquired about their community's grant funding programs, whether they fund schools in a similar manner as well as any other information that might be relevant to the discussion.

#### DISCUSSION

Provincial FCSS Program Consultant, Kim Keuber, referred to FCSS program themes of which Family School Liaison, defined as '*Provides students and their families an opportunity to discuss and address concerns about home and/or school in a counseling setting. This program is not mandated under any government department and does not duplicate an existing service' is included.* 

The FCSS Program Handbook which includes the Program Advice Inventory Listing, the tool used to help determine FCSS funding eligibility (pages 43-61), is attached for further information.

Ms. Kueber is one of four Program Consultants in the Province. Within her portfolio of supported communities, she stated that at minimum half of the communities support the Family School Liaison program or similar, as different school divisions have different names for the program. The Family School Liaison program is not a function of the Education Ministry, as its intention is not to educate children. FCSS support of the Family School Liaison enhances a program that is already in existence. Ms. Kueber compared the program to Parent Link. FCSS did not offer Parent Link programming but could enhance what was already in existence. In the situation of Family School Liaison, FCSS funding is used to enhance programming that is already in place within the schools, as local schools have a unique opportunity to access the student population.

Six regional FCSS responded to the inquiry regarding how their FCSS programs operate. Of these FCSS programs, only half offer granting programs. Two programs employ counsellors to support family wellness in their communities, and two provide grant programming to their school divisions, similar to the manner that Blackfalds does. The other two communities do not provide grant programs or support their school's Family School Liaison programs.



Page 2 of 3

The FCSS Program Advice Inventory listing defines the two levels of prevention that FCSS undertakes as primary (community development) and secondary (community-based services) or which many supported programs provide a combination of both.

#### Eligible/Non-Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that: "*In providing for the establishment, administration and operation of a program, a municipality must do all of the following:* 

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality."

Section 2.1(1) states that: "Services provided under a program must

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

Section 2.1(2) states that: "Services provided under a program must not

- (a) provide primarily for the recreation 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
- (d) duplicate services that are ordinarily provided by a government or government agency."

Section 4 of the FCSS Regulation states that: "*Expenditures of the program shall not include* 

- (a) the purchase of land or buildings,
- (b) the construction or renovation of a building,
- (c) the purchase of motor vehicles,



Page 3 of 3

- (d) any 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)."

#### **Determining Eligibility**

A key consideration when determining the eligibility of a project or service is to identify its **intent or purpose.** For purposes of FCSS Program delivery, preventive social services are defined as "enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity." Projects, services and initiatives that support, educate, build awareness, develop leadership skills, strengthen family life and promote volunteerism are eligible preventive social services. Refer to pages 2-1 and 2-2 of the FCSS Program Handbook for a list of programs and services that may be offered.

For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs' programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are "social programs that are preventive in nature" with positive social outcomes provided through various activities. Therefore, FCSS may provide funding to Boys and Girls Clubs.

#### FINANCIAL IMPLICATIONS

None

#### ADMINISTRATIVE RECOMMENDATION

1. That Council accept the FCSS Board's recommendation to allocate the additional \$7,706.51 funding to grants to organizations and further that the funding be allocated to the Iron Ridge Junior Campus in support of the School Social Worker program.

#### ALTERNATIVES

a) That Council refer this item back to Administration for further consideration.

#### **ATTACHMENTS**

• FCSS Program Handbook

#### APPROVALS

Kim Isaak, Chief Administrative Officer

Department Director/Author

Family and Community **Support Services** (FCSS) **Program Handbook** 1borta en an

### Introduction

Since 1966, the Government of Alberta, together with participating municipalities and Métis Settlements, have jointly funded preventive social services for Albertans through the Family and Community Support Services (FCSS) Program. Designed to meet the preventive social programming needs of the local community, FCSS projects and services offer a range of support for people of all ages. Over the years, a number of changes have been made to the FCSS Program to ensure that it continues to meet the needs of the community.

The *FCSS Program Handbook* presents an outline of the FCSS Program, describing its Program plan, organization, allocation of funds and accountability processes. The Handbook is intended to assist staff, elected officials and board members in understanding the purpose of the FCSS Program, how FCSS funding is allocated and how it can be used. It will also provide a record of significant program policy decisions, including interpretations of the FCSS Regulation.

This Handbook will be updated as required.

#### Table of Contents

1.	PROGRAM PLAN	
	A. Vision	
	B. Beliefs	
	C. Mission	
	D. Mandate	
2.	FCSS PROGRAM OPTIONS	2-1
3.	ORGANIZATION	
	A. Relational Chart	
	B. Program Advisory Team Mandate	
	1. Background	
	2. Purpose	
	3. Membership	
	4. Authority/Reporting Relationship	
	C. Eligibility Review	
	D. Available Resources	
4.	ACCOUNTABILITY	
	A. Administration Process	
	1. Municipal FCSS Administration Process	
	2. Métis Settlement FCSS Administration Process	
	3. Provincial FCSS Administration Process	
	B. FCSS Funding Agreement	
	1. Municipalities	
	2. Métis Settlements	
	<ol> <li>Terminating an FCSS Agreement</li> <li>Annual FCSS Program Report</li> </ol>	
	C. Annual FCSS Program Report 1. Report Form	
	2. Guideline	
	<ol> <li>Broject Type Level I/II Coding</li> </ol>	
	<ol> <li>Level of Assurance</li> </ol>	
	5. Program Report Addendum Form	
	D. Reconciliation Statement	
	E. Electronic Processing of FCSS Documents	
	F. Program Review Process	
	G. Performance Measurements	
	1. Performance Measures (Provincial)	
	2. Reporting on Provincial Performance Measures	
	3. FCSS Outcome Measures Initiative	
5.	ALLOCATION OF FUNDS	
	A. Funding Allocation Model	
	1. History of Model Development	
	<ol> <li>Changes to the FCSS Funding Model</li> <li>Even line Celevisian</li> </ol>	
	3. Funding Calculation	
	4. Example	
	5. Additional Notes	

5.	ALLOCATION OF FUNDS (continued)	
	<ul><li>B. Program Policies and Interpretations</li></ul>	
	1. What is FCSS?	
	2. Eligible/Non-Eligible Projects	
	3. FCSS Program Advice Inventory Listing	
	4. Local Surplus Policy	
	<ol> <li>Local Surplus Policy</li> <li>20 per cent Matching Share</li> </ol>	
6.	CONSULTATION	
7.	HISTORY OF FCSS	
8.	FCSS ACT	
9.	FCSS REGULATION	

# 1 Program Plan

#### A. Vision

Alberta's diverse people building strong communities through positive, caring interaction and mutual respect.

#### **B.** Beliefs

A community's most valuable resources are its people. Investments made in developing and supporting people pay dividends in all areas of community life.

We can make valuable contributions to our communities and communities need the contributions of all of us.

Voluntarism is inherently valuable in that it allows us, as citizens, to contribute directly to our community, which in turn is linked to positive outcomes for individual volunteers.

Partnerships are fundamental to community building.

Municipalities and Métis Settlements can support individuals, families and communities by providing well-designed preventive social programs.

Each municipality and Métis Settlement has unique programming needs and is best able to determine what its own needs are.

#### C. Mission

Family and Community Support Services (FCSS) is a partnership between the Province, municipalities and Métis Settlements that develops locally driven preventive social initiatives to enhance the well-being of individuals, families, and communities.

#### D. Mandate

Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation pursuant to that Act. At the local level, a municipal or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund the Program.

# 2 FCSS Program Options

The following is a list of programs and services that may be offered in a community through the FCSS Program. This list is intended as a guideline only. Assessing the needs of the community is the responsibility of the municipality or Métis Settlement.

- a. Services to assist communities to identify their social needs and develop responses to meet those needs, including:
  - i. raising public awareness around community issues,
  - ii. developing strategies for community advocacy,
  - iii. developing comprehensive social community plans and initiatives,
  - iv. environmental scans, service reviews, strategic planning, program planning, or
  - v. in-kind support to community-based groups (until they are able to sustain themselves) such as provision of office space, printing, photocopying, help with preparing proposals, etc.;
- b. Services to promote, encourage and support volunteer work in the community, including:
  - i. recruitment, training and placement services,
  - ii. resources to support volunteers,
  - iii. volunteer recognition, or
  - iv. co-ordination of volunteer services;
- c. Services to inform the public of available services, including:
  - i. information and referral services,
  - ii. community information directories,
  - iii. newcomer services, or
  - iv. inter-agency co-ordination;
- d. Services that promote the social development of children and their families, including:
  - i. parent-child development activities,
  - ii. early childhood development services for children aged 0-5 (excluding child care), or
  - iii. support services for young children aged 6-12 (excluding out-of-school care subsidies);
- e. Services that enrich and strengthen family life by developing skills so people can function more effectively within their own environment, including:
  - i. mentoring programs,
  - ii. parenting and family life education and development programs,
  - iii. programs for single adults and single parents,
  - iv. courses designed to enhance self-awareness and personal growth,
  - v. individual, family and group counselling services that are educational and not treatment oriented, or
  - vi. youth development and leadership services;

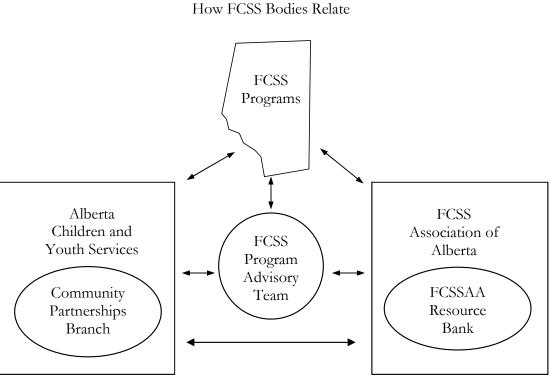
- f. Services that enhance the quality of life of the retired and semi-retired, including:
  - i. home support services,
  - ii. education and information services,
  - iii. co-ordination of senior services and programs, or
  - iv. self-help socialization activities.



To better reflect the partnership nature of the FCSS Program, a more formal relationship is established between Children and Youth Services (CYS) and the Family and Community Support Services Association of Alberta (FCSSAA). The partnership team takes a joint approach toward improving the FCSS Program. This chapter describes that relationship.

#### A. Relational Chart

(courtesy of the FCSSAA)



FCSS Programs have two primary sources of information, plus communication with all three bodies.

#### **B.** Program Advisory Team Mandate

#### 1. Background

The FCSS Program is jointly funded by the Province and participating municipalities or Métis Settlements. The Minister of CYS is responsible for provincial policies that guide the Program.

Staff from the Ministry meet regularly with executive members of the FCSSAA to identify issues and suggest policy changes. This joint initiative of the Ministry and the Association is known as the FCSS Program Advisory Team (PAT).

#### 2. Purpose

PAT is a vehicle for the Ministry and the FCSSAA to jointly consider program policies and processes and recommend improvements. PAT is not intended to duplicate or interfere with the relationship between the Province and individual municipalities/Métis Settlements as outlined in FCSS legislation.

Specific aspects of PAT's mandate include:

- Operating within the framework of the *FCSS Act* and Regulation, the budget as determined by CYS and the overall goal of the department business plan.
- Making recommendations for a three-year plan for FCSS, including the vision, mission, principles, goals and performance measures for the provincial Program.
- Providing a forum for the discussion of new Program directions.
- Reviewing progress made toward Program goals and reporting on performance measures.
- Assisting in the continued development of the FCSS Program Handbook.
- Recommending policies concerning administration of the Program, including:
  - Interpreting policy concerning types of services that are eligible or not eligible for FCSS funding. This typically does not involve decisions about individual projects; rather PAT considers classes or groupings of projects or services (e.g., reviewing the policy with respect to funding food banks).
  - Assisting in the evaluation of the effectiveness of the FCSS Regulation, FCSS funding allocation model and FCSS Program Review processes.

## 3. Membership

Ministry:

- Director of Community Partnerships
- Senior Manager responsible for FCSS
- FCSS Financial and Program Review Officers

FCSSAA:

- President
- Vice-President
- Secretary
- Treasurer

- Past President (one-year term)
- Executive Director
- Representation from FCSS Directors' Network
- Representation from Métis Settlements

## 4. Authority/Reporting Relationship

PAT represents a consultative relationship between the Ministry and the FCSSAA. Ministry staff is accountable to the Assistant Deputy Minister responsible for FCSS. Association representatives are accountable to the Association Board and member Programs.

# C. Eligibility Review

Projects and services receiving FCSS funding is one subject the PAT discusses to clarify eligibility within the context of the broad Program mandate. For example, in 2008, the PAT reviewed the intent and outcomes of the School/Community Resource Officer Program, determined it was not a preventive social program and, therefore, not eligible for FCSS funding. The PAT does not approve (or disapprove) the delivery of specific programs or services at the local level because it is not comprehensively aware of local community needs and capacities, and does not interfere in local independence and decision-making. It is important to recognize that ultimately, it is the responsibility of a local municipal or Métis Settlement Council and/or FCSS Board to determine whether or not to fund a specific project or service based on legislated parameters.

## **D.** Available Resources

A number of FCSS resources and publications are available on the CYS website at <u>www.child.alberta.ca/home/821.cfm</u> as well as the FCSSAA website at <u>www.fcssaa.ab.ca</u>.



# A. Administration Process

1.	Municipal FCSS Administration Process
August	RECEIVE from the Province forthcoming year FCSS funding allocation confirmation. The municipality may either request the entire grant amount, or a portion thereof, based on the municipal budget estimate.
October	<ul><li>RECEIVE from the Province:</li><li>FCSS Funding Agreement (offer of funding) for the coming year.</li></ul>
	HAVE AGREEMENT SIGNED BY MUNICIPAL AUTHORITY.
	SEND signed agreement to CYS.   Department processes payment.
January	RECEIVE (municipal) first quarter payment of provincial funding for the new year.
January	<ul> <li>End of previous financial year:</li> <li>COMPILE information for Annual FCSS Program Report.</li> <li>ARRANGE for financial audits/review engagement reports/certificates of compliance (where applicable).</li> </ul>
April	SEND reports to the Province (within 120 days after end of financial year). Questions (Province reviews) x If reports require clarification If reports complete
	▼ RECEIVE from the Province:
	<ul> <li>Reconciliation Statement of Revenue and Expenditures.</li> </ul>
April	Provincial budget is set. Revised allocations and agreements forwarded, if required.
April	RECEIVE (municipal) second quarter payment of provincial funding.
July	RECEIVE (municipal) third quarter payment of provincial funding.
October	RECEIVE (municipal) fourth quarter payment of provincial funding.
Decemb	er RECEIVE Annual FCSS Program Report from the Province.

## 2. Métis Settlement FCSS Administration Process

April	<ul><li>RECEIVE from the Province:</li><li>FCSS Funding Agreement (offer of funding) for the coming fiscal year.</li></ul>
	HAVE AGREEMENT SIGNED BY MÉTIS SETTLEMENT AUTHORITY.
	SEND signed agreement to CYS.
April	<ul> <li>End of previous financial year:</li> <li>COMPILE information for Annual FCSS Program Report.</li> <li>ARRANGE for financial audits/review engagement reports/certificates of compliance (where applicable).</li> </ul>
May	RECEIVE first quarter payment of provincial funding for the new year.
July	SEND reports to the Province (within 120 days after end of financial year). (Province reviews) Questions X If reports require clarification V If reports complete
	RECEIVE from the Province:
	Reconciliation Statement of Revenue and Expenditures.
July	RECEIVE second quarter payment of provincial funding.
October	RECEIVE third quarter payment of provincial funding.
January	RECEIVE fourth quarter payment of provincial funding.
February	RECEIVE Annual FCSS Program Report from the Province.

## 3. Provincial FCSS Administration Process

August	(=).	Forward forthcoming year FCSS funding allocations to municipalities and Métis Settlements for grant confirmation and requests for provincial funding.
October	( <b>—</b> 1)	Forward FCSS Funding Agreements to municipalities for the coming year.
December	( <b>—</b> 1)-	Forward Annual FCSS Program Reports to municipalities for financial reporting.
January	(=+	Disburse (municipal) first quarter payment of provincial funding to municipalities.
February	( <b>—</b> t-	Forward Annual FCSS Program Reports to Métis Settlements for financial reporting.
April	( <b>—</b> 1)	Provincial budget adjustments to FCSS Funding Agreements, if required.
	()	Disburse (municipal) second quarter payment of provincial funding to municipalities.
	( <b>—</b> 1)	Forward FCSS Funding Agreements to Métis Settlements.
May	( <b>—</b> 1)	Receive and review prior year financial statements/certificates of compliance from municipalities.
	( <b>—</b> 1)	Forward FCSS Reconciliation Statements to municipalities.
	( <b>—</b> ŀ	Disburse first quarter payment of provincial funding to Métis Settlements.
July	( <b>—</b> 1)	Disburse (municipal) third quarter payment of provincial funding to municipalities.
	( <b>—</b> )+	Disburse second quarter payment of provincial funding to Métis Settlements.
August	(=)	Receive and review prior year financial statements/certificates of compliance from Métis Settlements.
	( <b>—</b> 1-	Forward FCSS Reconciliation Statements to Métis Settlements.
October	( <b>—</b> )-	Disburse (municipal) fourth quarter payment of provincial funding to municipalities.
	( <b>—</b> )-	Disburse third quarter payment of provincial funding to Métis Settlements.
January	( <b>—</b> 1)	Disburse fourth quarter payment of provincial funding to Métis Settlements.

## **B.** FCSS Funding Agreement

## 1. Municipalities

Alberta

#### **Children and Youth Services**

#### JANUARY 1 - DECEMBER 31, 20XX FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING AGREEMENT

**BETWEEN**:

#### HER MAJESTY THE QUEEN in RIGHT OF ALBERTA

as represented by the Minister of Children and Youth Services ("the Minister") AND xxxxxxxx, whose address is xxxxxxxx xxxxxxx, Alberta xxxxxx ("the Municipality")

The Minister and Municipality agree as follows:

- 1. Subject to appropriation by the Legislature of Alberta, the Minister shall pay the Municipality the committed provincial contribution of \$XXX,XXX to establish, administer, and operate the program referred to in paragraph 2 of the Agreement.
- 2. The Municipality shall:
  - (a) provide for the establishment, administration, and operation of a FCSS Program ("the Program") in accordance with the *FCSS Act* and Regulation;
  - (b) use the total amount of \$XXX,XXX) including a required municipal contribution of at least \$XX,XXX to deliver the Program;
  - (c) repay any provincial funds unused when this Agreement ends;
  - (d) prepare and submit Program and financial information required under the Act, within 120 days of the end of the Municipality's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister;
  - (e) ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act; and records identified as necessary under the Act must be kept for a period of five years, in accordance with the retention schedule under which the Ministry operates.
- 3. The Minister shall pay the Municipality an advance of one-fourth of the total payable under this Agreement in January, April, July, and October 20XX.
- 4. If a disagreement arises between the parties regarding the expenditure of funding under the Act, the decision of the Minister to resolve the disagreement shall be final and conclusive.

Page 1 of 3

5.	(a)		the opinion of the Minister, a Municipality's program fails to meet the requirements of the nily and Community Support Services Regulation					
			or					
	(b)	if the	e financial report of the 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 of the Family and Community Support Services Regulation, 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.					
6.	con	nmuni n the c	or more municipalities have entered into an agreement to provide joint family and ity support services programs, the Municipality represents that pursuant to the agreement other municipalities, it has the authority to agree to the terms of this Agreement on their					
7.	This	s Agre	eement commences on January 1, 20XX and ends on December 31, 20XX.					
8.	(a)	at an	eement may be terminated: y time by mutual agreement of the parties; ther party for any reason by providing 6 months written notice to the other party.					
9.			reement is terminated for any reason, the Municipality's obligations under clauses 2(c), (d), nd clauses 5(a) and (b) continue.					
The M	unici	pality	has signed this Agreement on the day of, 20XX.					
The M	iniste	er has	signed this Agreement on the day of, 20XX.					
Sigr	natur	es (Al	ffix municipal corporate seal if applicable):					
	Minister of Children and Youth Services							
	•		duly authorized signing officer(s) eve as the case may be)					
			Page 2 of 3					

		SERVICES FUNDING AGREE	MENT
Title of Program:XXXXXXXXScope of Program:Single			he Period Ending ember 31, 20XX
List all participating municipalities.			
TOWN OF XXXXXXXXX	\$XX.XXX.00	VILLAGE OF XXXXXXXXX	\$XX.XXX.00
TOWN OF XXXXXXXXX	\$XX,XXX.00	VILLAGE OF XXXXXXXXX	\$XX,XXX.00
XXXXXXXXXX COUNTY	\$XX,XXX.00	VILLAGE OF XXXXXXXXX	\$XX,XXX.00
	Calculatio	on of Funding:	
\$XX,XXX	\$XX	,XXX	\$XX,XXX
Committed Provincial	Required Munic (\$0.25 per Committe which represents 20		Total Sum
	Pag	e 3 of 3	

## 2. Métis Settlements

berta

CHILDREN AND YOUTH SERVICES

#### APRIL 1, 200X – MARCH 31, 200X FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING AGREEMENT

#### BETWEEN:

#### HER MAJESTY THE QUEEN in RIGHT OF ALBERTA as represented by the Minister of Children and Youth Services ("the Minister")

AND

XXXXXXXXXX, whose address is XXXXXXX XXXXXXX, Alberta XXXXXX ("the Métis Settlement")

The Minister and Métis Settlement agree as follows:

- 1. The Minister shall pay the Métis Settlement the committed provincial contribution of \$XX,XXX to establish, administer, and operate the program referred to in paragraph 2 of the Agreement.
- 2. The Métis Settlement shall:
  - provide for the establishment, administration, and operation of a Family and Community Support Services Program ("the Program") in accordance with the Family and Community Support Services Act and Regulation;
  - use the total amount of \$XXX,XXX including a required municipal contribution of at least \$XX,XXX to deliver the Program;
  - (c) repay any provincial funds unused when this Agreement ends;
  - (d) prepare and submit Program and financial information required under the Act, within 120 days of the end of the Métis Settlement 's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister;
  - (e) ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act; and records identified as necessary under the Act must be kept for a period of five years, in accordance with the retention schedule under which the Ministry operates.
- 3. The Minister shall pay the Métis Settlement an advance of one-fourth of the total payable under this Agreement in April, July, and October, 20XX and January 20XX.
- 4. If a disagreement arises between the parties regarding the expenditure of funding under the Act, the decision of the Minister to resolve the disagreement shall be final and conclusive.

Page 1 of 2

5.	(a)	If in the opinion of the Minister, a Settlement's program fails to meet the requirements of the Family and Community Support Services Regulation
		or
	(b)	<ul> <li>if the financial report of the Métis Settlement</li> <li>(i) has not been submitted to the Minister within 120 days of the end of the Métis Settlement's fiscal year,</li> </ul>
		<ul> <li>does not meet the requirements of the Family and Community Support Services Regulation, or</li> </ul>
		(iii) shows that the Métis Settlement has wrongfully used funds provided to it under the Act,
		the Minister may withhold amounts of funding under any new agreement or require the Métis Settlement 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.
6.	This	Agreement commences on January 1, 20XX and ends on December 31, 20XX.
7.	(a) a	Agreement may be terminated: at any time by mutual agreement of the parties; by either party for any reason by providing 6 months written notice to the other party.
8.		s Agreement is terminated for any reason, the Métis Settlement's obligations under clauses 2(c), and (e) and clauses 5(a) and (b) continue.
Th	e Métis	Settlement has signed this Agreement on the day of, 20XX.
		ter has signed this Agreement on the day of, 20XX.
Sig	nature	s (Affix municipal corporate seal if applicable):
		Minister of Children and Youth Services
Métis S	Settlem	ent's duly authorized signing officer(s)
		Page 2 of 2

## 3. Terminating an FCSS Agreement

An FCSS Agreement may be terminated at any time by mutual agreement of both parties.

If a municipality wishes to terminate an Agreement between municipalities under Section 2(b) of the *FCSS Act*, and the effect of the termination would be to withdraw the authority for that municipality (i.e., local Unit Authority or lead municipality) to receive funding under the FCSS Regulation on behalf of another municipality, it shall provide the other municipality and the Minister of CYS with written notice six months prior to the termination date.

