SUMMER VILLAGE OF BIRCH COVE
AGENDA
Thursday, March 16, 2023 – 3:00 p.m.
Summer Village Administration Office
2317 Township Road 545 Lac Ste. Anne County Admin Bldg.

1.	**Call to Order**		
2.	**Agenda**	a)	Thursday, March 16, 2023 Regular Council Meeting *(that Council approve as is or as amended)*
3.	**Minutes:** *Pages* 1-5	a)	Saturday, January 14, 2023 Regular Council Meeting *(approve as presented or with amendments)*
4.	**Public Hearings:**		n/a
5.	**Delegations:**		n/a
6.	**Business Arising** *pages* 6	a)	Seasonal Grounds Keeper Job Advertisement – attached is the draft job advertisement, to be reviewed at meeting time and direction on where to advertise. *(that the Seasonal Grounds Keeper job advertisement be approved as presented (or amended) and that this posting be advertised as follows _____)* or *(some other direction as given by Council at meeting time)*
	pages 7-10	b)	Land Use Bylaw discussion with respect to Airbnb – this item was deferred from the January 14, 2023 Council Meeting pending further information from our Development Officer. Attached is a Request For Decision (RFD) as prepared by Tony Sonnleitner, Development Officer. *(direction as given by Council at meeting time)*
		c)	

7.	**Bylaws & Policies**		n/a
8.	**New Business** *pages* 11-72	a)	Family and Community Support Services (FCSS) Funding – attached is a report showing where FCSS funds were allocated in *2022 ($500.00 to Rich Valley Library and $514.00 to Rich Valley School).* The Summer Village has received two FCSS applications for funding requests, one from Lac Ste. Anne East End Bus Society requesting any amount the Summer Village is able to fund and one from Birch Cove Community League requesting $600.00. Birch Cove has $1,014.19 in FCSS funds to allocate in 2023. *(that the Summer Village distribute Family and Community Support Services (FCSS) funding as directed at meeting time)* *or* *(some other direction as given by Council at meeting time)*
	pages 73-74	b)	Seniors Week – please refer to the attached February 13, 2023 email from Seniors Community and Social Services requesting municipalities celebrate and declare Senior's Week June 5-11, 2023 *(that the Summer Village of Birch Cove declares Senior's Week June 5-11, 2023)* *or* *(some other direction as given by Council at meeting time)*
	pages 75	c)	Lac Ste. Anne East End Bus Society Annual Meeting – please refer to the attached notice of same being held on Tuesday, March 21, 2023 at 11:00 a.m. at Lac Ste Anne County East End Administration Office 2317 Township Road 545. RSVP is March 14, 2023. *(that Council and Administration be authorized to attend the Lac Ste. Anne East End Bus Society Annual Meeting held on Tuesday, March 21, 2023 at 11:00 a.m. at Lac Ste. Anne County East End Administration Office 2317 Township Road 545)* *or*

			(some other direction as given by Council at meeting time)
pages 76-80		d)	Safety Codes Council – February 16, 2023 letter from the Safety Codes Council on the 2022 Annual Fire Internal Review, which found no notable issues with respect to our accreditation. *(that the 2022 Annual Internal Review of our accreditation status as completed by the Safety Codes Council be accepted for information)*
pages 81		e)	Capital Region Assessment Services Commission – Assessment Review Board appointments. Each year Council must appoint the respective Chairman, Clerk and Panelists (please see attached). *(that the Summer Village of Birch Cove appoint the following to the Assessment Review Board:* *ARB Chairman: Raymond Ralph* *Certified ARB Clerk: Gerry Amorin* *Certified Panelists: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph)*
pages 82-83		f)	Summer Village of Yellowstone email and letter dated March 8, 2023 – Invitation to Yellowstone Event on July 22, 2023 from 10:00 a.m. to 2:00 p.m. to take part in a demonstration of the "E8 Innovations" which is a process to increase oxygen while decreasing algae. RSVP date by May 30, 2023. *(that Council approve the attendance of Council and one Administration to participate in the Summer Village of Yellowstone Event on July 22, 2023 from 10:00 a.m. to 2:00 p.m.)* or *(accept as information)*