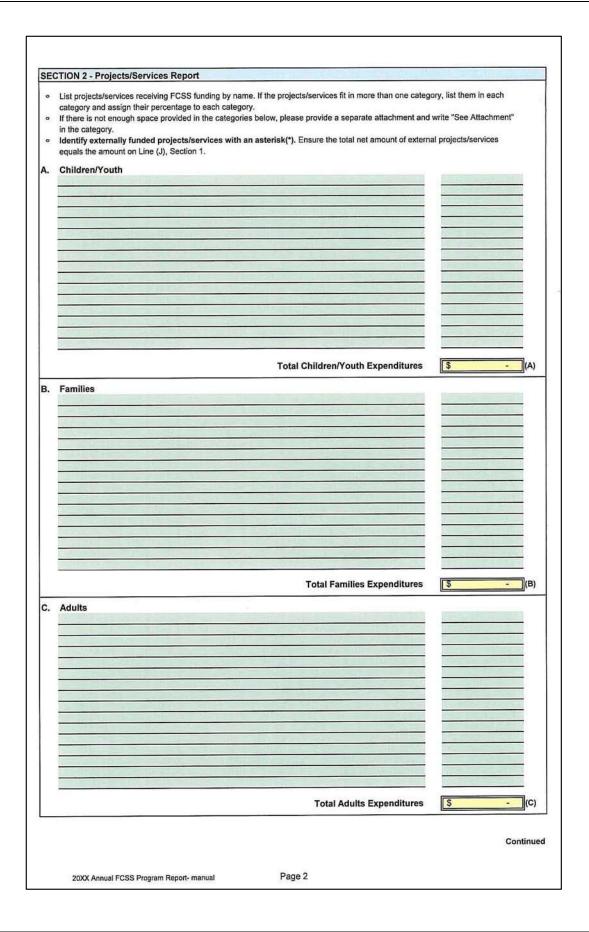
If a municipality participating in a multi-municipal Program that is **not** responsible for Program administration wishes to terminate an Agreement, it shall advise the local Unit Authority (lead municipality) of this decision. The local Unit Authority is then required to provide the Minister of CYS with written notice six months prior to the termination date. Refer to numbers eight and nine of the municipal FCSS Funding Agreement or number eight of the Métis Settlement FCSS Funding Agreement.

Municipalities or Métis Settlements operating individual Programs (i.e., not part of a multimunicipal agreement), wishing to terminate an Agreement are required to provide the Minister of CYS with written notice six months prior to the termination date.

# C. Annual FCSS Program Report

## 1. Report Form

HILDREN AND YOUTH SERVICES	_					DATE	
Family and Community Support Services (FCSS)						yyyy / mm	/ dd
The summary information you ar Services Act and Regulation. To o identify projects/services receination of this information of this information.	his information will ving FCSS funding	I be used to determin g, and for other provin	e your muni cial program	cipality's FC reporting pu	CSS grant su	rplus/deficit	amount,
Name of FCSS Program: (En	ter the name of	your FCSS Progra	am below)		in regard	n i por i q	
SECTION 1 - Statement of Re	evenues and Ex	penditures				Interesting M	No S. Orteko
Revenues							
Funding provided under the	Act (FCSS Fundin	g Agreement - No. 1)					(A)
Deferred provincial dollars fr	om 20XX (Recond	iliation Report)				Main Ray	(A1
Funding provided under the (amounts received from oth			Grant Transfe	ere Form - n	mvide details)	\$	(B)
(amounts received nom our	and consider the second	unding provided u				s	(C)
		•••••		a pa - za	,		
Municipal contribution (Minin (including the 20% municipal				f Grant Tran	sfers Form)		(D)
Additional Funding received	from other munic	ipalities *				S	(D2
(amounts received from oth	er FCSS Program	in excess of their 20	% funding rep	orted on D2	of Grant Tran	sfers Form)	
Other revenues							(E)
		Total F	Revenues (	C + D+ D2	+ E = F)	\$	(F)
Expenditures							
Internal, directly funded serv	ices provided by t	he municipality under					
the program including admin						\$	(G)
Funds provided to service pr external to the municipality	oviders who are			S	(H)		
Less surpluses retained/retu	rned by service pr	oviders					
who are external to the muni					(1)		
Net Total Fundin	g to service prov	viders who are exter	nal to the mu	nicipality	(H - I = J)	\$	(J)
		Т	otal Expend	itures (G	+ J = K)	s	(K)
Surplus (Deficit)			Surplus (I (Deficit if )	Deficit) (F	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$	(L)
			1	-9			
					12.		
GRANT TRANSFERS FORM							
FCSS Grant Received from 0	ther ECSS Pro	arams					
dentify the name of the FCSS Pro			he amount of	funding prov	rided.		
Name of FCSS Program	Total Transfer (	100%) 80% Provinc		20% Munici	pal Share	Additional	Funding*
	and succession.	(Prov. Funds u	inder the Act)				
and a second second second		sep 2	100 11				85-00.000 <u>-0</u>
	-						
Total	\$	\$	(B)	\$	(D1)	\$	(D2
* Additional funding is funding rec	eived from other F	CSS Program in exc	ess of that Pro	ogram's 20%	required con	tribution.	
							Continue
							Conunue



<b>D</b> .	CTION 2 - Projects/Services Report (continued) Seniors			
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		Total S	eniors Expenditures	[\$ - (D)
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	Total	Community Davala	pment Expenditures	\$ - (E)
	Grant Transfers to other FCSS Programs		Side and the	Territor Charles
	Grant Transfers to other FCSS Programs			
	Grant Transfers to other FCSS Programs	T	otal Grant Transfers	\$(F)
	Grant Transfers to other FCSS Programs		otal Grant Transfers ement Expenditures	\$(F)
	FCSS Management	Total FCSS Manag nditures (A + B + C		
1.	FCSS Management Total Exper	Total FCSS Manag nditures (A + B + C	ement Expenditures : + D + E + F + G = H)	[](G
S.	FCSS Management Total Exper	Total FCSS Manag nditures (A + B + C	ement Expenditures : + D + E + F + G = H)	
s. SEC	FCSS Management Total Expendent Total Expendent CTION 3 - Certificate of Compliance is to certify that: To the best of my knowledge and belief, the projects/se requirements and conditions set out in the Family and expenditures and revenues relative to the Program have	Total FCSS Manag nditures (A + B + C (should et community Support e been included in this	ement Expenditures + D + E + F + G = H) yual Line (K), Section 1) s included in this report co Services Act and Regula report.	(G (G (H) mply with the
s. SEC	FCSS Management Total Experience CTION 3 - Certificate of Compliance is is to certify that: To the best of my knowledge and belief, the projects/se requirements and conditions set out in the Family and	Total FCSS Manag nditures (A + B + C (should ed rvices and expenditures Community Support e been included in this the operating budget of	ement Expenditures + D + E + F + G = H) yual Line (K), Section 1) s included in this report co Services Act and Regula report.	(G)
S. SEC	FCSS Management Total Expendent Total Expendent CTION 3 - Certificate of Compliance is to certify that: To the best of my knowledge and belief, the projects/se requirements and conditions set out in the Family and expenditures and revenues relative to the Program have	Total FCSS Manag nditures (A + B + C (should et community Support e been included in this	ement Expenditures + D + E + F + G = H) yual Line (K), Section 1) s included in this report co Services Act and Regula report. the municipality.	(G)
s. SEC	FCSS Management Total Experience Sisto certify that: To the best of my knowledge and belief, the projects/se requirements and conditions set out in the Family and expenditures and revenues relative to the Program have The 20% municipal contribution has been derived from Director or Designate (please PRINT)	Total FCSS Manag nditures (A + B + C (should et should et community Support e been included in this the operating budget of Date yyyy/mm/dd	ement Expenditures E + D + E + F + G = H) yual Line (K), Section 1) s included in this report co Services Act and Regula report. f the municipality. Signature of	(G) S - (H) mply with the tion; and all Director or Designate
s. EC	FCSS Management Total Experience Total Experience Sisto certify that: To the best of my knowledge and belief, the projects/se requirements and conditions set out in the Family and expenditures and revenues relative to the Program have The 20% municipal contribution has been derived from	Total FCSS Manag nditures (A + B + C (should ex rvices and expenditures Community Support e been included in this the operating budget of Date yyyy/mm/dd	ement Expenditures E + D + E + F + G = H) yual Line (K), Section 1) s included in this report co Services Act and Regula report. f the municipality. Signature of	(G. S - (H) mply with the tion; and all
G. SEC	FCSS Management Total Expension CTION 3 - Certificate of Compliance is to certify that: To the best of my knowledge and belief, the projects/se	Total FCSS Manag nditures (A + B + C (should ed rvices and expenditure)	ement Expenditures ; + D + E + F + G = H) qual Line (K), Section 1) s included in this report co	\$ mply with the

## 2. Guideline

The FCSS Regulation requires all municipalities and Métis Settlements receiving provincial grants to submit **Annual FCSS Program Reports**. An Annual FCSS Program Report is forwarded each year from the Province to participating municipalities and Métis Settlements. *Note: In 2010, CYS introduced an Online System for submission of a number of documents, including the Annual FCSS Program Report. For further information, see Section E on page 4-21*. Submission of the report must be made within 120 days of the municipal calendar year-end (due to the Province on April 30 of following year) and within 120 days of the Métis Settlement fiscal year-end (due to the Province on July 29 of current year). The form is divided into three sections: Section 1 is the Statement of Revenue and Expenditures; Section 2 is the Projects/Services Report; and, Section 3 is the Certificate of Compliance.

The following is a guideline to assist in completing the form. Detailed information is also available in the *FCSS Financial Report Guide* which is posted on the CYS website at www.child.alberta.ca/home/821.cfm.

**Name of FCSS Program** - Identify the name of the local FCSS Program receiving funding from the Ministry for the delivery of preventive social services.

### Section 1 <u>Statement of Revenues and Expenditures</u>

### Revenues

**Funding provided under the Act (FCSS Agreement – No. 1)** is the total of the four quarterly FCSS provincial grant payments received within the reporting period, plus any calculated provincial surplus dollars from the prior reporting period. Refer to Line 1 of the FCSS Funding Agreement or Amending Agreement (if applicable) to confirm the correct figure to be included here.

**Deferred provincial dollars from 20XX (Reconciliation Report)** is the amount of unexpended dollars a municipality retained from the previous year as a result of a provincial FCSS grant increase. An Annual FCSS Program Report Addendum is forwarded from the Province together with the Annual FCSS Program Report. Local FCSS Programs deferring all or part of the increase are required to complete this Addendum. Refer to the prior year FCSS Reconciliation of Revenue and Expenditures Report provided by the Province to confirm correct figure to be included here.

*Funding provided under the Act from other municipalities* is the provincial (80 per cent) FCSS funding amount received from municipalities located outside its FCSS boundary (i.e., grant transfer). All grant transfer information, including the name of each municipality providing a grant and grant breakdown details, is to be reported on the Grant Transfers Form, located at the bottom of page one.

The *Municipal contribution* must be no less than 25 per cent of the provincial grant. This equates to an 80/20 ratio between the Province and the municipality/Métis Settlement. The contribution cannot include funds collected through fees charged to clients for services provided under the municipal program. **The 20 per cent matching share must be allocated from the operating budget of the municipality/Métis Settlement**.

If grant transfers are reported, combine matching 20 per cent contributions received from outside municipalities (as recorded on Line (D1) of the Grant Transfers Form), together with your Program's municipal share and report this amount on Line D. If no grant transfers are being reported, identify only your Program's municipal matching share.

*Additional Funding received from other municipalities* is the funding received from municipalities located outside its FCSS boundary from other FCSS Programs in excess of their 20 per cent matching share. The figure reported must correspond to the amount recorded on Line (D2) of the Grant Transfer Form, located at the bottom of page one.

Other revenues include the following examples:

Funds paid to the Program by other provincial, municipal, or federal departments for the reporting period.

Client fees or other third party fees received in the reporting period.

Proceeds from the disposal of assets and equipment.

Cash donations and proceeds from general fundraising activities to the Program, including United Way, etc.

Interest income from investments of current period funding and from other sources of income allocated to the Program.

All revenues received for the operation of an FCSS Program are to be reported when completing the Annual FCSS Program Report. However, there are circumstances wherein an FCSS Program may receive cash donations or generate revenues from fundraising activities intended to be spent on specific non-FCSS activities (i.e., outside legislated parameters). If a local FCSS Program is involved in community activities where no provincial (80 per cent) dollars are being used, do not report these expenditures and/or revenues on the Annual FCSS Program Report. Doing so may result in a false surplus calculation.

#### Expenditures

*Internal, directly funded services provided by the municipality under the program including administration* may only include costs identified in Section 3 of the FCSS Regulation (municipal costs) and shall not include costs identified in Section 4 (prohibited costs).

*Funds provided to service providers who are external to the municipality* is the total amount of all FCSS grants paid to external organizations during the reporting period.

Less surpluses retained/returned by service providers who are external to the municipality is the total amount of funding the externally funded organizations did not spend. The municipality must have a process in place to determine whether grants have been fully expended in accordance with the terms of agreement between the municipality and its funded organizations.

Externally funded organizations receiving operating grants from municipalities, regardless of their operating year, are required to submit calendar year-end (January 1 to December 31) financial statements for accountability/audit purposes.

Financial statements must correspond to projects as described on FCSS funding applications approved by municipal Councils and/or local FCSS Boards.

These statements, to be retained on file locally, support figures reported in Section 1 on Lines (H), (I) and (J) of the Annual FCSS Program Report. Calendar year statements are necessary to ensure the provincial FCSS reconciliation statement is calculated correctly.

If an externally funded organization closes or terminates its agreement with the municipality, a partial year financial statement for the period of time the organization was in receipt of funding is required.

*Net total funding to service providers who are external to the municipality* is the difference between the amount of funds advanced to external organizations and the amount of surpluses retained/returned by the organizations.

*Surplus/(Deficit)* is the difference between the total expenditures and the total revenues. If a surplus is identified, the amount will be prorated proportionately among revenue contributors (i.e., municipality, other revenue sources and the Province).

#### Section 2 Projects/Services Report

- List each project receiving funding and the amount expended. Total Program expenditures reported in Section 2, Box H must equal Section 1, Line K.
- The quality of reports produced within the provincial FCSS database is dependent on the accuracy and clarity of information provided on Annual FCSS Program Reports. *Do not identify expenditure types (e.g., salaries, rent, utilities, etc.) as project names.*
- Clearly identify each project receiving funding with an appropriate name. Consider the purpose, intent or outcome of the service when determining what a project name might be (e.g., "Seniors Outreach" versus "Seniors Fun Day"). Avoid grouping unrelated projects together.
- Separate activities with a similar purpose may be combined and reported under a common title (e.g., community events, public awareness/education, information/referral, and/or volunteer support).

- Externally funded projects/services must be identified with an asterisk (\*). The appropriate project name should precede the name of the organization receiving funding (e.g., Outreach and Wellness Program (Seniors Drop-In Society)\*).
- Expenditure totals for external projects reported in Section 2 must correspond to the figure reported in Section 1 on Line (J) (i.e., *Net Total Funding to service providers who are external to the municipality*).
- If a project fits within multiple categories, calculate and report the percentage that applies to each. For example, 75 per cent of a \$5,000 Family School Liaison expenditure could be reported within the Category A Children and Youth (\$3,750) and 25 per cent reported within Category B Families (\$1,250).
- *Grant Transfers to other FCSS Programs* (Category F) is used when municipalities elect to transfer all, or a potion of, their FCSS grants to neighbouring Programs located outside their boundaries for the delivery of services within their communities.
- FCSS Management (Category G) should only include expenses related to administration of the overall FCSS Program. Many FCSS Directors/Co-ordinators are also involved in direct program delivery. In these circumstances, the percentage of time and expenses involved in program delivery should be calculated and reported within appropriate categories (i.e., children/youth, families, adults, seniors or community development). "Facilitation and support" is an apt description for this type of service. *Expenditures reported in this category must not include expenses, including salaries of municipal staff, for other municipal projects, work or service outside the FCSS mandate. Refer to Section 5(e) of the FCSS Regulation.*
- Carefully consider appropriate category placement for each identified project. A number of reports produced by the Ministry are based on category information.

#### Section 3 <u>Certification of Compliance</u>

The FCSS Director (or designate) and the Chief Administrative Officer (or designate) both sign the Certification of Compliance attesting that all projects, services and expenditures comply with FCSS legislation; and that the 20 per cent municipal matching share is derived from the operating budget of the municipality or Métis Settlement.

*FCSS Director* is defined as the person directly responsible for the administration of an FCSS Program within a municipality or Métis Settlement.

CYS requires written confirmation from the municipality if Annual FCSS Program Report signing authority is delegated to anyone other than the local FCSS Director, Chief Administrative Officer and/or Mayor/Reeve (e.g., FCSS Board Chair).

## 3. Project Type Level I/II Coding

CYS receives frequent requests about the types of projects that are funded through FCSS and two levels of coding, Project Type Level I and II, have been established to assist in providing this information within the provincial FCSS database.

The groupings under Project Type Level I focus on the general type of service that is being provided (e.g., counselling or information and referral).

Project Type Level II is more specific than Level I and identifies projects by the common name of the activity or the context in which the service is being provided.

Level I and Level II coding is only required for **new** projects or services. Codes for projects or services reported in the previous year that receive funding again in the current year are saved and rolled over in the provincial FCSS database.

Ensure **only one code for Level I and one code for Level II** are assigned to each new project. A summary of prior year projects with their assigned codes is available from CYS upon request.

## 4. Level of Assurance

- a. If the provincial grant provided to the municipality/Métis Settlement is \$100,000 or less, the signed Annual FCSS Program Report is all the Province requires for reporting purposes.
- b. If the provincial grant provided to the municipality is more than \$100,000 but less than \$500,000, a Review Engagement Report (including supporting financial statements) specific to the FCSS Program, must accompany the signed Annual FCSS Program Report.
- c. If the provincial grant provided to the municipality is \$500,000 or more, audited financial statements specific to the FCSS Program must accompany the signed Annual FCSS Program Report.

Reporting requirements are identified in Section 6 of the FCSS Regulation. Definitions of "Review Engagement" and "Audit" are provided in the footnotes included on pages 22 and 23 of the *FCSS Financial Report Guide* posted on the Ministry's website at www.child.alberta.ca/home/images/familyandcommunitysupport/FCSS Financial Report Guide Aug 1 2006 Final1.pdf.

With respect to levels of assurance b) and c), the Review Engagement and the Audit require the issuance of a full report by a public accountant. The public accountant must be a member in good standing of the Institute of Chartered Accountants of Alberta, the Certified General Accountants' Association of Alberta, or the Society of Management Accountants of Alberta.

The Minister will allow a municipal employee to prepare a Review Engagement or Audit referred to in Section 6.1 and 6.2 of the FCSS Regulation providing that the following conditions are met:

- a. The employee has the proper professional designation.
- b. The employee's primary duty is performing audits.
- c. The employee is independent of the unit disbursing the FCSS grant funding.

## 5. Program Report Addendum Form

HILDREN AND YOUTH SERVICES		DATE
Family and Community Support Services (FCSS)		yyyy / mm / dd
funicipalities will have an opportunity to defer any unexpo aceived in 20XX. Local FCSS Programs deferring all o ompleting the 20XX Annual FCSS Program Report, this greement amount.	r a part of the increase	will be required to complete this addendum. Whe
lame of FCSS Program:		
ame of 1000 Program.		
20XX Surplus (From Line 'L' of the 20XX Anr 20XX Unexpended Funding from the \$XX n only) received in 20XX to be deferred and n Report.	nillion increase (provin	cial 80% dollars
20XX Surplus (From Line 'L' of the 20XX Anr 20XX Unexpended Funding from the \$XX n only) received in 20XX to be deferred and n	nillion increase (provin	cial 80% dollars

If a municipal FCSS Program receives a funding increase (i.e., amending agreement) in the current financial year resulting in a surplus, the Program may choose to apply to defer all or part of the surplus to the maximum amount of the increase by completing the Annual FCSS Program Report Addendum.

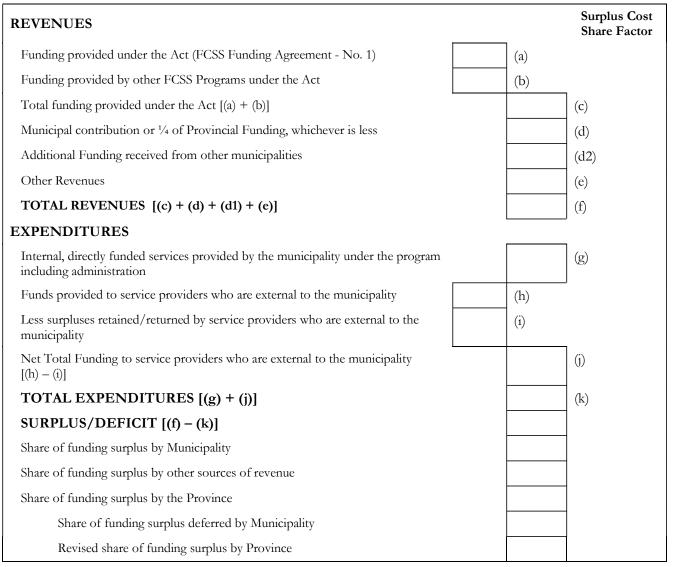
Métis Settlements operate on the same fiscal year as the Province, April 1 to March 31, and therefore are not required to complete an Annual FCSS Program Report Addendum.

# **D. Reconciliation Statement**

#### Family and Community Support Services Reconciliation of Revenue and Expenditures

#### Local Unit Authority

#### 20XX CALENDAR YEAR



#### **Reconciliation Statement**

The provincial reconciliation statement reflects the Statement of Revenue and Expenditures as identified in Section 1 of the Annual FCSS Program Report. Any surpluses incurred by the local FCSS Program will be prorated in proportion to the amount provided by the Province, the municipality/Métis Settlement (to a minimum of 25 per cent of the provincial contribution) and other sources of revenue.

## **E.** Electronic Processing of FCSS Documents

In 2010, CYS introduced an Online System to enable municipalities and Métis Settlements to submit a number of documents electronically through a secure web browser interface to the Internet. These documents include FCSS Funding Requests, FCSS Funding Agreements, FCSS Funding Agreement Amendments and Annual FCSS Program Reports. Funding Requests, Funding Agreements and Amending Agreements are forwarded from the Ministry through this System to Chief Administrative Officers/Administrators and Annual FCSS Program Reports are forwarded to local FCSS Directors.

Following are some of the benefits to using this System:

- Permanent File of Submissions Ability to check the status of submitted documents. Documents may be printed at any time and prior year records may be reviewed.
- Receive Electronic Notices An immediate e-mail from the System will provide notification once the Minister or Minister Designate of CYS has approved submitted documents. The System will also provide notification of errors or omissions.
- High Reliability No concerns about having documents lost/delayed in the mail.
- Less Cost Signing on to the System is free; no need to spend money for postage or couriers.

Passwords and IDs for specific roles must be established before municipalities and Métis Settlements may access the System. The URL address for the FCSS Online System is <u>https://www.acs.gov.ab.ca/fcss/fcss.nsf</u>. Detailed information is available in procedural manuals posted on the Ministry's website at <u>www.child.alberta.ca/home/821.cfm</u>. There are separate manuals for municipalities and Métis Settlements.

For password/ID related questions, send an e-mail message to <u>FCSS.Admin@gov.ab.ca</u>.

## F. Program Review Process

Provincial staff conduct FCSS Program Reviews throughout the Province, with approximately 12 municipalities/Métis Settlements visited each year. The purpose of these reviews is to provide ongoing program and administrative advice, support and information to participating municipalities and Métis Settlements and to ensure local Programs are operating within the legislated parameters of FCSS.

## **G.** Performance Measurements

## 1. Performance Measures (Provincial)

One function of performance measurement is to assist FCSS partners to determine whether the Program is achieving its mission provincially, and whether municipalities and Métis Settlements are fulfilling the intentions of the *FCSS Act* and the Regulation. The mission and local responsibilities are restated on the following page for reference purposes.

#### Mission:

FCSS is a **partnership** between the Province, municipalities and Métis Settlements that develops locally-driven **preventive social initiatives** to **enhance the well-being** of individuals, families and communities.

**Responsibilities of municipalities (reference Section 2 of the FCSS Regulation):** The following are activities that FCSS communities must perform in order to achieve outcomes:

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

FCSS Program outcomes relate to the following statements identified in Section 2.1(1)(b) of the FCSS Regulation. Local FCSS Programs should be developed to assist communities to:

- help people to develop independence, strengthen coping skills and become more resistant to crisis;
- help people to develop an awareness of social needs;
- help people to develop interpersonal and group skills which enhance constructive relationships among people;
- help people and communities to assume responsibility for decisions and actions which affect them;
- provide supports that help sustain people as active participants in the community.

Provincial performance measures will address each of the highlighted concepts from the mission and the responsibilities.

## 2. Reporting on Provincial Performance Measures

The Government of Alberta and the FCSSAA have identified the need for performance measures to articulate the effectiveness of FCSS projects and services in meeting preventive social service needs, identify gaps in existing services and provide opportunities to learn and improve.

A framework for the FCSS Outcome Measures Initiative is being developed which will help local FCSS Programs link their own unique outcome statements to one or more of the broad strategic directions identified in the FCSS Regulation. This work will help to identify effective performance measures.

## 3. FCSS Outcome Measures Initiative

The FCSS Program is included in the Ministry's Business Plan with goals, targets, performance measures and outcomes for province-wide program delivery. The measures used are strong indicators of the commitment of local FCSS staff and volunteers to reduce the need for crisis intervention in communities by providing support to children, youth and families at the earliest opportunity.

In 2000, an environmental scan identified that FCSS Programs did not have the capacity to monitor outcomes of program delivery. In 2001, the FCSSAA piloted a "program logic model" with seven FCSS Programs and the Making a Difference (MAD) Outcome Evaluation System was initiated. The intent of the MAD initiative was to provide an opportunity for FCSS Programs to learn the practice of identifying outcomes of their services; and learn how to use the information for continuous improvement and guiding best practices.

Involvement in the Initiative was encouraged but not required and over the years, the use and understanding of outcome measurement by local FCSS Programs continued to grow. Several provincial annual reports were produced.

Based on findings from the 2007 FCSS Program Review and feedback from local FCSS Directors, a number of gaps and needs were identified in order to continue to build capacity and increase the number of local FCSS Programs implementing outcome measures. In March 2009, a Provincial FCSS Outcome Measures Steering Committee was established to oversee, build capacity and encourage the use of outcome measurement by all FCSS Programs.

The initiative was renamed the FCSS Outcome Measures (FOM) Initiative and the Steering Committee identified some initial priorities to support local FCSS Programs in developing and implementing FOM. Identified priorities included training specific to FCSS Programs delivered by FCSS staff trained in basic outcome measures, clear and consistent language, ongoing communication, the development of outcome measures tools and templates and a peer mentoring system.

In 2010, an FCSS Outcome Measures Training curriculum was developed and piloted by FCSS staff. Local FCSS Program staff have been recruited to work as FCSS Outcome Measures Trainers and are available to provide training and support to FCSS Programs.

Work on FOM will continue to address priorities and will include the development of a provincial framework for FOM. Questions regarding this initiative and the use of outcome measures should be directed to Joyce Mellott, Senior Manager, FCSS Unit, CYS, toll-free by first dialing 310-0000, then 780-415-6285, or by e-mail at Joyce.Mellott@gov.ab.ca.

# **5** Allocation of Funds

## A. Funding Allocation Model

In April 1998, (then) Family and Social Services began to implement a new model for the allocation of provincial funding to municipalities and Métis Settlements participating in the FCSS Program. The model is based on the population of each participating municipality or Métis Settlement, with a median income level adjustment for each community. The Province uses the model to calculate the FCSS grant available to each municipality or Métis Settlement for the upcoming year.

## 1. History of Model Development

In April 1996, the administration of the FCSS Program was returned to (then) Family and Social Services from Municipal Affairs. A steering committee was established to conduct a review of the FCSS Program. The committee included representation from the Alberta Urban Municipalities Association, Alberta Association of Municipal Districts and Counties, the FCSS Association of Alberta, Métis Settlements General Council, Inter-City Forum on Social Policy and Family and Social Services. To assist the steering committee, a design team was also created to deal with the detail and analysis of FCSS issues. The design team included department and municipal FCSS officials.

One task was to review the method of allocating provincial funding to participating municipalities and Métis Settlements. The committee considered many different models and determined the approach best able to address some of the funding inequities without introducing too much complexity to the system.

## 2. Changes to the FCSS Funding Model

As a result of recommendations stemming from the 2006 FCSS Program Review, qualifying municipalities and Métis Settlements received one-time supplemental funding in February 2008 to bring all FCSS Programs to a funding level equal to the cumulative percentage increase of the provincial FCSS budget between the fiscal years 2002/2003 and 2007/2008 of 16 per cent. This increase became part of each local FCSS Program's base budget in April 2008.

In order to maintain the funding level and address the cost of doing business, a two per cent increase to the FCSS grant budget was included in the funding model calculation. This means that municipalities and Métis Settlements receive either a two per cent increase from the prior year funding, thereby eliminating the need for grandfathering (a process that allows a local FCSS Program to retain its current level of funding), or an amount based on the funding allocation formula (i.e., population/median income), whichever is higher. *Note: This assumes that CYS receives an annual increase to its provincial FCSS Program grant allocation budget.* 

## 3. Funding Calculation

The model sets out the following steps to determine the amount of provincial FCSS funding available to a participating municipality or Métis Settlement:

- Step One: Identify the current population of the municipality or Métis Settlement. The population figure used by the model is the one provided by the municipality or Métis Settlement to Municipal Affairs. Because these figures are updated annually each October, funding is based on the previous year's population (e.g., 2010 funding is based on 2009 population figures).
- Step Two: Determine the median income of the municipality or Métis Settlement. The model uses the individual median income as reported by Statistics Canada and is based on Tax Filer data. Because Statistics Canada collects and reports this data based on postal codes, the data is organized to correspond as closely as possible with municipal and Métis Settlement boundaries.
- Step Three:Determine the income index for the municipality or MétisSettlement.The income index is derived by dividing the municipality's orMétis Settlement's median income by the average median income of allparticipating municipalities and Métis Settlements.
- Step Four:Determine the adjusted population of a municipality or Métis<br/>Settlement. The formula is as follows: Adjusted Population for<br/>Calculation of FCSS Funding = Population *plus* [(1 *minus* Income Index)<br/>*multiplied by* Weighting Factor\* *multiplied* by Population)].

\*See note on page 5-5 related to weighting factor.

Step Five:Determine the percentage of available FCSS funding that will go to<br/>the municipality or Métis Settlement. The formula is as follows:<br/>Percentage of Available FCSS Funding = Adjusted Population (per above)<br/>divided by the total Adjusted Population of all participating municipalities<br/>and Métis Settlements *multiplied* by 100.

Step Six:	<b>Determine the amount of funding available for distribution under the model.</b> The entire FCSS grant budget is not distributed according to the funding formula. With the incorporation of the two per cent increase in the calculation, a portion of the budget is used.
	For example, in 2008/2009, \$72.4 million was budgeted for grants to municipalities and Métis Settlements. Approximately \$70.9 million was distributed under the model and \$1.5 million was the result of the two per cent calculation. In future years, these figures will change based on current population and median income or because of changes to the overall provincial FCSS grant budget.
Step Seven:	<b>Determine the provincial FCSS grant for the municipality or Métis</b> <b>Settlement.</b> To do this, the percentage share of available funding (per step five) is <i>multiplied</i> by the funding available for distribution under the model (per step six).
Step Eight:	<b>Calculate the two per cent increase from prior year funding</b> <b>allocations to municipalities and Métis Settlements.</b> To address the cost of doing business and eliminate grandfathering, a two per cent increase is applied to prior year funding for all participating municipalities and Métis Settlements. This calculation is done independent of the funding formula. The results of both calculations determine the amount of funding received by the municipalities and Métis Settlements. Municipalities and Métis

Settlements receive the greater amount of both calculations.

An example of the calculation is provided on the following page.

## 4. Example

Step One	Population of a municipality	10,000
Step Two	Median Income	15,000
Step Three	Median Income Average	16,646
	Income Index	.901
Step Four	Overall Income Index	1.00
	Less: Income Index of municipality	.901
	Difference	.099
	Multiply by weighting factor	.25
		.02475
	Multiply by actual population of municipality	10,000
		247.5
	Plus: Actual population of municipality	10,000
	Adjusted population for calculation	10,247
Step Five	Divided by Total Adjusted Population of all participating municipalities	2,486,893
	Percentage of Adjusted Population of municipality	0.41204%
Step Six	Multiply by Grant for Distribution	\$34,200,000
Step Seven	Eligible Funding Amount	\$140,917.76
Step Eight	Calculate the two per cent increase from prior year's funding and apply whichever is the greater of the two calculations.	

## 5. Additional Notes

#### Median Income

The median is the middle number in a group of numbers. Where a median income is given as \$20,000, it means that exactly one-half of the reported incomes are greater than or equal to \$20,000, and the other one-half are less than or equal to that amount. The model uses individual median income produced by Statistics Canada, based on Tax Filer data. This data is updated annually, but is always two years behind. For example, in the Fall of 2009 when preparing the 2010 FCSS grants, income data from the 2007 tax year was used.

The provincial **median income average** is the sum total of median income of all participating municipalities and Métis Settlement, divided by the total number of participating municipalities and Métis Settlements.

## Weighting Factor

The weighting factor is a mathematical constant that determines the influence of median income in the funding allocation model. The higher the weighting factor, the greater the influence of the median income. In the FCSS funding model, a weighting factor of .25 is used. This is a relatively low weighting, meaning that the population of the municipality or Métis Settlement plays a more significant role in determining its funding than does the median income. The sample calculation from the previous page demonstrates the use of the weighting factor.

#### **Provincial Funding Increases for FCSS**

The funding allocation model was developed to create more equity in the way funds are distributed to municipalities and Métis Settlements. In 2000, the Province and the FCSSAA undertook a review of the FCSS Funding Allocation Model. The result of the review indicated that the model was essentially sound and supported by participating municipalities and Métis Settlements, but required "full funding" to operate effectively. In 2002, the (then) Children's Services Ministry provided the FCSS Program with an additional \$15 million.

Since the 1997/1998 fiscal year, the Province has increased the annual FCSS budget by \$43.8 million. In 2008/2009, the majority of the FCSS communities received increases in their FCSS grants; however, despite considerable increases in funding, there were still a number of municipalities requiring grandfathering at their current levels, thus, the minimum increase of two per cent was introduced.

The following table shows the amount of provincial FCSS funding available to municipalities and Métis Settlements since 1997/1998:

1997/1998 Provincial FCSS Grant Budget	\$31.1 million
1998/1999 Provincial FCSS Grant Budget	\$36.1 million
1999/2000 Provincial FCSS Grant Budget	\$36.6 million
2000/2001 Provincial FCSS Grant Budget	\$37.6 million
2001/2002 Provincial FCSS Grant Budget	\$42.3 million
2002/2003 Provincial FCSS Grant Budget	\$57.3 million
2003/2004 Provincial FCSS Grant Budget	\$58.6 million
2004/2005 Provincial FCSS Grant Budget	\$61.1 million
2005/2006 Provincial FCSS Grant Budget	\$62.5 million
2006/2007 Provincial FCSS Grant Budget	\$64.5 million
2007/2008 Provincial FCSS Grant Budget	\$67.5 million
2008/2009 Provincial FCSS Grant Budget	\$72.0 million
2009/2010 Provincial FCSS Grant Budget	\$74.8 million
2010/2011 Provincial FCSS Grant Budget	\$74.8 million

## **B.** Program Policies and Interpretations

## 1. What is FCSS?

FCSS is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis settlements. Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation. The *Act* describes **what** the Province and municipality/Metis Settlement can do to provide preventive social services. The Regulation describes **how** services may be provided.

The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund FCSS activities. **Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.** The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. The programs developed are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

One of the key principles of the FCSS Program is local responsibility for priority-setting and resource allocation. Within the parameters of the *FCSS Act* and Regulation, each municipality or Métis Settlement determines how much of the available grant allocation it will access from the Province and how this funding should be allocated to best meet the needs of their community. Part of this decision-making process will be to ensure that the required 20 per cent matching share is available and that its source is the operating budget of the municipality/Métis Settlement. **Final authority and responsibility for how local FCSS Programs will be administered and delivered rests with municipal/Métis Settlement Councils.** 

Eligible projects, services and expenditures must adhere to legislated requirements and it is recommended that the *FCSS Act* and Regulation be reviewed and referenced regularly. By collaborating and partnering, local FCSS Programs assist with such program goals as helping communities "assume responsibility for decisions and actions which affect them" and helping to "sustain people as active participants in the community." Promoting local partnerships and co-operation is not only essential to achieve objectives, it is philosophically sound.

## FCSS, Prevention and Community Development

According to the FCSS Regulation, participating municipalities and Métis Settlements are obligated by legislation to "promote, encourage and facilitate the development of stronger communities." FCSS, by its legislated nature, is necessarily involved in community development.

Communities can be strengthened in at least two ways:

- 1. **By supporting individuals** Communities are groups of people. In providing services for individuals and families to improve their well-being and build their capacity to prevent and/or deal with crisis situations, communities as a whole are strengthened. FCSS supports individuals and families by offering programs (i.e., direct service delivery), or by funding community organizations to provide the services (i.e., external granting).
- 2. **By serving the whole community** Communities are also strengthened through community-wide initiatives that intentionally involve citizen participation and provide the opportunity for community members to assume responsibility for decisions and actions which affect them. FCSS serves the whole community by initiating and/or supporting community needs assessments, community planning processes, and developing and implementing projects to address community-wide needs. The provision of community-wide services such as community directories, information and referral services and volunteer centres are examples of FCSS involvement in community development.

#### Levels of Prevention

There are three levels of prevention: primary, secondary and tertiary. FCSS Programs focus on primary prevention (community development) and secondary prevention (community-based services). There has long been discussion about community development versus provision of community-based services for meeting needs and making change happen – and which is most appropriate for an FCSS Program's focus.

Each community needs to decide for itself what its core philosophy and approach will be. Many FCSS Programs are a combination of community development and communitybased services. Elements of both approaches can be present in any project or community planning process.

Whether an FCSS Program wants to provide services or facilitate others to provide services, the role of FCSS is to ensure community involvement and input to make change happen. Using either a community development approach, a community-based services approach, or a combination of both, preventive social services provided by FCSS Programs will be:

- oriented to the future not the past;
- focussed on a group in the community or section of the community, rather than the individual;
- innovative and locally determined;
- carried out in co-operation with other organizations; and/or
- designed to encourage self help, volunteerism, and capacity building so people can help themselves.

FCSS Programs can often be seen doing community development by:

- encouraging groups of people to identify and work toward resolving community issues;
- publicizing issues that affect the quality of life of people in the community;
- adapting to changing conditions; and/or
- helping people to identify their needs, define their goals and determine how to make those goals reality.

#### Working with Child and Family Services Authorities

CYS offers a range of services and programs for children and families through 10 Child and Family Services Authorities (CFSAs) serving all regions of the Province. Local FCSS Programs and CFSAs work together to build strong, effective partnerships at the community level and collaborate on funding initiatives that meet the FCSS criteria.

CFSAs are responsible for services related to child intervention, child protection, foster care, adoptions, children with special needs, prevention of family violence and day care support services. Services may also include the delivery and co-ordination of a variety of other services developed through partnerships and protocols with community agencies, other regional authorities and government departments.

In 1999, CYS and the FCSSAA partnered to develop a series of "Working Together" papers. *Working Together with Child and Family Services Authorities* and numerous other publications are posted on the CYS website at <u>www.child.alberta.ca/home/821.cfm</u>. These papers are also available through the FCSSAA Resource Bank.

Further information about local CFSA offices can be found on the Ministry's website at www.child.alberta.ca/home/local\_offices.cfm.

## 2. Eligible/Non-Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that:

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

Activities

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

Section 2.1(1) states that:

Services provided under a program must

Outcomes

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

Section 2.1(2) states that:

Services provided under a program must not

Activities

- (a) provide primarily for the recreation 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
- (d) duplicate services that are ordinarily provided by a government or government agency.

Section 4 of the FCSS Regulation states that:

Prohibited

Costs

Expenditures of the program shall not include

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

## 3. FCSS Program Advice Inventory Listing

The FCSS Program Advice Inventory Listing, developed by CYS and the FCSSAA, follows the principles and guidelines of the *FCSS Act* and Regulation and is intended to assist local FCSS Programs clarify the eligibility of a number of projects, services and/or expenditures.

The Listing is another "for FCSS by FCSS" resource designed to assist in decision-making and program delivery in the community. The information is a collection of responses from CYS and the FCSSAA to questions from local FCSS Program Directors and Board members regarding funding eligibility. Many of the items included in the Listing were reviewed by the FCSS Program Advisory Team.

This Listing is updated periodically by CYS. Please note that the Listing is not exhaustive and interpretations provided are subject to change. Final funding decisions remain the responsibility of each participating municipality or Métis Settlement.

A table of contents is provided to assist with locating specific projects/services. This Listing is provided as a section within the FCSS Program Handbook and is also available as a stand-alone document. Copies are available on the Ministry's website at www.child.alberta.ca/home/821.cfm or by contacting the FCSSAA.

#### **Determining Eligibility**

A key consideration when determining the eligibility of a project or service is to identify its **intent or purpose.** For purposes of FCSS Program delivery, preventive social services are defined as "enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity." Projects, services and initiatives that support, educate, build awareness, develop leadership skills, strengthen family life and promote volunteerism are eligible preventive social services. Refer to pages 2-1 and 2-2 for a list of programs and services that may be offered.

For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs' programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are "social programs that are preventive in nature" with positive social outcomes provided through various activities. Therefore, FCSS may provide funding to Boys and Girls Clubs.

Identifying the **type of prevention** also helps to determine its fit for funding. Crime prevention and safety or injury prevention programs (first aid courses, child car seat awareness, bicycle safety, swim programs, etc.) provide valuable services to community residents; however, they do not meet FCSS criteria in that they are not "<u>social</u> programs that are preventive in nature." When deciding whether to fund particular projects or services, local municipal or Métis Settlement Councils, or FCSS Boards, are tasked with prioritizing **the level of community need the project or service will address** in relation to other needs in the area, and the degree to which it is determined the project or service will meet those needs (thereby providing a basis of prevention of future needs in the community), as well as the availability of other potential funding sources.

Section 2.1(2) and Section 4 of the FCSS Regulation identify ineligible services and prohibited costs. **Crisis intervention and rehabilitation services are not eligible to receive funding. Capital expenses,** including funding to build, renovate, maintain or operate a facility where FCSS programs and services are offered, **are not eligible** for FCSS funding.

Section 2.1(2)(d) of the FCSS Regulation states that "services provided under a program must not duplicate services that are ordinarily provided by a government or government agency." This does not mean that local FCSS Programs cannot jointly fund initiatives with government, providing FCSS Regulation criteria are met. The intent is to ensure local FCSS Programs do not start-up projects or services that are already mandated under other government jurisdictions. Many government departments/agencies find it necessary to reduce or eliminate funding of programs or services within their jurisdictions. **FCSS funding should not be used to enhance or restore these services.** 

Visit the Government of Alberta website at <u>www.gov.ab.ca</u> to learn more about the various provincial ministries and to identify where potential grants may be available (click on the "Government" tab and go to the appropriate Ministry website link). A summary of mandates and responsibilities for all government ministries is available at <u>www.alberta.ca/home/ministries.cfm</u>.

Funding requests may include both **eligible and non-eligible components.** Components of a service that has preventive social outcomes may be funded by FCSS, with another funding partner covering the components related to the non-eligible costs. For example, the aspect of community kitchens/community gardens that focus on developing independence, strengthening coping skills, building relationships and support networks, is eligible for FCSS funding, while the components that focus on menu planning, nutrition, budget planning, learning shopping and/or gardening skills, is not eligible for FCSS funding.

If a project or service is determined to be ineligible for FCSS funding, (e.g., food bank, thrift shop, nutrition program, literacy program, school-based programs, special transportation services, etc.) funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

In many cases, determining eligibility is not straightforward. However, if there is a social need in the community, projects and services that are preventive in nature and have identified positive social outcomes will generally be eligible for FCSS funding.

#### **Eligibility Assessment Tool**

The *Eligibility Assessment Tool* is a four-stage test or guide to assist local FCSS Programs in determining if a project or funding request fits the FCSS eligibility criteria:

1. Is the project or service preventive? Does it enhance the social well-being of families and individuals? Does it have preventive social outcomes?

(The answer should be "yes.")

- 2. Does the project or service:
  - help people develop independence, strengthen coping skills?
  - help people develop an awareness of social needs?
  - help people to develop interpersonal and group skills?
  - help people and communities to assume responsibility OR
  - provide supports that help sustain people as active members of the community?

(The answer should be "yes" to at least one of these questions.)

- 3. Is the project or service:
  - primarily a recreation, leisure, entertainment or sporting activity or event?
  - offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
  - primarily rehabilitative, therapeutic or crisis management?
  - a duplication of services provided by any level of government?
  - a capital expenditure such as the purchase, construction or renovation of a building or facility?

(The answer must be "no" to all of these questions.)

4. Do the proposed expenditures of the project comply with Sections 3 and 4 of the FCSS Regulation?

(The answer should be "yes.")

FCSS Program Advice Inventory Listing Table of Contents	Page No.
ABC Headstart	5-16
Adult Tutoring	5-16
Babysitting Courses	5-16
Bicycle Safety Program	5-16
Block Parent Program	5-16
Books for Babies	5-16
Building Blocks	5-16
Capital Expenses	5-16
Child Car Seat Safety Program	5-16
Child Care/Day Care (ages 0 to 5)	5-16
Child Find	5-16
Christmas Hampers	5-17
Citizens on Patrol	5-17
Clothing Depots/Thrift Shops	5-17
Collective Kitchens/Community Kitchens/Community Gardens	5-17
Community Development Activities	5-17
Community Policing	5-17
Community/School Resource Officers	5-17
Community Signs	5-18
Conference/Event Attendance	5-18
Counselling	5-18
Crime Prevention Programs/Activities	5-18
Crisis/Distress Lines	5-18
Day Care	5-19
Disaster Services/Social Services Programming	5-19
Dispute/Conflict Resolution	5-19
Drug Awareness Resistance Education (DARE)	5-19
"Dry Grad" Celebrations	5-19
Donations to Community Groups/Organizations	5-19
Emergency Shelters	5-19
Employment Programs/Employment Training Programs	5-19

FCSS Program Advice Inventory Listing Table of Contents	Page No.
Family Literacy Tote Bag Program	5-19
Family School Liaison	5-20
Family Violence Prevention	5-20
Fetal Alcohol Spectrum Disorder (FASD)	5-20
Fire Safety Program	5-20
First Aid Courses	5-20
Food Banks	5-20
Healthy Families/Home Visitation Programs	5-20
Help Lines	5-20
Home Alone Program	5-21
Home Care	5-21
Home Support	5-21
Honorariums	5-21
Housing Projects	5-22
Jump Start	5-22
Justice-based Programs (Crime Prevention, Victim Services, etc.)	5-22
Lifeline/Apello/Medical Alert	5-22
Literacy for Life	5-22
Literacy Programs	5-23
Management/Administrative Expenses	5-23
Meals on Wheels	5-23
Mediation Services	5-23
Neighbourhood Watch	5-23
Nursery School Programs	5-23
Nutrition Programs	5-23
Out of Pocket Expenses	5-23
Out-of-School Care	5-24
Palliative Care Assistance	5-24
Parent Link Centres	5-24
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	5-24
Playground Equipment	5-25
Playschool Programs	5-25

FCSS Program Advice Inventory Listing Table of Contents	Page No.
Preschool Programs	5-25
Quest	5-25
Recreation/Leisure/Entertainment/Sports	5-25
Roots of Empathy	5-25
Safe and Caring Schools	5-25
Safety Programs	5-26
Santa's Anonymous	5-26
School Breakfast/Lunch Programs	5-26
School Resource Officers	5-26
Search/Rescue Programs	5-26
Seniors Residences/Lodges	5-26
Sexual Assault Centres	5-26
Short-term Emergency Housing	5-26
Sports-Related Activities	5-27
Subsidies	5-27
Suicide Prevention	5-27
Summer Fun/Playground Programs	5-27
Swim/Water/Boating Safety Programs	5-27
Transportation Services	5-27
Victim Services	5-28
Volunteer Development	5-28
Waterways Watch	5-28
Women's Shelters	5-28
Youth Conferences/Camps	5-28
Youth Emergency Shelters	5-28
Youth Justice Committees	5-28

Items	Advice/Comments	Eligible	Ineligible*
ABC Headstart	See "Preschool Programs." Intent determines eligibility.		
Adult Tutoring	Projects/services that focus primarily on adult literacy competency are the responsibility of Advanced Education and Technology and community adult learning councils.		~
Babysitting Courses	Encourages teens and pre-teens to develop life skills and/or social responsibility.	~	
Bicycle Safety Program	See "Safety Programs."		~
Block Parent Program	See "Safety Programs."		~
Books for Babies	See "Literacy Programs." Intent determines eligibility.		
Building Blocks	See "Literacy Programs." Intent determines eligibility.		
Capital Expenses	Capital expenditures are not eligible. Examples include, but are not limited to, the following: purchase of land; purchase, construction or renovation of a facility; purchase of motor vehicles; construction of or equipping playgrounds, water parks, swimming pools, etc.		~
	Purchase of office equipment, furnishings and supplies essential to the operation of local FCSS Programs and their funded organizations (for projects/services with preventive social outcomes) is eligible.	✓	
Child Car Seat Safety Program	See "Safety Programs."		~
Child Care/Day Care (ages 0 to 5)	Child care/day care services for children ages 0 to 5 that are licensed under provincial child care legislation to provide basic daily care and subsidies are not eligible. Local Child and Family Services Authorities oversee the delivery of these services. For further information, visit www.child.alberta.ca/childcare and/or www.child.alberta.ca/home/local_offices.cfm.		~
Child Find	See "Safety Programs."		✓