		g)	Draft 2023 Operating Budget to be reviewed at meeting time. Currently we are sitting at a 5 % increase in municipal tax dollars collected. Due to the high inflation and cost of living the provincial government has increased our municipal suitability initiative operating funding to $9,230.00 (double last year). This will be our last review of the budget prior to preparation of your 2023 tax rate bylaw so we need to pin this budget down. Last year you had a minimum amount payable on the municipal side of $1,000.00 per property, with taxes being due on June 30th and penalties of 18% on July 1st on the current year taxes and 18% on January 1st on all taxes outstanding. (that changes to the Draft 2023 Operating Budget be made as directed at meeting time, and that the revised draft budget be brought back to the next meeting)
		h)	
		i)	
9.	**Financial**		N/A
10.	**Correspondence** *pages* 84	a)	Wild Water Commission Public Notice dated February 6th, 2023 regarding Rich Valley Truck Fill being open for business.
	pages 85	b)	Summer Village Regional Emergency Management Partnership (SVREMP) email from Marlene Walsh dated January 27, 2023 regarding upcoming meetings.
	86-87	c)	2023 Education Property Tax Requisition Comparison Report – In 2022 the Summer Village of Birch Cove Total Education Requisition was $35,086.00 and in 2023 the Total Education Requisition is $36,550.00 – increase of $1,464.00.

		d)	
		e)	
		f)	
11.	**Councillor Reports**	a)	Steven Tymafichuk
		b)	Dory Sample
		c)	Eugene Dugan *(accept Council reports as information)*
12.	**Chief Administrative Officer Report**	a)	Wendy Wildman a) Grant funding verbal update b) Audit preparation verbal update *(accept Chief Administrative Officer Reports as information)*
13.	**Confidential Matters**		There are no confidential Matters for this meeting.
14.	**Adjournment**		

Next Meetings: Thursday, April 13, 2023 at 3:00 p.m. in person at 2317 Twp Rd 545
Lac Ste. Anne County as well as via zoom.

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
SATURDAY, JANUARY 14, 2023
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA

B	PRESENT	Mayor: Steven Tymafichuk Deputy Mayor: Dory Sample Councillor: Eugene Dugan Administration: Wendy Wildman, Chief Administrative Officer (CAO) Shelley Vaughan, Administrative Assistant Public Works: n/a Attendees: Tony Sonnleitner, Development Officer (via phone) Delegation(s): n/a Public at Large: 2 (in person)
1.	CALL TO ORDER	Mayor Tymafichuk called the meeting to order at 9:00 a.m.
2. 1-23	AGENDA	MOVED by Mayor Tymafichuk that the January 14, 2023 Regular Council Meeting agenda be approved with the following addition: Under New Business: e) Emergency Management Report Update f) Birch Cove Community League (BCCL) correspondence dated January 11, 2023. **CARRIED**
3. 2-23	MINUTES	MOVED by Deputy Mayor Sample that the minutes of the November 25, 2022 Regular Council Meeting be approved with the following amendment: Deputy Mayor Sample: A naloxone kit was obtained for the first aid kit and is being stored in the pump house. **CARRIED**
4.	PUBLIC HEARING(S)	n/a
5.	DELEGATIONS(S)	n/a

6.	**BUSINESS ARISING** 3-23	**MOVED** by Mayor Tymafichuk that pursuant to Section 17 of the Freedom of Information and Protection of Privacy Act (FOIPP) at 9:05 a.m. Council move into a closed session. **CARRIED** The meeting recessed from 9:05 a.m. to 9:10 a.m. The following individuals were present for the Closed session: Steven Tymafichuk Dory Sample Eugene Dugan The meeting recessed from 9:16 a.m. to 9:21 a.m.
	4-23	**MOVED** by Mayor Tymafichuk that Council move out of closed session at 9:21 a.m. **CARRIED**
	5-23	**MOVED** by Mayor Tymafichuk that the Summer Village of Birch Cove enter into a contract with Wendy Wildman, Wildwillow Enterprises Inc. for Administration Services. **CARRIED**
	6-23	**MOVED** by Councillor Dugan that Wendy Wildman, Wildwillow Enterprises Inc. be appointed as the permanent Chief Administrative Officer for the Summer Village of Birch Cove. **CARRIED**
	7-23	**MOVED** by Councillor Dugan that Wendy Wildman be appointed with signing authority for the Summer Village of Birch Cove. **CARRIED**
7.	**BYLAWS/POLICIES** 8-23	**MOVED** by Mayor Tymafichuk that Bylaw 151-22 Noise Bylaw be considered for third reading with the following amendment: Third Reading date changed from November 26, 2022 to January 14, 2023 **CARRIED UNANIMOUSLY**
	9-23	**MOVED** by Mayor Tymafichuk that Bylaw 151-22 Noise Bylaw be given third and final reading. **CARRIED**