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Christmas Hampers	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		~
Citizens on Patrol	See "Justice-based Programs."		$\checkmark$
Clothing Depots/ Thrift Shops	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		~
Collective Kitchens/ Community Kitchens/ Community Gardens	<ul> <li>Intent of program determines eligibility:</li> <li>focus is on developing independence, strengthening coping skills, building relationships and support networks;</li> </ul>	$\checkmark$	
	<ul> <li>focus is on menu planning, nutrition, budget planning, learning shopping and/or gardening skills.</li> </ul>		~
Community Development Activities	Community development is an integral component of FCSS. Eligible activities include, but are not limited to, the following: information and referral services; developing directories designed to inform the public of available resources; interagency co-ordination; increasing public awareness about community issues; developing strategies for community advocacy; developing comprehensive social community plans and initiatives; environmental scans; service reviews; needs assessments; strategic planning; program planning; and, in-kind support to community-based groups (until self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.	~	
Community Policing	See "Justice-based Programs."		✓
Community/School Resource Officers	Community/School Resource Officers that focus on an enhanced level of policing fall under the mandate of Solicitor General and Public Security. Refer to section 2.1(2)(d) of the FCSS Regulation. See "Justice-based Programs."		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Community Signs	<ul> <li>Purpose/intent determines eligibility:</li> <li>signs that provide information on community activities and events and are accessible to an entire community (e.g., bulletin board located in a central square) are eligible. Collaboration with other stakeholders should occur where possible to share costs.</li> </ul>	✓	
	• signs that welcome residents/visitors to a community that include a listing of available businesses and organizations are not eligible.		~
Conference/Event Attendance	<ul> <li>Purpose/intent determines eligibility:</li> <li>conference/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility are eligible.</li> </ul>	√	
	• recognition conferences/events that do not meet FCSS criteria or that have an entertainment/ recreational focus or receive funding from another government source are not eligible.		~
Counselling	<ul> <li>Purpose/intent determines eligibility:</li> <li>short-term counselling and referral services (e.g., individual, family and group counselling, bereavement counselling, support groups and referral services) are eligible.</li> </ul>	✓	
	• crisis, treatment or long-term counselling is not eligible.		~
Crime Prevention Programs/Activities including, but not limited to, the following: Citizens on Patrol, Community/School Resource Officers, Community Policing, Neighbourhood Watch	See "Justice-based Programs."		✓
and Waterways Watch Crisis/Distress Lines	Intent of program determines eligibility:		
	<ul> <li>information/referral and/or volunteer training/development expenses are eligible.</li> </ul>	$\checkmark$	
	• core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services are not eligible.		~

\* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Day Care	See "Child Care/Day Care (ages 0 to 5)."		✓
Disaster Services/Social Services Programming	Municipal Affairs is responsible for maintaining emergency management systems that enables communities to prepare for, respond to and recover from major emergencies and disasters. Municipal governments also have a responsibility in this area.		~
Dispute/Conflict Resolution	See "Justice-based Programs."		$\checkmark$
Drug Awareness Resistance Education (DARE)	DARE is a program developed by the RCMP; the Alberta Alcohol and Drug Abuse Commission (AADAC), part of Health Services, also administers and funds information, prevention and treatment services to assist Albertans with alcohol, drug and gambling problems.		~
"Dry Grad" Celebrations	Graduation parties are designed to provide a safe entertainment/recreation activity to celebrate a significant school accomplishment. Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		~
Donations to Community Groups/Organizations	Section 4(d) of the FCSS Regulation states the following: "Expenditures of the program shall not include any costs required to sustain an organization that do not relate to direct service delivery under the program."		✓
Emergency Shelters, including, but not limited to, the following: Sexual Assault Centres, Short-term Emergency Housing, Women's Shelters and Youth Emergency Shelters	Emergency shelters are crisis intervention/ rehabilitative services with a primary focus of providing for basic needs (e.g., during emergency/ disaster situations). Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation. Public education/awareness (i.e., promotion and	✓	~
	information of the service) is eligible.		
Employment Programs/ Employment Training Programs	Employment programs are the responsibility of Employment and Immigration and the Department of Human Resources and Skills Development (Government of Canada).		~
Family Literacy Tote Bag Program	See "Literacy Programs." Intent determines eligibility.		

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Family School Liaison	Provides students and their families an opportunity to discuss and address concerns about home and/or school in a counselling setting. This program is not mandated under any government department and does not duplicate an existing service.	~	
Family Violence Prevention	<ul><li>Includes eligible and ineligible components:</li><li>public awareness/education; volunteer development.</li></ul>	~	
	• core operating costs (salaries, rent, utilities, etc.) for crisis intervention or rehabilitation services.		$\checkmark$
Fetal Alcohol Spectrum Disorder (FASD)	<ul><li>Includes eligible and ineligible components:</li><li>public awareness/education; volunteer development.</li></ul>	~	
	• assessment or support to individuals diagnosed with FASD.		~
	For further information, visit, www.child.alberta.ca/home/594.cfm		
Fire Safety Program	See "Safety Programs."		✓
First Aid Courses	See "Safety Programs."		$\checkmark$
Food Banks	See "Nutrition Programs."		$\checkmark$
Healthy Families/Home Visitation Programs	Healthy Families, or Home Visitation Programs, are designed to support families in providing a nurturing, stimulating and safe environment for young children ages 0 to 6. Core funding is provided by Children and Youth Services and allocated through regional Child and Family Services Authorities.		~
	Local FCSS Programs may support Healthy Families/Home Visitation Programs by providing services in-kind or additional dollars to enhance services.	~	
Help Lines	<ul><li>Intent of program determines eligibility:</li><li>information/referral; volunteer training/ development.</li></ul>	~	
	• core operating costs (salaries, rent, utilities, etc.) for crisis intervention services.		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Home Alone Program	<ul> <li>Intent of program determines eligibility:</li> <li>if provided as a component of a youth program, and the focus is on encouraging teens and preteens to develop life skills and/or social responsibility, it is eligible.</li> </ul>	✓	
	• if provided as a stand alone school-based project and the focus is primarily safety, security and/or injury prevention (i.e., main intent does not avert social breakdown), it is not eligible.		~
Home Care	Home care is a medical service funded by Health and Wellness. <u>Alberta Health Services</u> is responsible for the planning and delivery of numerous health supports and services including <u>acute care</u> ; <u>emergency services</u> ; <u>home care</u> ; <u>long-term care</u> ; <u>public health</u> ; and <u>rehabilitation services</u> . Individuals assessed with medical conditions requiring home care services (including homemaking and care-giving practices, assistance with meal preparation and bathing) are not eligible.		~
Home Support	Home support services that are designed to assist seniors to remain in their homes longer and to encourage their participation as active community members are eligible. Eligible costs include, but are not limited to, housekeeping services and yard maintenance. Services may be provided directly, contracted with not-for-profit agencies or private contractors, or in partnership with <u>Alberta Health</u> <u>Services</u> . Services provided must be non-medical (i.e., not required as a result of medical procedures, treatments or assessments).	✓	
	Home support services may not be provided for short-term urgent or emergency situations. See "Emergency Shelters."		~
Honorariums	Includes fees and daily allowances paid to FCSS board members or board members of organizations receiving FCSS funding. Refer to Section 4(f) of the FCSS Regulation.		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Housing Projects	Eligible components include community engagement and/or facilitation processes such as raising public awareness about affordable housing issues, needs identification, advocacy, development of affordable housing or homelessness plans/initiatives, and the development of comprehensive community plans. FCSS may also provide administrative support to community-based affordable housing groups (until they are self- sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.	~	
	Capital expenses, including building costs or costs associated with administration of specific housing projects and financial subsidies are not eligible.		$\checkmark$
Jump Start	See "Literacy Programs." Intent determines eligibility.		
Justice-based Programs, including, but not limited to, the following: Citizens on Patrol, Community Policing, Community/School Resource Officers, Dispute/Conflict Resolution, Neighbourhood Watch, Waterways Watch and Youth Justice Committees	Justice-based programs/initiatives including crime prevention activities are mandated under other government departments (e.g., Solicitor General and Public Security and Justice and Attorney General) and are not eligible for funding. For further information regarding responsibilities and mandates of Government of Alberta ministries, visit <u>http://alberta.ca/home/government.cfm</u> . In 2003, the Ministry and the FCSSAA partnered to develop a "Working Together" paper related to FCSS working with different aspects of the justice system. This paper, along with numerous other publications, is posted on the Children and Youth Services website at <u>www.child.alberta.ca/home/821.cfm</u> . It is also available through the FCSSAA.		~
Lifeline/Apello/ Medical Alert	<ul> <li>Intent of program determines eligibility:</li> <li>focus is on providing supports that help sustain people as active participants in the community.</li> <li>focus is <u>primarily</u> safety, security and/or injury prevention (i.e., main intent does not avert <u>social</u> breakdown).</li> </ul>	~	~
Literacy for Life	See "Literacy Programs." Intent determines eligibility.		

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Literacy Programs, including, but not limited to, the following: Books for Babies, Building Blocks, Family Literacy Tote Bag Program, Jump Start	<ul> <li>Intent of program determines eligibility:</li> <li>developing or promoting parent/child relationships and/or increasing parenting skills is eligible.</li> <li>improving literacy skills is a responsibility of Education and is not eligible.</li> </ul>	~	✓
and Literacy for Life			
Management/ Administrative Expenses	Management and administrative expenditures representing support for FCSS programming (as reported on Annual FCSS Program Reports) are eligible.	~	
	Municipal costs that are <u>not</u> part of an FCSS Program are ineligible. Refer to Section 5(e) of the FCSS Regulation.		~
Meals on Wheels	<ul> <li>Includes eligible and ineligible components:</li> <li>support components including volunteer training, public awareness and/or purchase of containers.</li> </ul>	1	
	• core operating costs (salaries, rent, utilities, purchase of food, etc.).		~
Mediation Services	<ul><li>Intent of program determines eligibility:</li><li>family conflict mediation services is eligible.</li></ul>	~	
	• justice-based medication services, including neighbourhood conflict resolution is not eligible.		$\checkmark$
Neighbourhood Watch	See "Justice-based Programs."		$\checkmark$
Nursery School Programs	See "Preschool Programs."		$\checkmark$
Nutrition Programs including, but not limited to, the following: Food Banks, School Breakfast and/or Lunch Programs	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		~
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS-funded activities.	~	

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Out-of-School Care	Children and Youth Services became directly involved in out-of-school care with the announcement of the <i>Creating Child Care Choices</i> plan on May 9, 2008. The Alberta Child Care Accreditation Funding Program provides funding for licensed out-of-school care programs to become accredited and for the recruitment and retention of trained, qualified staff. For additional information, visit www.child.alberta.ca/childcare.		
	Out-of-school care subsidies are provided through regional Child and Family Services Authorities and are not eligible for funding. For further information, visit <u>www.child.alberta.ca/home/1148.cfm</u> or contact the local CFSA.		~
	• Administration/operating costs for out-of- school care programs are eligible.	$\checkmark$	
Palliative Care Assistance	Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown. Palliative care is the responsibility of <u>Alberta Health Services</u> (Health and Wellness).		~
Parent Link Centres	Core funding for Parent Link Centres (PLCs) is provided by Children and Youth Services and is allocated through regional Child and Family Services Authorities. For additional information, visit <u>www.child.alberta.ca/home/902.cfm</u> .		~
	Local FCSS Programs may support PLCs by providing services in-kind or additional dollars to enhance services.	✓	
Prevent Alcohol and Risk- Related Trauma in Youth (PARTY) Program	The PARTY Program, delivered by the RCMP, Victim Services, Emergency Medical Services and a program facilitator, targets Grade 9 students and provides education to recognize risk, make informed choices and consider the consequences of their decision and behaviours related to safe driving.		
	This program does not meet the definition of FCSS prevention in that the <u>primary</u> focus is safety and injury prevention. The main intent does not avert <u>social</u> breakdown.		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Playground Equipment	Capital purchases, including playground equipment, are not eligible. Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Refer to Section 2.1(2)(a) of the FCSS Regulation.		~
Playschool Programs	See "Preschool Programs." Intent determines eligibility.		
Preschool Programs including, but not limited to, the following: ABC Headstart, Nursery School Programs and Playschool Programs	<ul> <li>Intent of program determines eligibility:</li> <li>focus is on social development of preschool-aged children.</li> <li>focus is on education preparation to begin school.</li> </ul>	~	*
Quest	Lions-Quest Canada has developed a number of programs to promote positive life skills and conflict resolution skills for students from kindergarten to Grade 12. These programs are taught by trained teachers in classroom settings and are designed to fit within various provincial curricula in language arts, health and personal life skills and social studies. School-based programs are the responsibility of Alberta Education.		✓
Recreation/Leisure/ Entertainment/Sports	Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Activities, events, equipment, uniforms, etc. for recreation, leisure, entertainment, or sporting activities are not eligible for funding.		~
Roots of Empathy	Roots of Empathy is a program delivered in the classroom to reduce levels of aggression and violence among school-aged children while raising social/emotional competence and increasing empathy. This program is not mandated under any other government department and does not duplicate an existing service.	✓	
Safe and Caring Schools	Core services are not eligible. Alberta Education is responsible for this initiative. The <i>Alberta School Act</i> was amended in June 1999 to include a section on safe and caring schools.		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible Ineligible	
Safety Programs including, but not limited to, the following: Bicycle Safety, Block Parent Program, Child Car Seat Safety, Child Find, First Aid Courses, Swim/Water/ Boating Safety	These programs do not meet the definition of FCSS prevention in that their <u>primary</u> focus is safety, security and/or injury prevention. The main intent does not avert <u>social</u> breakdown.		~
Santa's Anonymous	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		~
School Breakfast/Lunch Programs	See "Nutrition Programs."		~
School Resource Officers	See "Community/School Resource Officers" and "Justice-based Programs."		~
Search/Rescue Programs	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown. Ground search and rescue is the responsibility of local police forces, supported by volunteer ground search and rescue groups and/or government or private sector aircraft. Municipal Affairs is responsible for maintaining an emergency management system, including a "Search and Rescue Operations Plan."		~
Seniors Residences/ Lodges	Seniors residences/lodges provide safe home like environments and health care to support seniors when their level of independence decreases and they are no longer able to remain in their own homes and actively participate in the community. Seniors residences/lodges do not meet the definition of FCSS prevention in that the main intent of the residences does not avert social breakdown. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		~
Sexual Assault Centres	See "Emergency Shelters."		✓
Short-term Emergency Housing	See "Emergency Shelters."		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Sports-Related Activities	See "Recreation/Leisure/Entertainment/ Sports."		~
Subsidies	Section 2.1(2)(b) of the FCSS Regulation states the following: "Services provided under a program must not offer direct assistance, including <b>money</b> , food, clothing or shelter, to sustain an individual or family."		V
Suicide Prevention	<ul> <li>Intent of program determines eligibility:</li> <li>community development components (public information, awareness, education, referral services, volunteer training) that support the prevention of suicide are eligible.</li> </ul>	1	
	• core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services, including suicide intervention training and suicide prevention crisis lines are not eligible.		~
Summer Fun/ Playground Programs	<ul><li>Intent of program determines eligibility:</li><li>social development of children is eligible.</li></ul>	~	
	• recreational/entertainment activities are not eligible.		~
Swim/Water/Boating Safety Programs	See "Safety Programs."		~
Transportation Services	Local FCSS Programs may fund services that are in support of core programming, such as transporting individuals to and/or from an FCSS event or activity. Eligible components include fuel costs, minor maintenance expenses, lease costs and driver expenses.	~	
	Core operating costs of a transportation service are not eligible in that the intent does not meet the FCSS definition of prevention (i.e., main objective does not avert social breakdown). Ineligible costs also include expenses that are part of a regularly scheduled service; subsidy costs; health-related travel (e.g., transporting individuals to and/or from medical appointments); leisure/entertainment/ recreation-related travel including shopping trips; vocation-related travel; capital costs (e.g., vehicle purchases, and major operating expenses including vehicle repair and purchase of vehicle parts).		~

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Transportation Services (continued)	Under revised program guidelines of the Municipal Affairs Sustainability Initiative, capital project and conditional operating funding is available to municipalities to assist with specialized transportation services. For further information, visit <u>www.municipalaffairs.alberta.ca/wp_municipal_sust</u> <u>ainability_initiative.cfm</u> .		
	Where it appears that local FCSS resources are being allocated to ineligible transportation services, Ministry staff will request expenditure clarification.		
Victim Services	See "Justice-based Programs."		~
Volunteer Development	Services designed to promote, facilitate and support volunteer work in the community including, but not limited to, recruitment, training, placement services and recognition.	√	
Waterways Watch	See "Justice-based Programs."		✓
Women's Shelters	See "Emergency Shelters."		✓
Youth Conferences/Camps	<ul> <li>Intent of conference determines eligibility:</li> <li>conferences designed to encourage youth to develop healthy lifestyles, leadership/life skills and/or social responsibility are eligible.</li> </ul>	✓	
	<ul> <li>youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused are not eligible.</li> <li>youth camps that are primarily recreational, nature and/or wilderness survival are not eligible.</li> </ul>		1
Youth Emergency Shelters	See "Emergency Shelters."		~
Youth Justice Committees	See "Justice-based Programs."		$\checkmark$

<sup>\*</sup> If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

# 4. Local Surplus Policy

All surpluses from the provincial FCSS grant to an FCSS Program are deducted from the provincial grant allocation in the following year (i.e., the total provincial grant provided to a municipality or Métis Settlement will consist of the annual provincial allocation, minus any surplus amount identified in the prior year reconciliation statement).

Since 2002, municipalities may carry over any committed but unexpended provincial funding in an amount equal to, or less than the funding increase received in the current financial year. This deferred funding requires a matching 20 per cent municipal contribution and must be expended and reported in the next or following municipal financial year.

This deferred funding policy does not apply to Métis Settlements because they operate on the same fiscal year as the Province (April 1 to March 31) whereas municipalities operate on a calendar year (January 1 to December 31).

# 5. 20 per cent Matching Share

Section 5(b) and 5(b.1) of the FCSS Regulation requires that a municipality or Métis Settlement receiving funds from the Minister must provide, as a matching share, no less than 20 per cent of the total budget and that these funds must be allocated from the operating budget of the municipality or Métis Settlement. Refer to these sections of the Regulation located on page 9-1 of the FCSS Program Handbook for details. **To correctly calculate the required 20 per cent share for a participating municipality or Métis Settlement, divide the provincial (80 per cent) funding by four (or 25 per cent).** 

All provincial legislation now includes expiry dates, or sunset clauses, to ensure updating on a regular basis. The last review of the FCSS Regulation was in November 2002. A Working Group of rural and urban FCSS Program representatives and provincial staff determined that major revisions to the Regulation were not necessary; however, minor adjustments were recommended. One approved revision was an amendment to section 5(c) of the FCSS Regulation to ensure that a municipality's 20 per cent matching share, in whole or in part, does <u>not</u> include contributions from agencies or funds collected through fees charged to clients for services. Previously, there had been instances where external organizations/agencies, or municipalities located outside a local FCSS Program's boundaries, offered to contribute a 20 per cent share in return for receiving funding for particular projects/services. The amended Regulation came into effect on June 24, 2003.

Participating municipalities/Métis Settlements are required to report the following revenues on the Annual FCSS Program Report: "Funding provided under the Act" (80 per cent); "Municipal contribution" (20 per cent); and "Other revenues." To accurately reflect the fiscal transactions of a municipality/Métis Settlement, any donation received from an outside organization/agency or individual must be shown as "other revenues." These donations should not be included or identified as part of the 20 per cent municipal contribution.

# 6 Consultation

Consultation is a cornerstone of the FCSS Program. The last redesign of the Program (1996-1997) was undertaken through extensive consultation with individual programs, municipalities and other FCSS stakeholders.

Children and Youth Services has ongoing consultative relationships with local FCSS Programs, the FCSSAA and participating municipalities and Métis Settlements. The FCSS Program Advisory Team provides support by managing consultative processes to resolve program and administrative issues to help clarify FCSS policy and practice as required.

The FCSSAA and the FCSS Directors' Network jointly sponsor the FCSS Forum, which facilitates discussion on a wide range of FCSS topics, general social services and government issues. The Forum can be accessed at <u>www.fcss.ab.ca</u>. For further information or assistance, contact the current Forum Manager, David Beale, at <u>bdfcss@town.bonnyville.ab.ca</u> or 780-826-2120.

Local FCSS Programs are encouraged to discuss areas of concern and/or interest with provincial FCSS staff, the FCSSAA or members of the FCSS Program Advisory Team at any time. For more information about the FCSS Program, please visit the Children and Youth Services website at <u>www.child.alberta.ca</u> (click on Programs and Services/Family and Community Support Services) or the FCSSAA website at <u>www.fcssaa.ab.ca</u>.



July 1, 1966	The <i>Preventive Social Services Act</i> is passed. Features of the Act included 80/20 cost sharing of projects identified by the community, pre-approval of projects by the Minister, an emphasis on the voluntary sector and 80 per cent payments to the municipality after the municipality had expended its funds.
1979	A review of the Preventive Social Services (PSS) Program is announced by the Minister of Social Services and Community Health. The result shows that the overwhelming majority of municipal groups support the continuation of a variation of the PSS Program.
June 2, 1981	The <i>Family and Community Support Services (FCSS) Act</i> is passed. Features of the new legislation included the retention of the 80/20 cost sharing concept, removal of the right of prior approval by the Province and implementation of advance funding on a per capita basis.
October 26, 1990	The Minister of Family and Social Services announces the establishment of the Ministerial Advisory Panel to conduct a comprehensive review of the FCSS Program.
November 1, 1991	The Final Report of the FCSS Ministerial Review Panel is presented to the Minister of Family and Social Services.
August 10, 1993	The Minister of Family and Social Services formally responds to the report of the FCSS Ministerial Review Panel accepting 36 of the 45 identified recommendations. The remaining nine recommendations are placed under review pending further consultation.
April 1, 1994	The Government of Alberta transfers the FCSS Program to Municipal Affairs and offers municipalities and Métis Settlements the opportunity to receive funding unconditionally.
April 1, 1996	Family and Social Services reassume responsibility for administering FCSS after the Province and municipalities decide that unconditional funding is not the best approach for this Program. A steering committee comprised of municipal and provincial representatives is formed to re-examine the FCSS Program.
May 1997	Amendments to the Conditional Agreement Regulation are enacted streamlining administration of the Program and making it necessary for the 20 per cent municipal share to be derived from municipal revenues.

February 25, 1999	The first meeting of the FCSS Program Advisory Team (PAT) is held. PAT is a joint management committee comprised of the Executive of the FCSS Association of Alberta and Ministry staff. PAT was established in response to one of the recommendations following the 1998 provincial FCSS Program redesign and meet to identify issues, set priorities, and recommend improvements to the FCSS Program.
May 25, 1999	The provincial government announces a new organizational structure. FCSS becomes part of the newly created Children's Services Ministry.
June 1999	A proposal was accepted by the Ministry to support an FCSS Association of Alberta office and Resource Bank in Edmonton.
November 22, 1999	The Ministry of Children's Services receives final approval from the Government Reorganization Secretariat on the new structure. FCSS is included in the Community Support Branch under the Accountability and Program Services Division.
February 2000	A proposal is submitted to the Ministry of Children's Services to develop and implement a framework for continuous improvement and performance measures for FCSS. It will become known as the "FCSS Making a Difference (MAD) Outcome Evaluation Project."
October 4, 2000	The Town of Bruderheim is selected as the first FCSS Program Review location in response to one of the recommendations following the 1998 provincial FCSS Program redesign. FCSS Program Reviews are conducted throughout the province each year by Ministry staff and are intended to provide ongoing support to local FCSS Programs as well as ensure the legislated requirements of the Program are being met.
November 2000	The FCSS Funding Allocation Model Review Working Group completes a comprehensive consultation review process to determine the effectiveness of the funding model in meeting the needs of municipalities, Métis Settlements and FCSS Programs. The final report titled "Finding the Balance" confirms support for the fundamental basis of the allocation model and made several recommendations for improvements.
April 1, 2002	The provincial FCSS budget receives an additional \$15 million based on the Funding Allocation Model review recommendations completed in the year 2000. The 2002/2003 provincial FCSS budget totals \$57.3 million.
May 1, 2002	The Ministry of Children's Services launches a new website, including information about the FCSS Program. The original website address, <u>www.child.ab.ca</u> later changes to <u>www.child.alberta.ca</u> .
November 2002	A review of the Conditional Agreement Regulation is initiated. A Working Group of rural and urban FCSS Program representatives and provincial staff, determine that major revisions to the Regulation are not necessary; however, minor adjustments are recommended. Title of Conditional Agreement Regulation is changed to FCSS Regulation.

April 1, 2003	The Ministry of Children's Services reduces the number of Child and Family Services Authorities (CFSAs) from 18 to 10.
	The 2003 – 2006 Children's Services Business Plan includes a \$2 million Community Partnership Enhancement Fund (CPEF) annual budget allocation to enhance and encourage local FCSS Programs and CFSAs to partner and work together in support of children, youth and families.
May 1, 2003	The Ministry of Children's Services undergoes a departmental realignment to support the implementation of the Alberta Response Model, the current model for service delivery. FCSS is included in the Community Project Support Branch under the Community Strategies Division.
June 24, 2003	The FCSS Regulation (AR 218/94) replaces the Conditional Agreement Regulation.
April 2005	The Minister of Children's Services requests a review of the FCSS Program to look at the Program mandate and the co-ordination of services between FCSS, CFSAs and other community-based preventive social service resources. Mr. George Rogers, MLA for Leduc-Beaumont-Devon, is appointed to lead the FCSS Review.
May 22, 2007	The Ministry releases the <i>FCSS Program Review Report</i> . The review results in 16 recommendations, 15 of which are accepted by government. Recommendation No. 8 pertains to transportation and school-age child care issues and is placed under review pending further consultation. The <i>FCSS Program Review Report</i> and government's response is posted on the Ministry's website at www.child.alberta.ca/home/821.cfm.
Fall 2007	The Ministry provides a \$1 million grant to the FCSS Association of Alberta to establish an education bursary for FCSS Programs and Parent Link Centres (PLCs). The Bursary will support the professional development of leaders and aspiring leaders of senior FCSS and PLC staff. It is intended to increase management capacity within FCSS and PLCs through formal education and training as well as support and encourage succession planning in FCSS Programs and PLCs.
January 2008	Recommendation 11 of the <i>FCSS Program Review Report</i> calls for the establishment of a working group of small rural FCSS Programs to explore challenges, identify effective practices and provide suggested solutions to issues raised. The Rural Issues Working Group meets in June and August of 2007. One recommended short-term solution is to bring all FCSS Programs to a funding level equivalent to the percentage of the provincial FCSS budget increase between the fiscal years 2002/03 and 2007/08 (i.e., 16 per cent). This recommendation is approved by the Ministry and implemented in January 2008.
March 12, 2008	Children's Services is renamed Children and Youth Services to better reflect the work of the Ministry. FCSS is included in the Community Partnerships Branch under the Community Strategies and Support Division.

May 9, 2008	Children and Youth Services becomes directly involved in out-of-school care with the announcement of the <i>Creating Child Care Choices</i> plan. With the Ministry now funding out-of-school care subsidies, approximately \$11 million is freed up for local FCSS Programs to reinvest in other priorities.
March 2009	A provincial Steering Committee is re-established to oversee the FCSS Outcome Measures Initiative (formerly called the Making a Difference or MAD Initiative) and encourage the use of outcome measurement as an important part of program evaluation by all FCSS Programs. Outcome statements included in Program Logic Models continue to be directly linked to specific service requirements identified in the FCSS Regulation. A number of priorities are identified including: the development of an FCSS training curriculum; FCSS trainers to provide support and guidance to FCSS Programs; and, providing ongoing communication and clear provincial direction to ensure all FCSS Programs understand the value of collecting outcome measures, what is required and why.
March 31, 2009	The Community Partnership Enhancement Fund (CPEF) is discontinued.
April 14, 2010	The Assistant Deputy Minister of the Community Strategies and Support Division, Children and Youth Services, approves a wording change to section 5 of the FCSS Regulation. The revised wording (i.e., section 5(c)(i)) reads as follows: "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 <i>Family</i> <i>and Community Support Services Act.</i> " <i>Note: The FCSS Regulation is required to be</i> <i>reviewed and updated by June 30, 2013. The above mentioned revision will be included in this</i> <i>update.</i>

# 8 FCSS Act

# FAMILY AND COMMUNITY SUPPORT SERVICES ACT

# Chapter F-3

# Table of Contents

- 1 Definitions
- 2 Powers of municipalities
- 3 Agreements
- 4 Advances to municipalities
- 5 Examination of books and records
- 6 Audited financial statements
- 7 Regulations

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

#### Definitions

- **1** In this Act,
- (a) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (b) "municipality" means
  - (i) a city, town, village, municipal district or Metis Settlement,
  - (ii) in respect of an improvement district, the Minister responsible for the *Municipal Government Act*,
  - (iii) in respect of a special area, the Minister responsible for the Special Areas Act,
  - (iv) a school board, a hospital board or a regional health authority under the *Regional Health Authorities Act* in respect of a national park of Canada, or
  - (v) the Government of Canada in respect of an Indian reserve;
- (c) "program" means a FCSS program determined in accordance with section 7(a). 1981 cF-1.1 s1;1986 cD-13.5 s12;1989 cD-21.5 s14;1992 c21 s14; 1994 cR-9.07 s25(12);1995 c24 s99(39);1998 c22 s11

#### Powers of municipalities

- **2** A municipality may
- (a) provide for the establishment, administration and operation of a FCSS program within the municipality, and
- (b) enter into agreements with other municipalities to provide for the establishment, administration and operation of joint FCSS programs.

1981 cF-1.1 s2

#### Agreements

**3(1)** Subject to subsection (4), the Minister may enter into agreements with municipalities for the establishment, administration and operation of programs.

(2) Where 2 or more municipalities have entered into an agreement under section 2(b), the Minister may enter into an agreement with one municipality acting on behalf of the other municipality or municipalities for the establishment, administration and operation of a program.

(3) Where, pursuant to an agreement mentioned in subsection (1) or (2), a municipality provides for the establishment, administration and operation of a program in a manner that is satisfactory to the Minister, the Minister may pay the municipality an amount not exceeding 80% of the costs of the program.

(4) The Minister may only enter into an agreement with the Government of Canada in respect of an Indian reserve on the request of the Council of the Indian band.

1981 cF-1.1 s3

#### Advances to municipalities

4 Where a municipality provides for the establishment, administration and operation of a program pursuant to an agreement made under section 3(1) or (2), the Minister may make advance payments to the municipality in respect of the cost of the program, and those advance payments shall be deducted from any money that is to be paid pursuant to section 3.

1981 cF-1.1 s4

#### Examination of books and records

**5** Where a municipality provides for the establishment, administration and operation of a program pursuant to an agreement made under section 3(1) or (2), the Minister may, after consultation with the municipality, direct any person to examine the books, records and other documents of the municipality that relate to the program, and for that purpose the books, records and other documents may be removed temporarily to make copies.

1981 cF-1.1 s5

#### Audited financial statements

6(1) A municipality receiving a payment under section 3 shall prepare and submit to the Minister an audited financial statement in respect of the program and any other information that the Minister may require when so directed by the Minister.

(2) Where the audited financial statement shows that there are unexpended funds from the payments made by the Minister under section 3 or 4, the Minister may

- (a) apply the unexpended funds to any payment made by the Minister pursuant to a further agreement with the municipality under section 3 respecting a program, or
- (b) require the municipality to refund the unexpended funds to the Minister.

1981 cF-1.1 s6

#### Regulations

- 7 The Lieutenant Governor in Council may make regulations
- (a) respecting the determination of what constitutes a program under this Act;
- (b) respecting the determination of the costs of the establishment, administration and operation of a program under section 3 and the manner of calculating those costs;
- (c) respecting payments to be made under sections 3 and 4;
- (d) respecting the establishment, administration and operation of programs by municipalities;
- (e) governing agreements made under this Act;
- (f) prescribing qualifications for and standards and methods of work to be maintained by municipal FCSS workers;
- (g) prescribing any conditions that must be met before a payment under section 3 or 4 can be made;
- (h) prescribing the manner and method of payments to municipalities under this Act;
- (i) respecting the audited financial statements required by section 6.

1981 cF-1.1 s7



# **ALBERTA REGULATION 218/94**

## Family and Community Support Services Act

#### FAMILY AND COMMUNITY SUPPORT SERVICES REGULATION

#### Table of Contents

#### Program

Definitions	1
Responsibilities of municipality	2
Service requirements	2.1

#### **Financial Matters**

Municipal costs	
Prohibited costs	
Use of money	
Payment of \$100 000 or less	
Payment of more than \$100 000 and less than \$500 000	6.1
Payment of \$500 000 or more	6.2
Auditor	

#### Agreements

Agreements	7
Formal payments	8
Municipal signing officer	9
Section 2(b) agreements	10
Agreement terms	11
Repeal	12

Expiry

Expiry ...... 13

Schedule

# Program

Definitions	1	In this Regulation,
		(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. AB 218/04 e1:102/07.100/2002
		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;
		<ul> <li>(e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.</li> <li>AR 218/94 s2;102/97;199/2003</li> </ul>
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
		(b) do one or more of the following:
		<ul> <li>(i) help people to develop independence, strengthen coping skills and become more resistant to crisis;</li> </ul>
		(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;
		<ul> <li>(iv) help people and communities to assume responsibility for decisions and actions which affect them;</li> </ul>
		(v) provide supports that help sustain people as active participants in the community.
	(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
		(d) duplicate services that are ordinarily provided by a government or government agency. AR 102/97 s2;199/2003

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,
		(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,
		(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(1).
		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,

# **Financial Matters**

- (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

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,
  - (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

**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 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 or more must contain

(a) the information referred to in section 6(a) and (b), and

Payment of more than

\$100 000 and less than

\$500 000

	(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	<b>6.3(1)</b> 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.			
	Agreements			
Agreements	7 An agreement referred to in section 3 of the Act shall be in a form satisfactory to the			
5	Minister. AR 218/94 s7;199/2003			
Formal payments	<b>8(1)</b> 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	<b>9</b> When a municipality as defined in section 1(b)(i) of the Act enters into an agreement the municipality shall sign the agreement, on a resolution by the municipal council authorizing the agreement.			
Section 2(b) agreements	<b>10(1)</b> 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 municipality, it shall provide the other municipality and the Minister with written notice 6 months prior to the termination date.			
Agreement terms	<b>11</b> 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			
	<ul> <li>(i) has not been submitted to the Minister within 120 days of the end of the municipality's fiscal year,</li> </ul>			
	<ul><li>(ii) does not meet the requirements prescribed in section 6, 6.1 or 6.2, as the case may be, or</li></ul>			
	<ul><li>(iii) shows that the municipality has wrongfully used funds provided to it under the Act,</li></ul>			

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.

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

#### SCHEDULE

#### **Revenues and Expenditures**

Revenues

Funding provided under the Act 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



Page 1 of 2

SUBJECT:	Master Services Engineering Agreement Extension
PRESENTED BY:	Preston Weran, Infrastructure and Property Services Director
PREPARED BY:	Preston Weran, Infrastructure and Property Services Director
MEETING DATE:	September 25, 2023

#### BACKGROUND:

For the last number of years, the Town of Blackfalds has been working with Stantec Consulting of Red Deer to ensure the Town's engineering requirements are being met during the development and implementation of new subdivisions, capital, planning and operational projects under a Master Services Agreement. This Agreement is based upon a request for proposal submission for Engineering Services.

The following motion was made at the April 13, 2021 Regular Council Meeting:

Councillor Olfert moved to award the Municipal Engineering Services Agreement to Stantec Consulting Red Deer for a period of three-years with the option to extend the agreement for an additional two-years.

#### DISCUSSION:

The Master Services Agreement with Stantec allows the Town of Blackfalds to contract out municipal engineering services for capital and operational tasks on an as-needed basis.

The expected work scope for providing engineering services for items including but not limited to:

- □ general engineering consultation and advisement;
- review and consultation with Town staff on development policies, procedures and advice regarding regulatory compliance;
- Participate in long and short-term planning/engineering exercises for the extension and upgrading of municipal infrastructure to accommodate growth and ensure public safety and the efficiency and reliability of the infrastructure;
- □ Assist Town staff with procurement of contracted services related to engineering structures, including cost estimates for budgeting purposes;
- □ design work and construction management services, as requested, for capital projects from time to time;
- □ liaison with other levels of government, utility companies and community groups on engineering issues;
- geotechnical investigation, analysis, and recommendations;
- stormwater management system analysis and planning;
- □ sanitary sewer collection system analysis and planning;
- □ water distribution system analysis and planning;
- D public consultation strategies development and support;
- □ general buildings support engineering; and
- □ business case development.



Page 2 of 2

The Master Services Agreement (MSA) with Stantec was finalized and signed on May 11, 2021, and will expire in May 2024. Administration continues to work within the MSA to delegate tasks and project engineering to Stantec as needed through the CAO. Stantec has been crucial in the planning, design, and construction of many of the projects over the last number of years. These projects include the Eagle Builders Centre site grading and servicing, the Border Paving Plaza Project, Womacks Realignment, the RV sanitary dump, McKay Ranch Lift Station, the East and NW stormwater Projects, the Pavement Management study, Lorne Avenue Asphalt Overlay, Elkay Sanitary Trunk and numerous commercial site reviews throughout the Town. They have proven again that they have the local expert experience to support our growing town across multidisciplinary projects.

As the initial three-year period will expire in May, Administration requests that Council consider the extension clause now ahead of the spring start-up.

### FINANCIAL IMPLICATIONS:

None. Operational and Capital budgets will be set through the ten-year capital, and project scope refinement occurs during initial planning stages undertaken through project charters. Capital projects include the engineering, survey, testing and inspection costs.

# ADMINISTRATIVE RECOMMENDATION:

1. That Council directs Administration to extend the existing Master Services Agreement with Stantec for an additional two years, ending in May 2026.

### ALTERNATIVES:

a) That Council refer this back to Administration for more information.

# ATTACHMENTS:

• Existing Master Services Agreement

**APPROVALS** 

Kim Isaak, Chief Administrative Officer

Department Director/Author



WHEREAS this **MASTER SERVICES AGREEMENT** ("AGREEMENT") is between STANTEC CONSULTING LTD. ("STANTEC") and TOWN OF BLACKFALDS ("CLIENT") for Services to be provided by STANTEC on projects as described in the Individual Task Order issued pursuant to this AGREEMENT (which are incorporated into this AGREEMENT).

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, it is hereby agreed as follows:

The scope of STANTEC's services ("SERVICES") will be set forth in individual Task Orders in the form set out in Attachment A of this AGREEMENT or otherwise agreed in writing, which are incorporated into this AGREEMENT. All work authorized by a Task Order issued pursuant to this AGREEMENT shall be completed in accordance with, and subject to, the Terms and Conditions set forth herein, on pages 1 through 5.

STANTEC's Fee for the SERVICES will be set forth in the individual Task Orders.

The Parties, intending to be legally bound, have made, accepted and executed this AGREEMENT as of the Agreement Date noted above:

**TERMINATION:** Either porty may terminate this MASTER SERVICE AGREEMENT or an Individual Task Order without cause upon thirty (30) days' notice in writing. If either party breaches this MASTER SERVICE AGREEMENT or an Individual Task Order after giving seven (7) days' notice to remedy the breach. On termination of this MASTER SERVICE AGREEMENT, the CLIENT shall forthwith pay STANTEC for the SERVICES performed to the date of termination. Non-payment by the CLIENT of STANTEC's invoices within 30 days of STANTEC rendering same is agreed to constitute a material breach of this MASTER SERVICE AGREEMENT and, upon written notice as prescribed above, the duties, obligations and responsibilities of STANTEC are terminated.

**SUSPENSION OF SERVICES:** If the SERVICES from an Individual Task Order are suspended for more than thirty (30) colendar days in the aggregate, STANTEC shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the SERVICES from an Individual Task Order are suspended for more than ninety (90) days, STANTEC may, at its option, terminate the Task Order upon giving notice in writing to the CLIENT.

**ENVIRONMENTAL:** Except as specifically described in an Individual Task Order, STANTEC's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

Where the SERVICES include storm water pollution prevention (SWPP), sedimentation or erosion control plans, specifications, procedures or related construction observation or administrative field functions, CLIENT acknowledges that such SERVICES proposed or performed by Stantec are not guaranteed to provide complete SWPP, sedimentation or erosion control, capture all run off or silitation, that any physical works are to be constructed and maintained by the CLIENT's contractor or others and that STANTEC has no control over the ultimate effectiveness of any such works or procedures. Except to the extent that there were errors or omissions in the SERVICES provided by STANTEC, CLIENT agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities or damages whatsoever arising from any storm water pollution, erosion, sedimentation, or discharge of silt or other deleterious substances into any waterway, wetland or woodland and any resulting charges, fines, legal action, cleanup or related costs.

**BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS:** STANTEC shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, STANTEC shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES ("LAWS"). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of STANTEC, through no fault of STANTEC, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

STANTEC shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**COST AND SCHEDULE OF CONSTRUCTION WORK:** In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor STANTEC has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on STANTEC's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT's budget or schedule or from any opinion of probable cost or project schedule prepared by STANTEC. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

**ADMINISTRATION OF CONSTRUCTION CONTRACTS:** When applicable, STANTEC shall provide field services during the construction of the PROJECT only to the extent that such SERVICES are included and defined in a particular Task Order. The performance of the construction contract is not STANTEC's responsibility nor are STANTEC's field services rendered for the construction contractor's benefit.

It is understood and agreed by the CLIENT and STANTEC that only work which has been seen during an examination by STANTEC can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by STANTEC, the authority for general administration of the PROJECT shall reside with STANTEC only to the extent defined in this AGREEMENT. In such case, STANTEC shall coordinate the activities of other consultants employed by the CLIENT, only to the extent that STANTEC is empowered to do so by such other consultants' contracts with the CLIENT.

STANTEC shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any

Page 4

other persons performing any of the work in connection with the PROJECT. When field services are provided, no acceptance by STANTEC of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the CLIENT for the proper performance of such work or services and further, STANTEC shall not be responsible to the CLIENT or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by STANTEC or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the PROJECT, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, STANTEC will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The CLIENT shall designate a responsible party, other than STANTEC, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations.

JOBSITE SAFETY: Neither the professional activities of STANTEC, nor the presence of STANTEC or its employees and subconsultants at a construction site, shall relieve the CLIENT and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, STANTEC and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

#### LIMITATION OF LIABILITY:

It is agreed that the total amount of all claims the CLIENT may have against STANTEC under an Individual Task Order or arising from the performance or non-performance of the SERVICES called for by a specific Individual Task Order under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly as follows:

- (a) In the case of Individual Task Orders where the fees are equal to or less than \$500,000, to the lesser of the fees paid to STANTEC pursuant to that Individual Task Order or \$500,000; and
- (b) In the case of Individual Task Orders where the fees exceed \$500,000, to the fees paid to the STANTEC pursuant to that Individual Task Order to a maximum of \$2,000,000.

No claim may be brought against STANIEC in contract or tort more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT or any Task Order, any claim, demand or suit shall be directed and/or asserted only against STANIEC and not against any of STANIEC's employees, officers or directors.

STANTEC's liability with respect to any claims arising out of this AGREEMENT or any Task Order shall be absolutely limited to direct damages arising out of the SERVICES and STANTEC shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets.

**DOCUMENTS:** The plans and specifications prepared by STANTEC under the Agreement shall become the property of the CLIENT upon full payment of all monies owed to STANTEC. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold STANTEC harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any reuse or modification of the work product by CLIENT or any person or entity that obtains the work product from or through CLIENT. Notwithstanding the foregoing, the provisions of this article will not apply to the extent that any intellectual property was developed or owned by STANTEC prior to the commencement of the performance or supply of the SERVICES.

Any document produced by STANTEC in relation to the SERVICES is intended for the sole use of CLIENT. The documents may not be relied upon by any other party without the express written consent of STANTEC, which may be withheld at STANTEC's discretion. Any such consent will provide no greater rights to the third party than those held by the CLIENT under the contract, and will only be authorized pursuant to the conditions of STANTEC's standard form reliance letter.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

**PROJECT PROMOTION**: Where the CLIENT has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the CLIENT agrees to include STANTEC in such Project Promotion.

FORCE MAJEURE: Any default in the performance of this AGREEMENT or any Individual Task Order caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of

Page 5

contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

**GOVERNING LAW:** This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT or an Individual Task Order by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

ATTORNEYS FEES: In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

ASSIGNMENT AND SUCCESSORS: Neither the CLIENT nor STANTEC shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall enure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

**PROTECTION OF PRIVACY LAWS:** STANTEC will comply with its statutory obligations respecting the collection, use, disclosure, access to, correction, protection, accuracy, retention and disposition of personal information that may be collected or created under this AGREEMENT. STANTEC will refer any request for access to or correction of personal information that is made under statute to the CLIENT and will comply with any directions from the CLIENT respecting the access request, or respecting correction and annotation of personal information. STANTEC will, at reasonable times and on reasonable notice, allow the CLIENT to enter its premises and inspect any personal information of the CLIENT's that is in the custody of STANTEC or any of STANTEC's policies or practices relevant to the management of personal information subject to this AGREEMENT.

**ENTIRE AGREEMENT:** This AGREEMENT constitutes the sole and entire agreement between the CLIENT and STANTEC relating to the PROJECT and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties, whether express or implied, shall form a part hereof. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and STANTEC. All attachments and Task Orders referred to in this AGREEMENT are incorporated herein by this reference; however, in the event of any conflict between attachments, Task Orders and the terms and conditions of this AGREEMENT, the terms and conditions of this AGREEMENT shall take precedence.

SEVERABILITY: If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and STANTEC.

THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.



Page 1 of 3

MEETING DATE:	September 25, 2023
PREPARED BY:	Preston Weran, Director of Infrastructure and Property Services
PRESENTED BY:	Preston Weran, Director of Infrastructure and Property Services
SUBJECT:	EV Charging Station Project Update

### BACKGROUND

Administration proposed the initial phase of the EV charging station program to include the installation of one Level 3 charging station at the Civic Centre, as well as one Level 2 charging station at the Blackfalds Motor Inn. This site is easily accessible from Highway 2A, with the power supply readily accessible as well. A large portion of this project is funded by the approved grant through the Municipal Climate Change Action Plan

At the March 14<sup>th</sup>, 2023, Regular Council Meeting the following motion was passed:

**064/23** Councillor Stendie moved That Council moves to accept the recommendation of Administration to install a level 3 and level 2 charging station at the Civic Centre and on Town owned lands at the SW corner of Park Street and Highway 2A (beside the Town digital sign along Highway 2A- Blackfalds Motor Inn)

CARRIED

**Opposed Councillor Appel** 

Since this time, both the EV "Flo" stations, level 2 and level 3 (DC) have been received, the electrical contractors have been engaged, and the site investigations have been completed. Drivers who want to use these stations will be required to download the Flo app or purchase the Flo refillable cards. The Town gets to set the rates per hour for each station. Average rates for level 2 stations are \$1-2 per hour, with the level 3 stations being \$20 per hour. Further, the Flo Stations, once commissioned, will be visible on most major EV charging maps. See information regarding level (type) 2 and level (type) 3 capabilities from their website, as per link below:





This item was discussed at the Standing Committee on September 18<sup>th</sup>, 2023, where Standing Committee provided direction to Council to instruct Administration to move forward with the revised EV charging station location and the expanded parking lot areas as per the attached plan. Further, we confirmed previous discussions that the rate to be charged for the two new stations would be set at \$0 dollars for the level 2 station \$20 for the level 3 station. This rate will be the starting rates to be integrated into the Rates and Fees Bylaw as a new facility charge.

# DISCUSSION

The site location for the level 2 EV charger along the Highway has progressed well, with the installation of the Type 2 charger, associated wiring, and concrete base completed, with the commissioning planned to happen over the next couple of weeks. This level 2 charger will be a FLO unit with two charging heads, about the size of a digital self-serve parking meter. The installation will segregate two (2) parking stalls from this location but will not impact the BMI's business parking stall requirements, as there are a number of extra stalls within this parking lot above the Land Use Bylaw requirements.

The site location for the level 3 (DC) EV charger at the Civic Centre needs to be modified due to existing utilities and the larger size of this unit. With the planned installation of the level 3 charger happening soon, there are some parking considerations to be addressed. This level 3 charger will be a FLO unit with two charging heads, about the side of a gasoline pump. The best location for this unit, to minimize trenching and installation, will be on the northeast corner of the existing old FCSS building. This charging station will segregate two parking stalls from this location, impacting the Town building parking stall requirements, as there are a very limited number of extra stalls within this parking lot.

To mitigate this impact, the Town will be reconfiguring the existing stalls along the north side of the FCSS building and removing the small island. See the attached plan for the new yellow stall boundaries. This plan will allow the EV charging station to be installed, and the additional two (2) stalls will be a condition of the Development Permit to minimize this impact.

During this review, we noted that there is also the ability to remove another section of the island area and landscaping directly west of the two buildings, as shown on the plan in orange labelled as 6 Extra Stalls. Upon investigation of the landscaped trees and brush, the trees are dead or dying and will need to be cut down soon, while the remainder of the bushes and shrubs are difficult to maintain. If we were to remove this landscaped area and install asphalt, we would realize another six (6) parking stalls. See attached photos. If these two revisions to this site are approved, the trees will be removed ahead of the *Migratory Bird Act*, with the remaining work to be completed by Public works forces in the summer of 2024.

# FINANCIAL IMPLICATIONS

The costs will be \$4,000 for the supply and installation of the asphalt, painting and associated gravels, as well as the removals and curb rebuilding, will be done in-house. We are confident that these costs can be absorbed in the street's Operational Budget for 2024. The cost of the smaller bump-out behind old FCSS building will be approximately \$1,500, and the larger extra stalls shown on the west side of the parking lot will cost \$3,000 in materials.