8.		NEW BUSINESS	
	10-23		**MOVED** by Mayor Tymafichuk that Administration bring back the Open Air Fire Bylaw 123-13 to the next Council meeting for further discussion. **CARRIED**
	11-23		**MOVED** by Mayor Tymafichuk that the Summer Village cover the costs of medical first response incidents provided by the Fire Department and not charged back to the property owner. **CARRIED**
	12-23		**MOVED** by Mayor Tymafichuk that Council accept the Draft 2023 Operating Budget as information as presented and that administration continue working on the 2023 Operating Draft Budget. **CARRIED**
	13-23		**MOVED** by Mayor Tymafichuk that Administration add funds into the 2023 Operating Draft Budget to cover medical first response calls. **CARRIED** Tony Sonnleitner, Development Officer joined meeting via phone from 10:07 a.m. to 10:20 a.m.
	14-23		**MOVED** by Mayor Tymafichuk to accept the discussion with Tony Sonnleitner as information and defer Airbnb discussion to the next Council meeting. **CARRIED**
	15-23		**MOVED** by Councillor Dugan that Council set the following dates for upcoming Council meetings (which will include a zoom link): Thursday, March 16, 2023 at 3:00 p.m. Thursday, April 13, 2023 at 3:00 p.m. **CARRIED**
	16-23		**MOVED** by Mayor Tymafichuk that the Emergency Management Report Update be accepted as information. **CARRIED**
	17-23		**MOVED** by Mayor Tymafichuk to appoint Deputy Mayor Sample as the alternate on the Emergency Management Committee. **CARRIED**
	18-23		**MOVED** by Mayor Tymafichuk to accept Birch Cove Community League (BCCL) correspondence dated January 11, 2023 as information. **CARRIED**

9.	**FINANCIALS** 19-23	**MOVED** by Mayor Tymafichuk that Council accept the October 31, 2022 Balance Sheet, November 30, 2022 Balance Sheet and November 2022 Profit/Loss Report as information. **CARRIED**
10.	**CORRESPONDENCE** 20-23	**MOVED** by Deputy Mayor Sample that the following correspondence be accepted for information: a) Royal Canadian Mounted Police and Hon. Rebecca Schultz, MLA Minister of Municipal Affairs - Holiday Wishes Cards to Summer Village of Birch Cove Council b) Hwy 43 East Waste Commission letter dated December 13, 2022 regarding Tippage Fee Increase to $60.00 per tonne. c) Lac Ste Anne Foundation letter dated November 29, 2022 regarding 2023 Municipal Requisition total of $3,085.37. The Lac Ste Anne Foundation 2022 Municipal Requisition was $2,945.97. Municipal Requisition increase of $139.40 from 2022 to 2023. d) Summer Village of Birch Cove Chief Administrative Officer Job Posting - advertised in Barrhead Leader, Lac Ste Anne Bulletin and on Summer Village of Birch Cove website. e) Alberta Municipal Affairs letter received via email on December 2, 2022 regarding 2022/2023 Fire Services Training Program Grant. f) Association of Summer Villages of Alberta Deb Hamilton emailed dated January 8, 2023 regarding President Mike Paskak's meeting update with Minister Shulz as well as a briefing note on the Local Government Fiscal Framework Funding (LGFF). **CARRIED**
11.	**COUNCILLOR REPORTS** 21-23	 **MOVED** by Mayor Tymafichuk that Councillor reports be accepted for information as presented. **CARRIED**

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12.	**ADMINISTRATION REPORT** 22-23	**MOVED** by Mayor Tymafichuk that Administrations report be accepted for information as presented.
13.	**CONFIDENITAL MATTERS**	n/a
15.	**ADJOURNMENT**	The meeting adjourned at 11:19 a.m.

_____

Mayor, Steven Tymafichuk

_____

Chief Administrative Officer, Wendy Wildman

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SEASONAL GROUNDS KEEPER

The Summer Village of Birch Cove is a small, quiet Summer Village located approximately 99 km northwest of Edmonton between highway 33 and Lac La Nonne on the west shore of the lake. The Summer Village has approximately 45 residences.