Page 3 of 3

# ADMINISTRATIVE RECOMMENDATION

1. That Council instructs Administration to move forward with the revised EV charging station location and the expanded parking lot areas as per the Civic Centre EV site plan.

# **ALTERNATIVES**

a) That Council refer this item back to Administration for more information or amendments.

# **ATTACHMENTS**

- Civic Centre EV Site plan
- EV Type 3 (DC) station drawings
- Photos of the small bump out and six (6) extra stall location

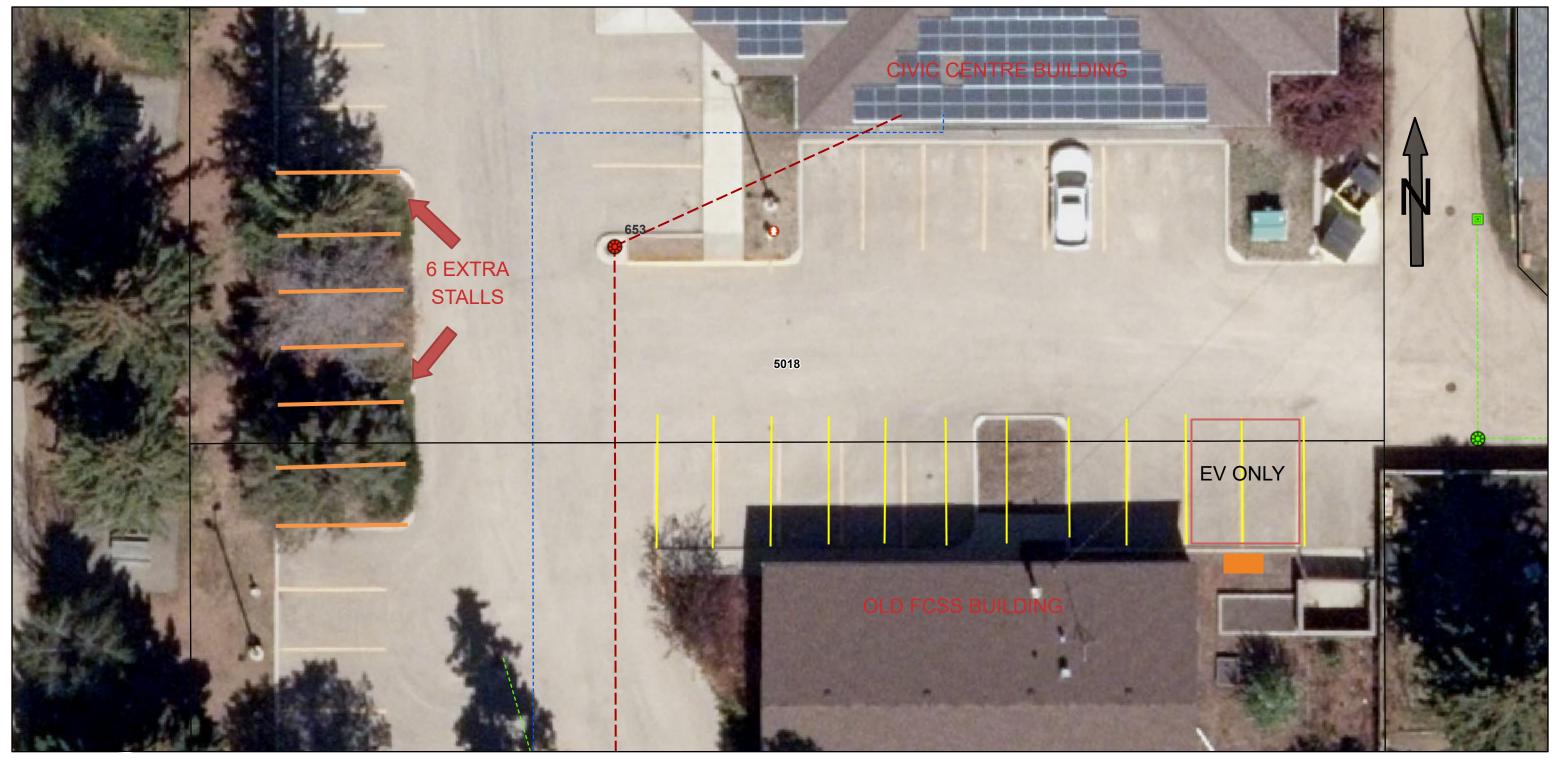
# APPROVALS

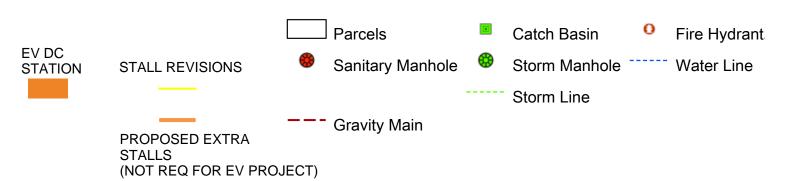
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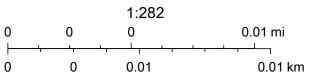
Kim Isaak, Chief Administrative Officer

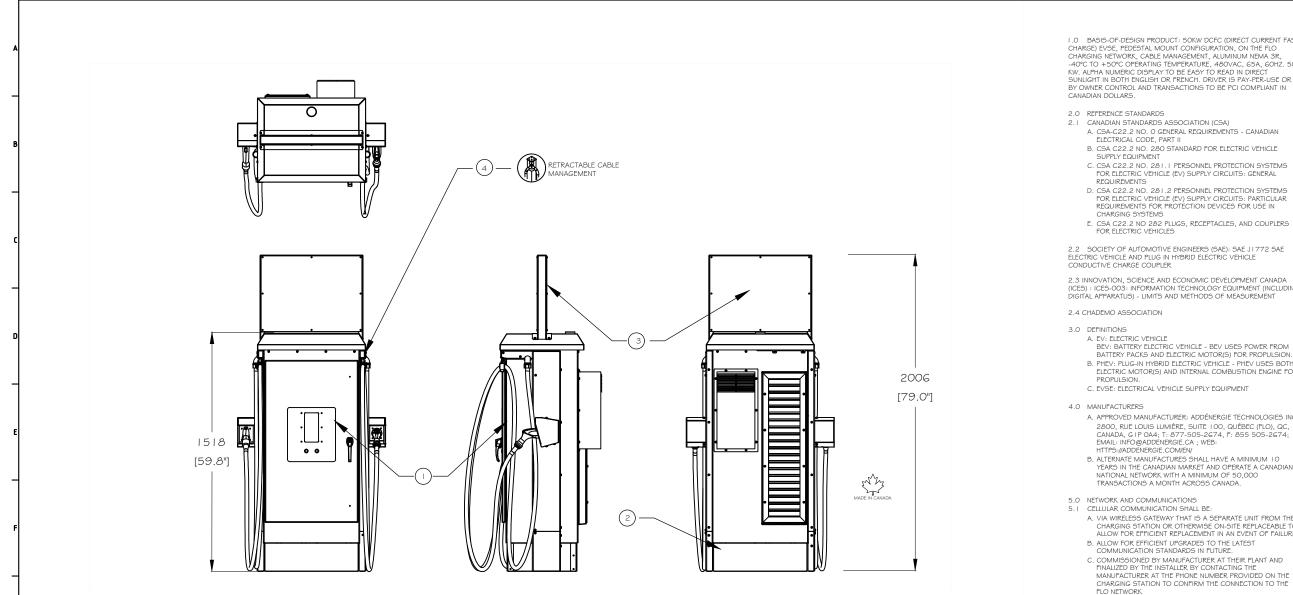
Department Director/Author

# 2023 09 12 EV LOCATION









(ID: SDC-50-S-PAD-CM) 50KW DCFC WITH CABLE MANAGEMENT, EVSE ASSEMBLY BUILD OF MATERIALS			
I	SMARTDC VERSION 3, 50 KW , 480 VOLTS, SAE & CHADEMO CHARGING CONNECTORS, LCD DISPLAY, RFID READER, NETWORK READY - FLO - NRRV, CAT# DCCH50 I AN I -FL-P03		
2	SMART DC - PAD MOUNTING BASE, CAT# MEDS0346		
3	SMART DC - SIGN, CAT# MEDSO382		
4	CABLE MANAGEMENT FOR SMARTDC, SAE & CHADEMO CHARGING CONNECTORS - BLCE, CAT# SDC-CM-BLCE		
5	I YEAR GLOBAL MANAGEMENT SERVICE: REAL-TIME TELECOMMUNICATIONS, ROAMING SERVICES, OWNER WEB PORTAL, PROACTIVE MONITORING, INTEGRATED PAYMENT SYSTEM, 24/7 DRIVER SUPPORT, ACCESS CONTROL, ONLINE PRESENCE AND NETWORK GATEWAY RENTAL.		

5.3 DRIVERS THROUGH AN APP COMPATIBLE WITH ANDROID AND IOS: A. START OR STOP A CHARGING SESSION. B. IDENTIFY CHARGING STATION AND SYSTEM STATUS FROM A DISTANCE BY FLASHING THE COLOUR CODED LED ON THE

GRADE SENSORS

MODULES

CHARGER

NUMBERS

LOGIN

C. ACCESS SUPPORT VIA A TOLL-REE ASSISTANCE NUMBER THAT IS LEGIBLY PRINTED ON THE FRONT OF THE CHARGING STATION OFFERING 24/7 SUPPORT.

LO BASIS-OF-DESIGN PRODUCT: 50KW DCEC (DIRECT CURRENT FAST CHARGE EVSE, PEDESTAL MOUNT CONFIGURATION, ON THE FLO CHARGING NETWORK, CABLE MANAGEMENT, ALUMINUM NEMA 3R, -40°C TO +50°C OPERATING TEMPERATURE, 480VAC, 65A, 60HZ. 50

FOR ELECTRIC VEHICLE (EV) SUPPLY CIRCUITS: GENERAL

FOR ELECTRIC VEHICLE (EV) SUPPLY CIRCUITS: PARTICULAR REQUIREMENTS FOR PROTECTION DEVICES FOR USE IN

(ICE5) : ICE5-003: INFORMATION TECHNOLOGY EQUIPMENT (INCLIDING DIGITAL APPARATUS) - LIMITS AND METHODS OF MEASUREMENT

BEV: BATTERY ELECTRIC VEHICLE - BEV USES POWER FROM BATTERY PACKS AND ELECTRIC MOTOR(S) FOR PROPULSION. B. PHEV: PLUG-IN HYBRID ELECTRIC VEHICLE - PHEV USES BOTH ELECTRIC MOTOR(S) AND INTERNAL COMBUSTION ENGINE FOR

A APPROVED MANUFACTURER: ADDÉNERGIE TECHNOLOGIES INC. 2800, RUE LOUIS LUMIÈRE, SUITE I OO, QUÉBEC (FLO), QC, CANADA, G I P OA4; T: 877-505-2674, F: 855 505-2674; EMAIL: INFO@ADDENERGIE.CA ; WEB: B. ALTERNATE MANUFACTURES SHALL HAVE A MINIMUM TO

YEARS IN THE CANADIAN MARKET AND OPERATE A CANADIAN NATIONAL NETWORK WITH A MINIMUM OF 50,000

A. VIA WIRELESS GATEWAY THAT IS A SEPARATE UNIT FROM THE CHARGING STATION OR OTHERWISE ON-SITE REPLACEABLE TO ALLOW FOR EFFICIENT REPLACEMENT IN AN EVENT OF FAILURE B. ALLOW FOR EFFICIENT UPGRADES TO THE LATEST

C. COMMISSIONED BY MANUFACTURER AT THEIR PLANT AND FINALIZED BY THE INSTALLER BY CONTACTING THE MANUFACTURER AT THE PHONE NUMBER PROVIDED ON THE CHARGING STATION TO CONFIRM THE CONNECTION TO THE

D. THE COMMUNICATION SYSTEM SHALL STORE COLLECTED DATA ON A CANADIAN SERVER AND BE COMPATIBLE WITH THE FLO EV CHARGING NETWORK

E. TRANSACTIONS MUST BE IN CANADIAN CURRENCY, BE PCI COMPLIANT AND ADHERE TO THE LOCAL TAX REQUIREMENTS

5.2 OWNERS THROUGH A SINGLE WEB PORTAL LOGIN SHALL: A. SET DRIVER TRANSACTION RATES PER HOUR, SESSION OR A GRADUATED PAYMENT BY TIME AND MUST NOT CONDUCT TRANSACTIONS BY KWH UNIT OF MEASURE B SET OR MODIFY MAXIMUM OUTPUT CURRENT C. MONITOR OUTPUT VOLTAGE AND CURRENT WITH REVENUE

D. MONITOR STATION TEMPERATURE, STATUS FOR THE POWER

E. ACTIVATE OR DEACTIVATE THE CHARGING STATION F. UPDATE THE EMBEDDED SOFTWARE AND FIRMWARE OF THE

G. ADD OR DELETE THE CHARGING STATIONS AND SITES WITH ONE OR MORE CHARGING STATION(S) UNDER MANAGEMENT H. ADD, CONFIGURE OR DELETE SOME PROFILES FOR SPECIFIC INDIVIDUALS (EX: OWNER, USER, SITE MANAGER, ETC.). I. ISSUE OR DELETE PUBLIC OR PRIVATE ACCESS CARD

J. MONITOR MULTIPLE QUANTITY OF CHARGING STATIONS UNDER MANAGEMENT, INCLUDING FUTURE LOCATIONS WITH ONE

K. HELP EFFICIENTLY DIAGNOSE ANY PROBLEM RELATED TO THE CHARGING SOLUTION, THE EQUIPMENT UNDER MANAGEMENT OR THE COMMUNICATION NETWORK BY MONITORING CRITICAL STATUSES AND READINGS

CHARGING STATION USING THE MOBILE APP

### SUBMITTAL / SHOP DRAWING

MAPS, DRAWINGS, AND DATA PRODUCED FOR CONTRACT COMMUNICATION PURPOSES SHOULD BE CONSIDERED FOR ILLUSTRATIVE OR REFERENCE PURPOSES ONLY BY USERS OUTSIDE OF D.A.D. SALES.

D.A.D. SALES AND ITS AGENTS, CONSULTANTS, CONTRACTORS OR EMPLOYEES PROVIDE THESE MATERIALS AND INFORMATION "AS IS" WITHOUT WARRANTY OF ANY KIND, IMPLIED OR EXPRESS, AS TO THE INFORMATION BEING ACCURATE OR COMPLETE. AND WITHOUT ANY WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

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UNDER NO CIRCUMSTANCES WILL D.A.D. SALES BE LIABLE TO ANY PERSON OR BUSINESS ENTITY FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES AS A RESULT OF ANY USE OF THE MAPS, DRAWINGS, DATA, OR ANY INFORMATION INCIDENTAL THERETO, INCLUDING, WITHOUT LIMITATION, ANY LOST PROFITS OR BUSINESS INTERRUPTION.

D.A.D. SALES REPRESENTS ELECTRICAL MANUFACTURERS, CONSULT A CERTIFIED CONTRACTOR OR CONSULTANT FOR CONSTRUCTION OR WORKING DRAWINGS.

APPROVED

REJECTED

REVISE ∉ RE-SUBMIT BY MARK or STAMP BELOW

DC FAST CHARGER - 50KW PAD MOUNT

P 877-230-9201   E SOLUTIONS@DADSALES.COM						
DRAWN BY BDW	CHECKED         PROJECT DATE         SCALE (PAPER SIZE B)         PD ID           NH         10112022         3/8" = 1"         1"					
DEDICATED POWER			SD		-CW	
DEDICATED POWER			E-FL	)-SHOP-11-22	REV 0	PAGE DC-2

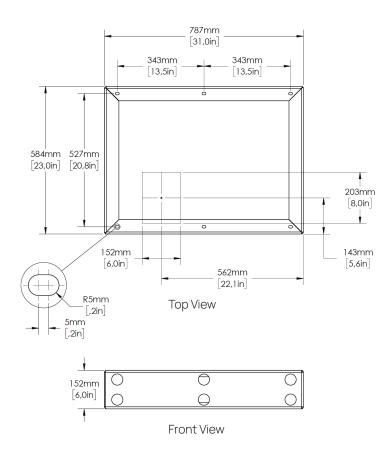


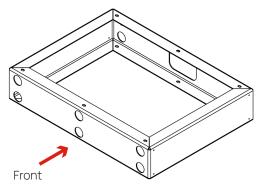
# 6.2 Site Preparation

Follow the steps below to prepare the site:

- 1. The station must be installed on a concrete slab.
- 2. The surface of the concrete slab must be large enough to allow for the installation of the station and the concrete bollards, while leaving enough space for user traffic. The figure below shows the ideal dimensions and distances to be respected.
- 3. The soil under the slab must be properly drained and stabilized (according to specific needs) so that it is not affected by frost.
- 4. An electrical conduit that complies with local regulations and is of appropriate diameter (depending on the wire size) should run the electrical cable under the perimeter of the station, preferably in the front left area under the station perimeter.
- 5. The anchors and conduit must be positioned to allow for the mounting of the base of the charging station.

**NOTE**: Refer to the site assessment requirements and the anchor supplier's recommendations for anchor selection.

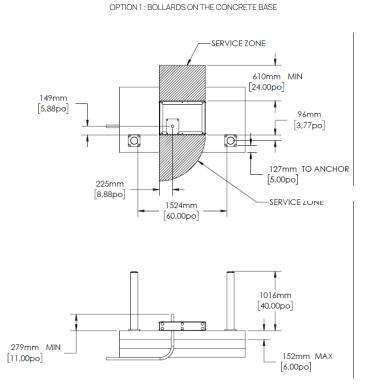


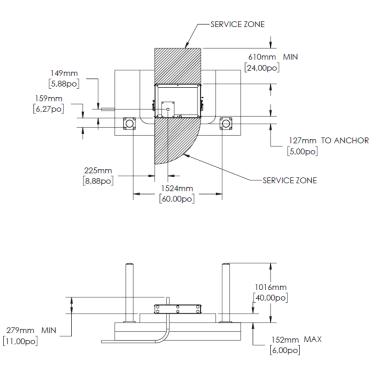


ISO View



- NOTE: The wiring conduit must be sealed to prevent moisture penetration.
- **IMPORTANT**: If there is a wall behind the charging station, a minimum spacing of 24 inches (609.6 mm) must be maintained between the charging station and the wall.
- **IMPORTANT**: For indoor installation, make sure that the sticker with the following warning is visible to the user: ''WARNING: THIS UNIT IS DESIGNED ONLY FOR CHARGING VEHICLES THAT DO NOT REQUIRE VENTILATION WHILE CHARGING''



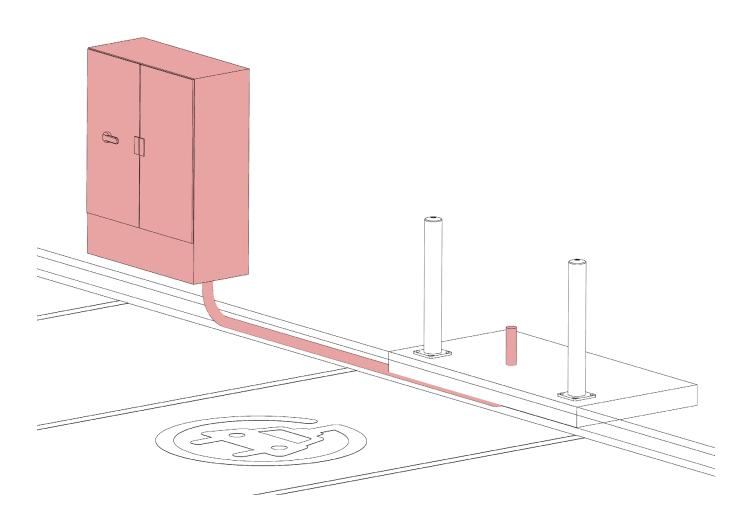


OPTION 2 : BOLLARDS BESIDE THE CONCRETE BASE



# 6.3 Safety Measures

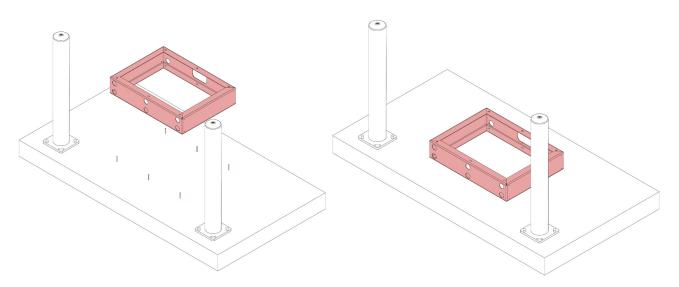
1. Ensure that the upstream disconnect is in the open position and follows workplace electrical safety procedures, as required by the local jurisdiction.





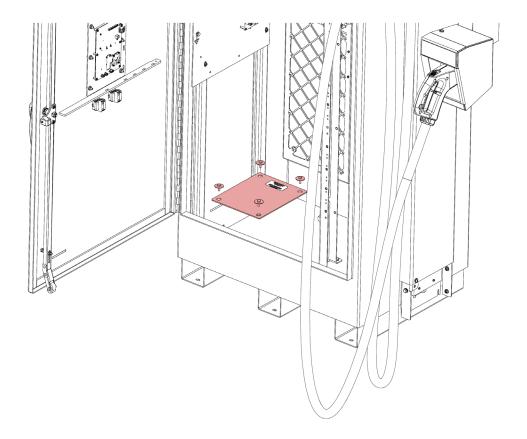
# 6.4 Installation of the Base on the Concrete Slab

Align the SmartDC base with the recessed anchors and tighten the bolts to secure the base to the ground.



# 6.5 Installation of the Station on the Base

1. Remove the access plate to allow the power cable to pass through.







# TOWN OF BLACKFALDS ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE IN PERSON May 1, 2023

A Blackfalds and District Economic Development & Tourism Advisory Committee meeting for the Town of Blackfalds was held in person on May 1, 2023 at the Civic Centre – Tayles Boardroom at 7:00 pm.

# MEMBERS PRESENT:

Jamie Hoover, Town of Blackfalds Mayor Brenda Dennis, Town of Blackfalds Councillor Marina Appel, Town of Blackfalds Councillor Ray Olfert, Public at Large Cliff Soper, Public at Large Melissa MacLeod, Public at Large Craig Schroh, Public at Large

# **ATTENDING:**

Jason Baranec, Economic Development Officer Alyssa Borix, Community Services Administration Assistant

# **REGRETS:**

Kyle Braithwaite, Public at Large Denise Sumner, Public at Large Robert Hogan, Public at Large

# OTHERS PRESENT:

N/A

# **AGENDA**

# 1. ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE MEETING

- 1.1 CALL TO ORDER 7:00 PM IN PERSON
  - The regular meeting was called to order by Chair Olfert at 7:03 PM.

# 2. LAND ACKNOWLEDGEMENT

# 3. AGENDA APPROVAL

3.1 AGENDA FOR THE MAY 1, 2023 ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE MEETING

# RES. 12/23

Councillor Appel moved to approve the agenda for the May 1, 2023 meeting as presented. MOTION CARRIED UNANIMOUSLY

# 3.2 ADDITION OF ITEM 8.7 - RURAL HEALTH WEEK

# TOWN OF BLACKFALDS ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE IN PERSON May 1, 2023

# RES. 13/23

Member Soper moved to approve additional agenda item.

**MOTION CARRIED UNANIMOUSLY** 

# 4. DELEGATION

- 5. BUSINESS ARISING FROM MINUTES N/A
- 6. BUSINESS N/A
- 7. ACTION CORRESPONDENCE N/A

# 8. INFORMATION

- 8.1 MARCH AND APRIL CAO REPORTS
  - EDO Baranec gave a background
    - EcDev was on site to show support for FCSS Volunteer recognition awards. Congratulations to Member Soper
    - EV Charging Station with car dealer exploring options, arranging meetings to check out other EV charging stations
- 8.2 NEW BUSINESS LICENSES
  - EDO Baranec gave a background
    - o: Numbers not bad in comparison
    - o 8 new business licences
    - Support letter written to Vietnamese/breakfast restaurant, re-provided to Invest Alberta (Alberta Advantage Immigration Program) as the original had timed out
- 8.3 BUILDING PERMITS
  - EDO Baranec gave a background
    - o Change in occupancy
    - Auto sales on Broadway
    - Additional grading in Blackfalds crossing related to the construction of the Shoppers building
    - All 3 CRU's constructed at the same time

# TOWN OF BLACKFALDS ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE IN PERSON May 1, 2023

- EDO reached out to Taco Bell/KFC, but the ownership group of the Red Deer/RMH/Ponoka locations prefers to own the building rather than lease
- Vista Trail businesses, developers are still looking for retail tenants
- 13 bays available for lease on Vista Trail development
- Home show was success, 650-700 booth visitors
- Next year encourage more engagement
- Something to earn swag items

### 8.4 LOCALINTEL Q1 2023 REPORT

- EDO Baranec gave a background
  - o Traffic remains steady

# 8.5 PROTECTIVE SERVICES / RCMP REPORTS

- EDO Baranec gave a brief overview
  - Not included in report, 4 separate grass fires near the tracks, great work done by emergency and town staff
  - o Lots of false fire alarms

### 8.6 BOLT REPORTS

- EDO Baranec gave a brief overview
  - o Look into the reported 197 failed ride attempts

### 8.7 RURAL HEALTH WEEK

- EDO Baranec gave a brief overview
  - o May 29 June 2
  - BHPARC applied for grant, application was successful, includes tea and cookie basket deliveries
  - Logos from businesses
  - o Chamber to advertise for chamber members

# 9. APPROVAL OF INFORMATION ITEMS

### RES. 14/23

Member Schroh moved that the Economic Development & Tourism Advisory Committee accept the information items as presented.

# **MOTION CARRIED UNANIMOUSLY**

# TOWN OF BLACKFALDS ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE IN PERSON May 1, 2023

### **10. APPROVAL OF MINUTES**

### RES. 15/23

Councillor Appel moved that the Economic Development & Tourism Advisory Committee accept the minutes as amended for March 6 meeting.

**MOTION CARRIED UNANIMOUSLY** 

### **11. ADJOURN**

a. Chair Olfert moved that the Economic Development & Tourism Advisory Committee meeting be adjourned.

RES. 16/23 Meeting adjourned at 7:42 PM.

**MOTION CARRIED UNANIMOUSLY** 

**RAY OLFERT, CHAIR** 

RICK SADICK, ECONOMIC DEVELOPMENT OFFICER

Next meeting scheduled for September 11, 2023 @ 7:30pm

Page 4 of 4



A Family and Community Support Services regular meeting for the Town of Blackfalds was held on July 5, 2023, at 5018 Waghorn Street in the Tayles Room, commencing at 7:00 p.m.

### **MEMBERS PRESENT**

Jamie Hoover,	Town of Blackfalds Mayor
Jim Sands	Town of Blackfalds Councillor
Dena Thomas	Public at Large
Sheila Giffin	Public at Large
Glenda Brown	Public at Large
Tennielle Gilchrist	Public at Large - joined the meeting via TEAMS at 7:07 pm
Cliff Soper	County of Lacombe Resident

### ATTENDING

Sue Bornn, FCSS Manager	Town of Blackfalds
Sue Penner, Admin Asst	Town of Blackfalds

### REGRETS

Rebecca Stendie	Town of Blackfalds Councillor
Melissa MacLeod	Public at Large

### **OTHERS PRESENT**

Marina Appel	Town of Blackfalds Councillor
Edna Coulter	Town of Blackfalds Councillor
LauraSvab via TEAMS	Town of Blackfalds Councillor

### 1 CALL TO

**ORDER:** Chair Thomas called the meeting to order at 7:01 p.m.

### 2 TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

# 3 ADOPTION OF AGENDA

20/23 Councillor Sands moved that the Board adopt the July 5, 2023, Agenda as presented.

### 4 ADOPTION OF MINUTES

21/23 Member Brown moved to accept the Minutes from May 11th, 2023, as presented.

# CARRIED UNANIMOUSLY

CARRIED UNANIMOUSLY



### 5 DELEGATION

None

# 6 BUSINESS ARISING FROM THE MINUTES

### **OLD BUSINESS**

None

# 7 BUSINESS

- 7.1 Funding Amendment, Budget Adjustment Recommendation
  - Member Thomas reminded the Board that although it was known that a budget adjustment was coming, when and the amount were unknown.
  - On June 19<sup>th</sup> the funding amendment contract was made available to FCSS, confirming the total amounts of funding that each FCSS would be receiving. The 4.5% increase for Blackfalds works out to \$7,706.51 for 2023 and \$10,275.35 each year in 2024 and 2025.
  - The Board felt it was best to use these funds at the elementary school level as the earlier you help the lives of children the better.
  - Member Giffin stated her preference was to re-address current applicants as it would look poor of us to open applications again.
  - Member Soper stated it was best not to split the funds any further.
  - Councillor Svab inquired about mental health workers supporting Red Deer Catholic schools in Red Deer and Manager Bornn will investigate the partnership.
- 22/23 Member Giffin moved to recommend That Council allocate the additional \$7,706.51 to Grants to Organizations and further that the funding be allocated to the Iron Ridge Junior Campus in support of the School Social Worker program.

# CARRIED UNANIMOUSLY

7.2 Social Needs Assessment

- The Board discussed Council Motion 187/23 made at the June 27<sup>th</sup>, 2023 Council meeting where "Councillor Stendie moved That Council accept the 2022 Social Needs Assessment as information" as she stated that the FCSS Board did not endorse the SNA which the Board felt was not accurate.
- For the July 12<sup>th</sup> Council Meeting Councillor Stendie filed a Notice of Motion to Rescind Motion – 187/23 and Board Members Thomas, Giffin, Brown and Soper plan to attend as a delegation to try and find out why the motion was rescinded.



TOWN OF BLACKFALDS REGULAR FCSS MEETING Wednesday, July 5<sup>th</sup>, 2023, at 7:00 p.m. Civic Cultural Centre – 5018 Waghorn Street MINUTES

- Members Soper and Giffin both indicated they were impressed with the new SNA. Member Soper stated that we should not be too hard on our consultants as community engagement will always be challenging.

### 8 ACTION CORRECPONDENCE

None

# 9 INFORMATION

### 9.1 FCSS Managers Report

- Manager Bornn reported that Seniors Week (June 5<sup>th</sup> 9<sup>th</sup>) was extremely busy with 16 events being held over five days with over 379 participants.
- o 16 Events/activities held:
- 10% off Abbey membership for seniors 5 memberships were purchased.
- Will & Estate Planning in partnership with Servus Credit Union, 12 attended.
- Blackfalds Senior Citizen's Cheemo Club hosted an Open House saw 65 attendees,
- **Behind the Bulldogs, 14** individuals toured the EBC and the Bulldogs Changeroom
- Hawaiian 50+Walking Club had 25 walkers. Trent Kroetsch of Royal le Page donated 2 \$50 gift cards,
- Seniors' Par-tea in partnership with the Servus Credit Union Public Library had 26 attendees,
- Beyond Food Hub's Affordable Market 'We were the busiest we have ever been',
- o Teddy Bear Tea Intergenerational Event with Kids Konnection had 76 attendees,
- o It's More than a Movie 43 seniors watched Identity Theft,
- o Servus Credit Union presented a Fraud Awareness Seminar to 15 individuals,
- Country 50+ Walking Club had 26 walkers shot varmits, rode horses, chased cows and dressed up in western themed apparel,
- o Eating to Stay Strong & Healthy with AHS had 10 participants.
- o Get Groovy and Tie-Dye had 16 tie-dyer's made 16 different individual projects,
- o Beyond Food Hub hosted Seniors Soup Time for 3 people,
- Bingo with the Best had the BYC group facilitating Bingo for 37 participants.
- Complimentary seniors day at the Abbey had 6 seniors attend.
- o Over 379 participants
- Community Engagement Programmer is busy planning the Back to School Programs and most clients have been contacted to reapply or have their information updated.

# **APPROVAL OF INFORMATION ITEMS**

23/23 Member Giffin moved to accept information item as presented.

# CARRIED UNANIMOUSLY



### 11 **CONFIDENTIAL MATTERS**

None

### 12 **ADJOURNMENT**

Chairperson Thomas declared the meeting adjourned at 9:10 pm.

Chairperson **Dena Thomas** 

FCSS Manager Sue Bornn

Next meeting scheduled for September 14th, 2023, at 7:00 p.m.

2023 /09 YYYY/MM/DD



# **Regular Meeting of Council**

# 2. Review of Agendas

# 2.1 Consent Agenda

Council rescinded the Council Routine Disclosure Policy (18/211.01 2019PO) replacing it with an Administrative Policy, as described in the Request for Decision.

Council moved that Administration bring back On Street Patio Policy at a later date with removal of references to boardwalk and include mechanism for public feedback.

# 4. Presentations

# 4.1 Member of the Legislative Assembly Council Visit – Areas of Mutual Interest

Jennifer Johnson, MLA (Member of the Legislative Assembly) for the Lacombe-Ponoka Constituency, presented to Council on areas of mutual interest.

# 5. Public Hearings

# 5.1 Bylaw 400.49 Land Use Bylaw Amendment – Heritage Updates

A Public Hearing was held for Bylaw 400.49 Land Use Bylaw Amendment – Heritage Updates:

• Notice was given that the Council of the City of Lacombe gave first reading to Bylaw 400.49 to amend the Land Use Bylaw, Bylaw 400. If approved, Bylaw 400.49 would amend the heritage regulations and Historic District Area Overlay, including changing the definition of a "historic building" from "any principal building that is 50 years or older" to "any principal building or place that is listed on the Heritage Inventory."

The Bylaw would also make amendments for clarification and to streamline permit processes. These amendments are listed in detail in Bylaw 400.49.

# 6. Requests for Decision

6.1 Bylaw 400.49 Land Use Bylaw Amendment Heritage Updates – Second and Third Reading The proposed Land Use Bylaw (LUB) amendments covered two elements:

- The first element is to refocus the heritage regulations and Historic District Area Overlay toward sites with the most historic significance and integrity. The amendment would change the definition of a "historic building" from "any principal building that is 50 years or older" to "any principal building or place that is listed on the Heritage Inventory." The properties identified on the Heritage Inventory are listed by historic name and civic and legal address as part of Bylaw 400.49 for transparency and clarity.
- 2. The second element is clarifying and improving the LUB's heritage portions. This includes simplifying language, correcting grammatical errors, introducing the concept of Municipal Historic Areas should a future Council wish to designate such under the Historical Resources Act, and amending the conservation section to discuss conservation, not demolition.

Following first reading of Bylaw 400.49, public engagement occurred. The engagement included letters to property owners on the Inventory, general advertising, and two public open houses. Feedback received has been documented and has led to the following suggested modifications to Bylaw 400.49:

- The historic name of one of the homes on the Inventory should be amended to contain only the street name and remove the family surname.
- Removing properties from the Inventory list in Schedule A of the Bylaw that are already municipally designated.

Council gave second and third reading to Bylaw 400.49, as amended.

# 6.2 Whistle Cessation – Next Steps

Following an inspection in August 2023, CP (Canadian Pacific) Rail has approved three of five rail crossings in Lacombe to apply for whistle cessation. A fourth crossing has been approved pending the completion of a pedestrian crossing – work that was scheduled in 2023 but has been deferred to 2024. The fifth crossing at the Highway 12/ Highway 2A intersection requires significant re-design and upgrade due to vehicles queuing on the tracks despite updated signage and pavement markings.

The changes CP Rail requires for whistle cessation will negatively impact traffic congestion at this intersection. Administration recommended investigating alternative long-term options for the Highway 12/ Highway 2A intersection to improve safety, enable whistle cessation and increase long-term traffic capacity. In the interim,

Administration recommended applying for whistle cessation at the four eligible crossings to reduce train whistles within the City. Further, Administration recommended requesting Lacombe County apply for whistle cessation at the 34<sup>th</sup> St. and Range Road 270 crossings.

Council directed Administration to initiate the whistle cessation process for the four eligible rail crossings within the city boundary.

Council directed Administration to request Lacombe County to apply for whistle cessation at the 34<sup>th</sup> St. and Range Road 270 crossings.

Council directed Administration to include the costs to develop options to address the long-term needs of the Highway 12/Highway 2A intersection in the 2024 Capital Budget for Council's consideration.

# 6.3 Snow Clearing – Costs of Level of Service Changes

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads. The cost of changing the current practice of windrowing snow on most City roads to hauling it off-site (where feasible) has an impact on both the operating and capital budgets.

With respect to the operations budget, the Roads Department estimated an expenditure increase of \$119,325 would be required primarily for additional contracted services. This equates to an approximate 0.7% tax rate increase based on the preliminary 2024 operating budget.

The Parks Department is responsible for clearing snow from approved skating surfaces Monday to Friday. The cost to amend the current practice to include snow-clearing services on Saturday, Sunday, and statutory holidays has an impact on its operating budget. The Parks Department estimated that an increase of \$14,700 would be required primarily for the addition of two extra casual staff positions from December 1<sup>st</sup> to March 31<sup>st</sup>. This equates to an approximate 0.09% tax rate increase based on the preliminary 2024 operating budget.

However, actual snow removal costs are sensitive to weather events. For instance, responding to the November 2022 multi-day snow event accounted for 50% of the Roads Department's actual snow-clearing expenses in that year. In only one of the last five years have the snow clearing expenses exceeded the budget. In four of the last five years, snow-clearing expenses have been approximately half the budget or less. For this reason, Administration reasoned that it was unnecessary to increase the budget by the full estimated amount, as the funds would be tied up in a budget that may not be fully utilized.

Instead, Administration recommended Council consider adding \$60,000 to the Roads Department in 2024 and reevaluating budget levels annually, should Council wish to improve snow-clearing services. This is the amount Administration carried in the preliminary 2024 Operating Budget, to acknowledge proposed changes to the service levels only.

Council directed Administration to bring the estimated cost of changing the snow clearing service level to hauling snow off-site where feasible to the 2024 Budget deliberations for further consideration.

Council directed Administration to bring the estimated cost of changing the snow-clearing service level to clear outdoor skating surfaces on weekends to the 2024 Budget deliberations for further consideration.

# 6.4 Property Tax Penalty Waver

The City has received a request to reverse late payment penalties for four properties:

- Property 1 Penalty \$295.31
- Property 2 Penalty \$285.01
- Property 3 Penalty \$127.05
- Property 4 Penalty \$145.36

Tax notices were mailed to property owners on May 26<sup>th</sup>, 2023. According to the MGA (Municipal Government Act), section 338, a tax notice is deemed to have been received 7 days after it is sent.

The due date for payment of taxes was June 30<sup>th</sup>, 2023, or a 10% penalty would be applicable. Administration has imposed the penalty as per Tax Penalty and Payment Bylaw 379.

As of September 6<sup>th</sup>, 2023, the City of Lacombe has:

- 219 outstanding property tax accounts
- \$639,361 outstanding of the current year levy (municipal taxes, education, and Lacombe Foundation). This represents approximately 3% of the levy, which is less than in previous years.
- The total penalties applied on July 1<sup>st</sup>, 2023, was \$111,500.

The cost of the cancellation of the late penalties would reduce the penalty revenue by \$852.73.

Council declined the request to reverse late penalties.

\*The next scheduled Council Meetings:

- Monday, September 18, 2023 Committee of the Whole Meeting at 5:30 p.m. City Hall
- Monday, September 25, 2023 Regular Council Meeting at 5:30 p.m. City Hall
- Tuesday, October 10, 2023 Regular Council Meeting at 5:30 p.m. City Hall



WHERE PEOPLE ARE THE KEY

# HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 14, 2023

# PUBLIC HEARING BYLAW NO. 1396/23

A public hearing was held for Bylaw No. 1396/23. Bylaw No. 1396/23 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 as it relates to districting and the redesignation of land and boundary adjustment on SE 21-39-02-W5M (Kuusamo Krest, Sylvan Lake).

Following the public hearing, Bylaw No. 1396/23 was given second and third reading and so passed.

# TOWN OF BLACKFALDS ANNEXATION APPLICATION WITHDRAW REPORT

In 2021, Lacombe County expressed support for an application for Lot 1 Block 2 Plan 032 0195 as well as Lot 2 Block 2 Plan 172 3277, the Mary & Cliff Soper Natural Area, to be included in an annexation to the Town of Blackfalds.

During the negotiation phase of the process, the initiating landowner withdrew the annexation application, and at the August 22, 2023 Town of Blackfalds Council Meeting, Town Council authorized the final Annexation Application Withdraw Report.

By resolution, Lacombe County Council accepted the final Annexation Application Withdraw Report and authorized the Reeve's signature to certify that the report accurately reflects the results of the negotiations. Council authorized the submission of the fully executed report to the Land and Property Rights Tribunal.

# **REQUEST FOR ROAD CLOSURE – ROAD PLAN 109 NY**

Road Plan 109 NY within the Pt. NE ¼ 07-41-01 W5M was realigned in the summer of 2023. As such, part of the road must be closed to provide for the registration of a new road plan for the new road alignment.

By resolution of Council, the County Manager was directed to proceed with the closure of Road Plan 109 NY. The proposal will be circulated to interested parties for comment and the cancelation request will be presented for consideration at the October 12, 2023 Council Meeting.

# WATERSHED RESILIENCY AND RESTORATION PROGRAM (WRRP) GRANT REQUEST

To support the continued public enjoyment and environmental stewardship of waterfront environmental reserves, Lacombe County will submit a grant application to the WRRP for a Surface Water and Wetland Assessment and Monitoring Program. The grant application, in the amount of \$123,000, will include a wetland assessment of 183 acres of land along Gull Lake's eastern shoreline and a nature asset inventory within the Gull Lake Watershed. The application will also include the placement of fixed-point photography locations around Gull Lake, Sylvan Lake, Buffalo Lake, and Lacombe Lake.

# **QE II WEST AREA STRUCTURE PLAN TERMS OF REFERENCE**

Council endorsed the QE II West Area Structure Plan Terms of Reference and accepted the proposed name change from "Highway 2 West Area Structure Plan" to "QE II West Area Structure Plan". A public meeting to seek feedback on the QE II West Area Structure Plan will be held on November 22, 2023 at 7:00 p.m. at the County Administration Office.



WHERE PEOPLE ARE THE KEY

# DOW CHEMICAL – REDESIGNATION OF LAND

Representatives of DOW Chemical and BNA Studios provided Council with a presentation on the development concept and request to rezone approximately 9.03 acres of their 122.2 acre parcel on Prentiss Road northwest of the Hamlet of Joffre, from Agricultural 'A' District to Heavy Industrial 'I-HI' District. This rezoning is being requested to facilitate an expansion of their existing rail yard.

# MEDICINE LODGE SKI HILL MASTER PLAN

A presentation by the consulting team and representatives of the Medicine Lodge Ski Hill regarding the Medicine Lodge Ski Hill Master Plan was received for information.

# Next Regular Council Meeting is September 28, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is October 3, 2023 – 9:00 a.m.

# Lacombe County Administration Building

\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (<u>www.lacombecounty.com</u>) after approval.

September 19, 2023

RE: Central Alberta Victim & Witness Support Society Municipal Funding Request

Dear Town Council,

I hope this letter finds you all well. I am writing to express my sincere regrets for not being able to attend tonight's town council meeting in person. Unfortunately, I had a prior commitment that was overlooked when accepting the invitation that required my attendance.

I want to express my gratitude and appreciation on behalf of the Central Alberta Victim & Witness Support Society, to the Town of Blackfalds for their generous support and funding that has contributed to our mission over the past three years.

Through your generous financial assistance, we have been able to provide vital services to those in need, all of which have made a profound impact on the lives of the individuals we serve. Your commitment to our cause has been nothing short of exceptional, and it has allowed us to make substantial strides in assisting victims of crime on their journey towards recovery.

Sadly, we received official word that as of April 1<sup>st</sup>, 2024, the Central Alberta Victim & Witness Support Society will begin its dissolution process as we prepare to transition to the Government of Alberta's new Regional Victim Serving Society, which is to be fully funded by the Government of Alberta.

With the commencement of this regionalization process, we hereby formally notify the Town of Blackfalds that the Central Alberta Victim & Witness Support Society will no longer seek financial assistance for our programs and services. Our focus has now shifted to ensuring a seamless transition to the new model to provide uninterrupted service to the community.

Once again, I want to extend our gratitude for your past support which has played a pivotal role in our growth and success. We will forever be grateful for the positive impact your funding has had on our organization and the community we serve.

If you have any questions or require further information about our regionalization process, please do not hesitate to reach out to me directly at 403-885-3355 or by email at admin@victimsupport.ca

Thank you for your invaluable support and understanding as we embark on this new chapter in our organization's journey. We hope the Regional Victim Service Society will continue collaborations with the Town of Blackfalds in the future.

Sincerely, Shawna Wyatt Executive Director Central Alberta Victim & Witness Support Society

From:	info
Subject:	Emergent resolution on LGFF Capital
Attachments:	ABmunis Emergent Resolution - E2 - Adequate Level of Provincial Funding for Community Infrastructure.pdf

From: Cathy Heron <president@abmunis.ca> Sent: Wednesday, September 20, 2023 8:43 AM To: info <info@blackfalds.ca> Subject: Emergent resolution on LGFF Capital

Dear Mayors and CAOs:

Attached is an emergent resolution that will be presented at Alberta Municipalities' Convention next week for member approval. The resolution is sponsored by ABmunis Board of Directors based on our concerns about the future of Alberta's communities if the Government of Alberta does not increase the starting amount of the Local Government Fiscal Framework (LGFF) Capital funding program before it begins in 2024.

The resolution details the rational for our advocacy for the province to increase its investment in municipalities so we can be partners in ensuring Alberta continues to be a choice place to live and do business, but here are some highlights:

- In 2011, the Government of Alberta provided a total of \$420 per capita in provincial funding for municipal infrastructure. Since then, that amount has consistently dropped to only \$151 per capita in 2023.
- In 2011, funding for municipal infrastructure represented 3.7% of the province's spending. Today, it only accounts for 1% of provincial spending.
- If the 2011 level of provincial funding had kept pace with inflation, then municipalities would have received \$2.1 billion this year. Instead, municipalities will only receive \$712 million in community infrastructure funding in 2023.
- Since LGFF will represent the bulk of provincial funding and it will be linked to the growth of provincial revenue, and the fact that the province has set the starting amount of LGFF Capital at 36 per cent lower than the historical average of MSI, it could take about 20 years for LGFF Capital to return to the same funding level that was in place under MSI from 2010 to 2019.

Members passed a resolution at our 2022 Convention that called for an increase in LGFF Capital, but it did not quantify the amount. Building on that resolution, ABmunis' Board is now seeking member support to advocate for the starting amount of LGFF Capital to be set at \$1.75 billion. We recognize this is not a small ask but we are pleased that the Rural Municipalities of Alberta is also aligned in calling for a similar level of funding. The ask is also well below the \$2.5 billion that municipalities collect from local ratepayers on behalf of the province in the form of education property taxes.

While we have been working with the Minister of Municipal Affairs on the development of an LGFF allocation formula, the size of the funding pot will be the primary determinant of how much funding your community receives in 2024 or any year thereafter. Therefore, we encourage you to support this resolution when it comes up for a vote at Convention on September 28.

The attached resolution is also available in an updated version of our 2023 resolutions book available on our <u>resolutions webpage</u> along with detailed instructions on how to participate in the resolutions debate and voting process.

If you have any questions about the resolution, please reach out to your board member or advocacy@abmunis.ca.

Thank you,

# Cathy Heron | President

E: president@abmunis.ca 300-8616 51 Ave Edmonton, AB T6E 6E6 Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.



# E2: Adequate Level of Provincial Funding for Community Infrastructure

Moved by: Alberta Municipalities Board of Directors Seconded by: N/A

**WHEREAS** Albertans rely on public infrastructure for a broad spectrum of daily uses including transportation, access to safe water, removal of wastewater, fire and emergency services, recreation facilities, public buildings, and other day-to-day public services provided by municipal governments across Alberta;

**WHEREAS** the Government of Alberta plans to replace the Municipal Sustainability Initiative (MSI) Capital with a new municipal infrastructure funding program in 2024 called the Local Government Fiscal Framework (LGFF) Capital program and LGFF Capital will represent the bulk of infrastructure funding that the Government of Alberta provides to municipalities;

**WHEREAS** the LGFF Capital program will meet ABmunis' principles for increased predictability and responsiveness; however, the program does not meet the principle of revenue adequacy because the starting amount of funding in 2024 is set to be \$722 million, which is 36 per cent lower than the historical funding average under the MSI program and does not compensate for changes in Alberta's population and inflationary changes in the cost of construction and materials;<sup>1</sup>

**WHEREAS** municipal governments have limited fiscal capacity to generate the revenue needed to maintain existing infrastructure as well as build new infrastructure to support community growth;

**WHEREAS** the Government of Alberta currently collects \$2.5 billion in property taxes, an amount that Budget 2023 signals will increase by a rate determined by combination of inflation and population, which further limits municipalities own revenue generation potential without unduly burdening Alberta homeowners and renters;<sup>2</sup>

**WHEREAS** Alberta's population has grown at an average of 1.8 per cent annually since 2011<sup>3</sup>, but provincial investment in community infrastructure has declined over that same period;

**WHEREAS** Alberta's population continues to grow with the province's "Alberta is Calling" campaign helping to contribute to a 3.5 per cent increase in Alberta's population between July 2022 and July 2023 and the Government of Alberta estimates that population growth will be up to 4.4 per cent in 2023;<sup>4</sup>

<sup>&</sup>lt;sup>1</sup> The historical average of the Municipal Sustainability Initiative (including the Basic Municipal Transportation Grant) was \$1.13 billion per year between 2011 to 2020 before the Government of Alberta front-loaded the 2022 and 2023 funding years in 2021.