The Summer Village of Birch Cove requires a self-directed and mechanically-inclined Seasonal Grounds Keeper for the approximate period of April through October, (approximately 15-20 hours week - weather permitting). Wage is $25.00 per hour. Applicants must understand that this position is temporary and seasonal in nature, though renewals for subsequent summer seasons may be possible for the right candidate.

The position is physically demanding and may require working outdoors in a variety of weather conditions. Safety gear (including CSA steel toed footwear, hearing and/or eye protection, reflective vest and lifejackets) must be worn as required. Minimum Class 5 motor license is also a requirement of this position.

It is expected that the Summer Village Grounds Keeper will work in a courteous and respectful manner with all Summer Village stakeholders including council, administration, and residents.

Typical duties of this position include:

- Regular day-to- day maintenance of Village equipment lawn mowers, weed trimmers, tractors.
- Cut and trim grass in park areas, ditches, and beach area.
- Tree and bush trimming as needed.
- Garbage clean up and emptying garbage can and recycle bins as needed.
- Possible outhouse maintenance.
- Supply purchase and pick up (such as fuel, oil, garbage bags, parts, etc.).
- Maintain the Village shop, cook shelter and beach area as a clean and safe environment.
- Recommend projects that may be required to maintain or improve the safety and recreational environment of the Village.
- Experience and certification as a chainsaw operator would be an asset; training may be offered to the right candidate if needed.
- Duties as required.

Applicants should submit their resume by **4:00 p.m. April 12, 2023**, however the position will remain open until a suitable candidate is found.

Please forward resumes and inquiries to:

Summer Village of Birch Cove
c/o Wendy Wildman, CAO
P.O. Box 8
Alberta Beach, AB. T0E 1A0
cao@birchcove.ca
We thank all applicants for their interest, however only those selected for interviews will be notified.

Summer Village of Birch Cove

Request For Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	**March 16, 2023**
Originated By:	**Tony Sonnleitner, Development Officer**
Title:	**Use of Short-term Residential Rentals.**

BACKGROUND:

At the regular meeting of January 14, 2023, after receiving a verbal report from the Development Officer recommending no action be taken towards the regulation of short-term residential rentals, Council resolved that the matter is to be referred to staff for further research.

From a policy perspective, staff continues to recommend maintaining the status quo, meaning no new policies or by-laws are recommended to deal with the issues arising from short term residential rentals. A comprehensive review and proposed amendments to existing nuisance legislation is recommended. Staff will be implementing communication and outreach strategies to engage with property owners and renters to foster a climate of respect for residents, properties, and the environment. Staff will also be increasing proactive enforcement of by-law violations at short term rentals as they are discovered by municipal law enforcement officers.

Rationale:
As discussed in the previous report, staff maintains that sufficient legislation already exists to effectively address the issues arising from short term residential rentals. This report will outline how staff believes existing legislation and processes can be amended to effectively address the issues arising from short term residential rentals.

Improving Processes
As noted in the previous reports, numerous pieces of legislation already exist to deal with many of the reported negative impacts resulting from short term residential rentals. The Summer Village has already enacted by-laws to address matters pertaining to parking, noise, property standards, burning, animals, and domestic waste disposal. Provincial law and statutes exist to address alcohol/controlled substance consumption, unsafe operation of motor vehicles or watercraft, and septic issues.
Often by-law violations can be remedied by education which results in increased knowledge of the expectations laid out in the by-laws and no further enforcement action is necessary. Issues such as parking have instant enforcement action by way of

Initials	CAO Comments
Development Officer:	

issuing a parking ticket to the owner of the vehicle. Other issues can require additional enforcement action by way of issuing orders or fines. Proceeding with legal action under the Provincial Statute can escalate to court which may result in higher fines and court ordered prohibition orders to discontinue the activity causing the by-law violation.

Education:
Staff are also in the process of developing an education strategy which will involve a handout to those who rent on a short-term basis (Copy of such a document produced by the City of Edmonton is attached). As the strategy develops the education scope will expand as needed and as resources allow. Municipal Law Enforcement staff continue to be available to the public, Council and other Summer Village staff as a general information resource.