<sup>&</sup>lt;sup>2</sup> Government of Alberta's 2023-2026 Fiscal Plan, page 66.

<sup>&</sup>lt;sup>3</sup> ABmunis calculations using Statistics Canada Table 17-10-0005-01 (2011-2022) and Table 17-10-0009-01 (2023)

<sup>&</sup>lt;sup>4</sup> Statistics Canada. Table 17-10-0009-01 Population Estimates and the Government of Alberta's 2023-24 First Quarter Fiscal Update and Economic Statement.



**WHEREAS** in 2011, the Government of Alberta delivered \$420 per capita across all municipal capital funding programs, but that level of investment has trended downward since that time to only \$151 per capita in 2023-24 and will only rise to a projected amount of \$180 per capita in 2024-25;<sup>5</sup>

**WHEREAS** over the last decade, the province has placed a lower priority on funding community infrastructure with total municipal capital funding dropping from 3.7 per cent of provincial spending in 2011-12 to only 1.0 per cent of budgeted spending in 2023-24;<sup>6</sup>

**WHEREAS** the quality of community infrastructure is a critical factor in the quality of life offered in Alberta's communities and is a key element to create a competitive advantage to attract and retain people, families, workers, and business investment in Alberta;

**WHEREAS** the Government of Alberta is making great efforts to encourage people to move to Alberta but there needs to be a corresponding increase in investment in community infrastructure to support new and existing residents;

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to restore municipal infrastructure funding to an adequate level by setting the new Local Government Fiscal Framework Capital funding program at a starting amount of \$1.75 billion when the program begins in 2024.

# **BACKGROUND:**

Since ABmunis' initial work to design an infrastructure funding program to replace MSI, ABmunis has been consistent in our principles that LGFF:

- 1. deliver an adequate level of funding,
- 2. be responsive to changes in Alberta's economy and community needs,
- 3. provide increased predictability for municipalities to plan for their financial future, and
- 4. be embedded in legislation for improved stability of the program.

The Government of Alberta has delivered all of the principles, with the exception of funding adequacy.

ABmunis appreciates that the Government of Alberta acted on the calls from municipalities to remove the 50 per cent cap on the revenue growth index factor calculation. However, the starting

<sup>&</sup>lt;sup>5</sup> Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, Population Estimates on July 1<sup>st</sup>. The projection for 2024-25 is based on targets presented in the Government of Alberta's 2023 Fiscal Plan and estimated population based on the average annual change from 2011 to 2023.

<sup>&</sup>lt;sup>6</sup> ABmunis calculations using total provincial expenditures reported in the Government of Alberta's 2023-2026 Fiscal Plan, page 164. Infrastructure spending is based on total municipal capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta (same funding programs listed in footnote 5).



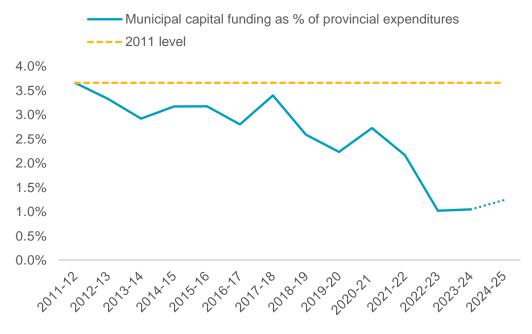
amount of the LGFF funding pot is the primary determinant of what level of funding municipalities will receive into the future.

For example, if the Government of Alberta's revenue grows at the rate seen between 2008 and 2020, then it will take about 20 years for LGFF Capital to return to the same funding level that was already in place under MSI from 2010 to 2019.<sup>7</sup> This doesn't consider the significant shortfall municipalities will face to address inflationary increases in the cost of infrastructure and new growth needs associated with a rising population over the upcoming decades.

ABmunis' members have called for an increase in LGFF since the *Local Government Fiscal Framework Act* was passed in fall 2022. The purpose of this resolution is to define what funding increase is necessary for LGFF Capital to address community needs and that will be considered acceptable by municipalities. The request for the LGFF Capital funding pot to be increased from \$722 million to \$1.75 billion is based on three metrics:

### 1. Capital Funding as a Percentage of Provincial Expenditures

In 2011-12, provincial capital funding for municipalities represented 3.7 per cent of provincial expenditures. In 2023-24, that figure has dropped to about 1 per cent and is forecasted to be 1.2 per cent in 2024 when LGFF is implemented. If the province committed to reinstate municipal capital funding to 3.7 per cent of provincial expenditures, then LGFF should be \$2.4 billion.<sup>8</sup>



<sup>&</sup>lt;sup>7</sup> Between 2008 and 2020, the Government of Alberta's revenue grew at an average annual rate of 1.1%. If the same growth rate is projected against an LGFF funding pot of \$722 million, it would take until the year 2043 until LGFF reaches a funding amount of \$1.1 billion, which was the average of MSI between 2010-2019. The 2021 and 2022 years were excluded from the calculation of annual average changes in provincial revenue due to the unique increase in resource revenues in those years.

<sup>&</sup>lt;sup>8</sup> Refer to footnotes 5 and 6.



# 2. Capital Funding per Capita

In 2011, provincial capital funding for municipalities amounted to \$420 per capita. In 2024, the total provincial capital funding for municipalities is forecasted to be only \$180 per capita. If the province committed to reinstate funding per capita to the 2011 level, then LGFF should be \$1.9 billion.<sup>9</sup>



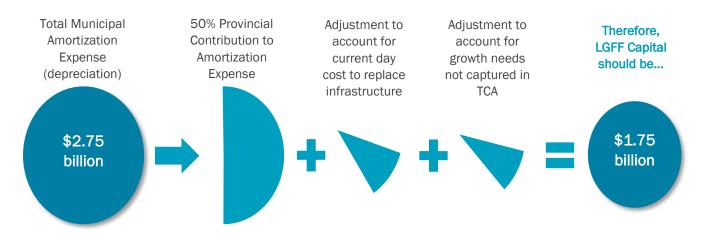
<sup>&</sup>lt;sup>9</sup> Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding federal funding that flows through the Government of Alberta. Funding figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population from 2011-2023 is sourced from Statistics Canada Table 17-10-0005-01 and Table 17-10-0009-01 and 2024 is estimated based on the average annual change from 2011 to 2023.



# 3. Funding Depreciation Cost of Community Infrastructure Plus Growth Needs

Municipal governments manage 53 per cent of Alberta's public infrastructure but collect significantly less taxes from Albertans compared to the Government of Alberta and the Government of Canada.<sup>10</sup> With the inadequacies of the municipal property tax system and the revenue generating capacity of the provincial government, there is a strong argument that the province should be responsible for at least 50 per cent of community infrastructure costs.<sup>11</sup>

In 2021, amortization expense from all municipalities totaled \$2.75 billion. This is a fair indicator of how much needs to be spent annually to maintain community infrastructure. But those figures must be adjusted upwards to reflect the current day cost to replace that existing infrastructure plus add the cost to build new infrastructure to support the growth in Alberta's population. When rolled together, the figures support ABmunis' request for LGFF to be \$1.75 billion.



Alberta Municipalities acknowledges that asking the Government of Alberta to increase investment in community infrastructure by \$1 billion is a significant request. However, the figures demonstrate how provincial support for community infrastructure has declined over time, Alberta continues to be a place of growth, and there will be significant long-term consequences in terms of future costs to Albertans and challenges to retain people if the construction of infrastructure continues to be deferred.

# **Replacement of Provincial Property Taxes**

In addition to these three metrics, municipalities are increasingly concerned with the amount of provincial property taxes that are extracted from municipalities with lower levels of grant funding being returned. When MSI was created in 2007, the program was intended to return all provincial property taxes to municipalities in the form of funding for local infrastructure. At the time, the Government of Alberta was collecting \$1.4 billion in provincial education property taxes and

<sup>&</sup>lt;sup>10</sup> Ownership of public infrastructure is measured by the reported the historical cost of tangible capital assets excluding land. Figures are based on ABmunis' calculations using Alberta Municipal Affairs' 2021 Financial Information Returns – Schedule G(4) with the total of all municipalities and the Government of Alberta's 2021-22 Annual Financial Report, Schedule E14.

<sup>&</sup>lt;sup>11</sup> The Government of Alberta's 2023 Fiscal Plan (page 121) states that Alberta has a tax advantage of \$19.7 billion compared to other provinces.



planned to deliver \$1.4 billion in MSI to municipalities starting in 2010. On top of that, the province was delivering hundreds of millions of dollars of other capital funding programs to municipalities.

Since then, provincial education property taxes have grown to \$2.5 billion and the total of all provincial capital funding to municipalities in 2023 was significantly less at only \$712 million. This is concerning because increases in provincial property taxes constrain a municipality's flexibility to increase property tax to fund municipal services and at the same time, there is less infrastructure funding coming back from the Government of Alberta.

The Government of Alberta recognizes that changes are needed. Premier Smith's August 2023 mandate letter to the Honourable Ric McIver, Minister of Municipal Affairs directs the Minister to review "the feasibility of amending the education property tax to assist municipalities with retaining more funding for local priorities". The scope and outcome of that review is unknown and is likely many years away and therefore, an increase in the LGFF Capital program is the best solution to fund community infrastructure in Alberta until there are any meaningful changes in provincial education property taxes.

### ALBERTA MUNICIPALITIES COMMENTS:

ABmunis members approved a 2022 resolution on <u>Provincial-Municipal Revenue Sharing</u> that calls for the Government of Alberta to increase LGFF funding but it does not quantity the amount that would be acceptable to support current and future community needs.

# **Council Monthly Round Table Report**



403.885.4677 info@blackfalds.ca www.blackfalds.ca

то		Members of Council				
FROM		Mayor Jamie Hoover				
SUBJECT		<ul> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary or key issues, decisions and/or comments for Council's information</li> </ul>				
REPORT DATE		For the pe	eriod: Aug 16	– Sep 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS		
Date		(Choose one)		KEY POINTS OF DISCUSSION AND/OR DECISIONS		
Aug 16	х			Meeting at Legislature, Health Minister, w/Central AB Mayors		
Aug 22	х			Meeting at City of Red Deer, Mayor Johnston		
Aug 22	х			RCM		
Aug 23-30			х	Vacation		
Aug 31		х		IRJC Open house		
Sep 1			х	Report review and governance workshop		
Sep 6	x			Public Safety of Canada, RCMP contract consultation		
Sep 7	x			Internal meeting on Rapid Housing Initiative opportunities		
Sep 8		х		Opening ceremony Burns Nature Park, Lacombe County		
Sep 11	x			Lacombe Foundation board orientation, site tours		
Sep 11	x			BHPARC meeting		
Sep 11	x			EDTAC Meeting		
Sep 12	x			Contractor meeting, high density housing feasibility		
Sep 12	x			RCM		
Sep 13		x		Blackfalds Community expo		



то		Members of Council				
FROM		Councillor Brenda Dennis				
SUBJECT		<ul> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>				
REPORT DATE		For the period: August 16 to September 15, 2023				
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS		
		(Choose one)				
Aug 22	Х			MPC Meeting		
Aug 22	X			Regular Council Meeting		
Aug 26	x			Restorative Justice Conference		
Sept 1	x			George Cuff Report Review		
Sept 11	x			Economic Development Tourism Advisory Committee		
Sept 12	x			Regular Council Meeting		
Sept 13		х		Community Info Expo		



то		Members of Council				
FROM		Councillor Jim Sands				
SUBJECT		<ul> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>				
REPORT DATE		For the period: Aug 15/ 23- Sept 15/23				
Date		Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS		
		(Choos	se one)			
Aug 16/ 23			Х	Council Roundtable reports		
Aug 22/ 23	х			MPC Meeting		
Aug 22/ 23	Х			Regular Council Meeting		
Aug 31/ 23		х		Iron Ridge Junior Campus Open House		
Sept 1/ 23			Х	Consultant report Review Meeting		
Sept 8/ 23		х		Food Hub Taste of Ukraine		
Sept 12/ 23	Х			Regular Council Meeting		
Sept 13/ 23		х		Community Info Expo		
Sept 14/ 23	Х			FCSS Sept meeting		



то		Members of Council				
FROM		Councillor Edna Coulter				
SUBJECT		<ul> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>				
REPORT DATE		For the period: Aug 16 to Sept 15, 2023				
Date	Meeting	Event     Other       (Choose one)		KEY POINTS OF DISCUSSION AND/OR DECISIONS		
Aug 31			X	Iron Ridge Junior Campus Open House		
Sept 1	х			Report Review Meeting		
Sept 5	Х			Blackfalds Library Meeting		
Sept 11	Х			Blackfalds Health Professional Attraction and Retention Committee Meeting		
Sept 12	Х			Regular Council Meeting		
Sept 13	Х			Physician Recruitment Committee Metting		
Sept 14	Х			Parkland Regional Library Meeting		



TO FROM SUBJECT		Members of Council				
		<ul> <li>Councillor Rebecca Stendie</li> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>				
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS		
		(Choos	se one)			
August 27, 2023	х			Regular Council meeting		
September 1, 2023	х			Report review meeting and governance workshop		
September 6, 2023	х			Recreation, Culture & Parks committee meeting		
September 12, 2023	х			Planning session for staff x-mas party		
September 12, 2023	х			Regular Council meeting		
September 13, 2023	х			Red Deer PCN Doctor attraction meeting		
September 14, 2023	х			Family and Community Support Services meeting		



то		Members of Council			
FROM		Councillor Marina Appel			
SUBJECT		<ul> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>			
REPORT DATE		For the period: 16 August – 15 September, 2023			
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS	
		(Choos	se one)		
September 1			Х	Report Review Workshop – attended virtually	
September 7	Х			Blackfalds Chamber of Commerce Meeting	
September 11	Х			BHPARC Meeting	
September 11	Х			EDTAC Meeting	
September 12		Х		Chamber of Commerce - Lunch n Learn Event (Chaired)	
September 12	Х			RCC Meeting	
September 13	Х			RDPCN Physician Recruitment Meeting	



то		Members of Council			
FROM		Councillor Laura Svab			
SUBJECT		<ul> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary of key issues, decisions and/or comments for Council's information</li> </ul>			
REPORT DATE		For the period: Aug 16 – Sept 16, 2023			
Date	Date		Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS	
		(Choos	se one)		
Sept 1	Х			Report Review Meeting	
Sept 5	x			Library Board Meeting	
Sept 6	х			Recreation, Culture & Parks Board Meeting	
Sept 9			х	Library Period Promise Presentation	
Sept 9	х			Library Sub-Committee Meeting	
Sept 12	х			Christmas Party Planning Meeting	
Sept 12	х			Regular Council Meeting	
Sept 13	х			Community Info Expo	
Sept 14			х	Councilor's Corner Submission	



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING

Tuesday, September 12, 2023, at 7:00 p.m. Civic Cultural Centre – 5018 Waghorn Street

## **MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on September 12, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

#### **MEMBERS PRESENT**

Mayor Jamie Hoover Deputy Mayor Brenda Dennis Councillor Jim Sands Councillor Edna Coulter Councillor Rebecca Stendie Councillor Marina Appel Councillor Laura Svab

#### ATTENDING

Kim Isaak, Chief Administrative Officer Justin de Bresser, Director of Corporate Services Preston Weran, Director of Infrastructure and Property Services Rick Kreklewich, Director of Community Services Robert Côté, Fire Chief Ken Morrison, Manager of Emergency Management and Protective Services Shelby Craig, Marketing and Communications Team Lead Marco Jadie, IT Tech Danielle Nealon, Executive & Legislative Coordinator

#### REGRETS

None

#### MEDIA

None

#### **OTHERS PRESENT**

Joe Croken, Community Peace Officer Michael Elder, Deputy Fire Chief Glyn Evans, Blackfalds Library Board Carley Binder, Blackfalds Library Board

# CALL TO ORDER:

Mayor Hoover called the Regular Council Meeting to order at 7:00 p.m.

#### TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

#### ADOPTION OF AGENDA

**289/23** Councillor Svab moved That Council adopt the September 12, 2023 Agenda as presented.

#### CARRIED UNANIMOUSLY

#### DELEGATION

#### **Emergency Services Medal Award – Joe Croken**

Mayor Hoover and Manager Morrison presented Joe Croken, Community Peace Officer, with the Emergency Services Medal in recognition of 22 years of exemplary service to his communities.



Civic Cultural Centre – 5018 Waghorn Street

MINUTES

#### Fire Services Medal Award – Mike Elder

Mayor Hoover and Fire Chief Robert Côté presented Deputy Chief Michael Elder with the Fire Services Exemplary Service Medal in recognition of 20 years of loyal and exemplary service to public safety in Canada.

#### Blackfalds Library Board, Glyn Evans and Carley Binder

Glyn Evans and Carley Binder provided a presentation to Council on the activities and programs offered by the Blackfalds Library to the Community.

#### PUBLIC HEARING

None

#### **BUSINESS ARISING FROM MINUTES**

None

#### BUSINESS

None

## ACTION CORRESPONDENCE

None

#### INFORMATION

- Recreation, Culture and Parks Board Meeting Minutes June 7, 2023
- Report for Council, Enforcement and Protective Services Monthly Report August 2023
- Report for Council, Development & Building Monthly Report August 2023
- Report for Council, BOLT KPI Monthly Report August 2023
- Letter from MLA Jennifer Johnson August 18, 2023
- Lieutenant Governor of Alberta's March 2023 August 2023 Update
- Lacombe County Council Highlights August 24, 2023
- City of Lacombe Council Highlights August 28, 2023
- Special Events Permit Bulldogs Home Opener Pre-Game Event September 16, 2023

290/23

Councillor Sands moved That Council accept the Information Items as information.

#### CARRIED UNANIMOUSLY

### ROUND TABLE DISCUSSION

None

#### **ADOPTION OF MINUTES**

**291/23** Councillor Coulter moved That Council accept the Regular Council Meeting Minutes from August 22, 2023 as presented.

#### NOTICES OF MOTION

CARRIED UNANIMOUSLY

Mayor Hoover brought forward a Notice of Motion – Hwy 2A Tree Removal, that will be brought forward to the September 25, 2023, Regular Council Meeting for discussion and debate.



# TOWN OF BLACKFALDS REGULAR COUNCIL MEETING

Tuesday, September 12, 2023, at 7:00 p.m. Civic Cultural Centre – 5018 Waghorn Street

## **MINUTES**

"That Council direct Administration to remove trees and shrubs along Highway 2A in Parkwood Plaza and that funding for the replacement trees be discussed during budget deliberations."

#### BUSINESS FOR THE GOOD OF COUNCIL

Councillor Coulter and Mayor Hoover indicated that the September 26, 2023, Regular Council Meeting will now be held on Monday, September 25, 2023.

#### RECESS

**292/23** Councillor Svab moved That Council move for a five-minute recess at 7:22 p.m.

#### CARRIED UNANIMOUSLY

#### **REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 7:28 p.m.

#### CONFIDENTIAL

- Master Service Agreement FOIP 16 (1) Business Interests of a Third Party
- Core Services Review FOIP 16 (1) Business Interests of a Third Party
- **293/23** Councillor Sands moved That Council move to a closed session commencing at 7:28 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 16 of the *Freedom of Information and Protection of Privacy Act*.

#### CARRIED UNANIMOUSLY

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab, CAO Kim Isaak and Director Preston Weran.

# **294/23** Councillor Appel moved That Council move to come out of the closed session at 8:38 p.m.

#### CARRIED UNANIMOUSLY

#### **REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:38 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak.

**295/23** Councillor Coulter moved That Council direct the Chief Administrative Officer to proceed with an Introductory Service Level Inventory for the Town of Blackfalds for the budgeted amount as discussed in the Closed Session of Council on September 12, 2023.

#### CARRIED UNANIMOUSLY

#### DEPARTURE

Mayor Hoover and Councillor Stendie left the meeting at 8:39 p.m.

#### • Code of Conduct Review - FOIP 23 (1) Local Public Body Confidences

**296/23** Councillor Svab moved That Council move to a closed session commencing at 8:40 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 23 of the *Freedom of Information and Protection of Privacy Act*.

#### CARRIED UNANIMOUSLY



## **MINUTES**

**Closed Session Attendance:** Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak.

**297/23** Councillor Sands moved That Council move to come out of the closed session at 9:55 p.m.

#### CARRIED UNANIMOUSLY

#### **REGULAR COUNCIL MEETING RETURNED TO ORDER**

Deputy Mayor Dennis called the Regular Council Meeting back to order at 9:55 p.m.

**Regular Council Meeting Attendance:** Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab and CAO Kim Isaak.

#### ADJOURNMENT

Deputy Mayor Dennis adjourned the Regular Council Meeting at 9:55 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO



#### TOWN OF BLACKFALDS STANDING COMMITTEE OF COUNCIL MEETING

Monday, September 18, 2023, at 7:00 p.m. Civic Cultural Centre – 5018 Waghorn Street

## **MINUTES**

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, September 18, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

#### **MEMBERS PRESENT**

Mayor Jamie Hoover Deputy Mayor Brenda Dennis Councillor Jim Sands Councillor Marina Appel Councillor Edna Coulter Councillor Laura Svab Councillor Rebecca Stendie

#### ATTENDING

Kim Isaak, Chief Administrative Officer Justin de Bresser, Director of Corporate Services Preston Weran, Director of Infrastructure and Property Services Rick Kreklewich, Director of Community Services Marco Jadie, IT Technician Lorrie Logan, Municipal Clerk

#### REGRETS

None

#### MEDIA

None

#### **OTHERS PRESENT**

None

CALL TO ORDER: Deputy Mayor Dennis called the Standing Committee of Council Meeting to order at 7:00 p.m.

#### TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

#### ADOPTION OF AGENDA

Addition of Business Item 7.3, Alberta Municipalities - Minister Meeting Date

**042/23** Councillor Appel moved that Standing Committee of Council adopt the agenda for September 18, 2023, as amended.

#### CARRIED UNANIMOUSLY

#### DELEGATION

None

#### PUBLIC HEARING

None

#### **BUSINESS ARISING FROM MINUTES**

None



#### TOWN OF BLACKFALDS STANDING COMMITTEE OF COUNCIL MEETING Monday, Sontember 19, 2022, et 7:00 p.m.

Monday, September 18, 2023, at 7:00 p.m. Civic Cultural Centre – 5018 Waghorn Street

## **MINUTES**

#### BUSINESS

#### Request for Direction, Council Procedural Bylaw

CAO Isaak brought forward the proposed newly revised Council Procedural Bylaw for discussion.

The Committee referred the Council Procedural Bylaw to the next Standing Committee of Council Meeting and prior to the meeting being held requested the Committee take part in a workshop with a mock Agenda.

#### Request for Direction, EV Charging Station Project Update

Director Weran presented an update to the EV Charging Station to be located in the parking lot of the Civic Cultural Centre.

**043/23** Councillor Stendie moved That Standing Committee of Council recommend to Council to move forward with the EV charging station revised location and the expanded parking lot areas as per the plan.

#### CARRIED UNANIMOUSLY

Director Weran further requested direction from the Committee in regard to the EV Station chargeable rates.

The Standing Committee of Council voted and was in unanimous consensus to recommend the EV Charging Station rates included in Motion 065/23 from the March 14, 2023, Regular Council Meeting Minutes to stand as is.

#### Alberta Municipalities - Minister Meeting Date

CAO Isaak brought forward an update on the requested meeting date with the Minister of Transportation and Economic Corridors at the Alberta Municipalities Convention. CAO Isaak advised that he is unavailable, but the Regional Directors would be in attendance to meet with Council and the CAO.

In addition, CAO Isaak indicated that the representatives from RCMP K Division requested to meet with Council at the Alberta Municipalities Convention to discuss the potential expansion of the RCMP building located in Blackfalds.

CAO Isaak was provided with direction from the Committee to schedule meetings with the Regional Directors and the RCMP at the Alberta Municipalities Convention.

#### INFORMATION

Alberta Municipalities 2023 Resolutions

CAO Isaak brought forward the Alberta Municipalities 2023 Resolutions for information and indicated that this is a guideline and reference for the Resolutions session at the Alberta Municipalities Conference.

Mayor Hoover requested more information regarding the Nurse Practitioner Program, as Blackfalds was approved about a year ago and no information has surfaced.

#### **ROUND TABLE**

None

#### **ADOPTION OF MINUTES**

None



# **MINUTES**

#### **BUSINESS FOR THE GOOD OF THE COMMITTEE**

Councillor Svab indicated that Youth Unlimited has started a soft launch and the Town will be seeing activities in the next few months.

#### CONFIDENTIAL

None

#### ADJOURNMENT

Deputy Mayor Brenda Dennis adjourned the Standing Committee of Council Meeting at 8:04 p.m.

Brenda Dennis, Deputy Mayor

Kim Isaak, CAO