By-law Amendments:
Staff has reviewed a number of by-laws and are suggesting that by-laws be amended to reflect that the onus is additionally placed onto the property owner to ensure that they are taking responsibility for the activities that are occurring on the properties that they own.
Areas of particular concern are: Parking, Noise, Refuse / Waste, Animal Control, Open Air Fires / Burning, and Fireworks.

Additional Comments:

1. Typical efforts to regulate the Use is directed at individuals, not the Use. Efforts to separate individuals who reside at a property by "family" size or composition are destined to fail. It should not matter whether:
   - An individual lives in a house by themselves,
   - The household includes 12 Children, nor
   - The dwelling is occupied by two or more households.

2. In similar view to (1) above, regulation of a Use based on whether the dwelling is occupied by the homeowner, a long-term tenant, or short-term tenant is not fair, equitable or practical.

3. The oft cited claim that those who enter into short-term rental agreement should be discriminated against is indefensible.

RECOMMENDED ACTION:

Maintain the status quo in terms of regulation of the Use of Short-Term Residential Rentals; rather address the potential externalities through a process of education, both owner and tenants, and with some careful amendment to existing bylaws.

Initials	CAO Comments
Development Officer:	

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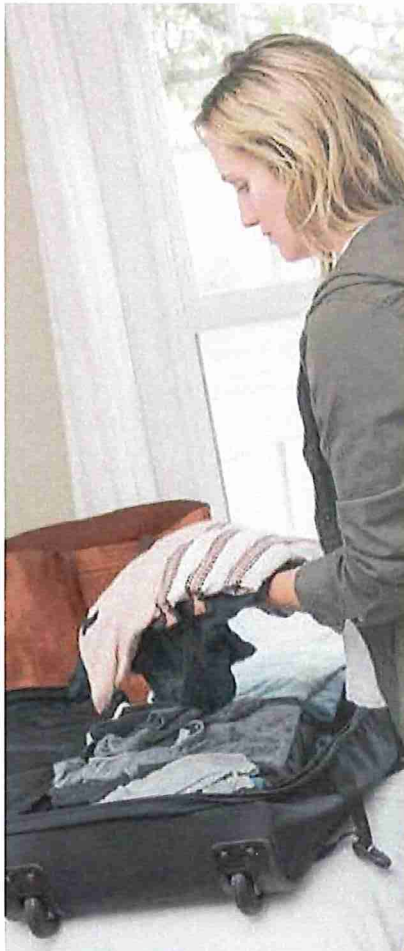
SHORT-TERM RESIDENTIAL RENTAL ACCOMMODATION

Information for Guests

Welcome to Summer Village of Birch!

☒This guide contains information on the Summer Village of Birch's bylaws that are relevant to guests staying in short-term residential rental accommodations. Hosts are required to provide this guide to their guests when guests check in.

There are a number of rules you must follow if you are staying in a short-term residential rental accommodation. If you do not follow these rules, you or your host may receive a fine.

Garbage Collection and Disposal

- In this neighbourhood, recycling, food scraps and garbage are collected on _____ .
  + Recycling is collected every week.
  + Garbage is collected every two weeks.
  + Food scraps are collected weekly from March to November, and every two weeks (on the opposite week of garbage collection) from November to March.
  + Please visit **birchcove.ca** for more information on your waste collection schedule.
- Set out carts and blue bags by 7am on the collection day, otherwise they may not be collected. Do not set out waste carts and bags on non-collection days.
- Ensure carts are spaced at least 1m away from other carts, bags or other objects to allow for them to be collected.
- Use the WasteWise tool online at **birchcove.ca** for help sorting your waste.
- In general:
  + Place recyclable items like clean paper, cardboard, tin cans, and glass or plastic jars and bottles in a blue bag.
  + Food scraps should be removed from packaging and placed in the green food scraps cart.
  + Place residual garbage (after food scraps and recyclables have been sorted out) in the black garbage cart.
  + Household hazardous waste and bulky items should be taken to an Eco Station or to the Edmonton Waste Management Centre for proper disposal.

Noise

- You must not make noise that disturbs your neighbours, especially between the hours of 10pm and 7am.
- Excessive noise is considered anything above a normal conversation level of sound. Examples include shouting or playing loud music.
- Neighbours may report excessive noise to the Edmonton Police Service non-emergency complaint line.

Parking

- Do not park your vehicle in one location on a public road for more than 72 hours at a time.
- Watch for street signs. Some streets limit where and when you can park, or require that you pay for parking.
- Illegally parked vehicles may be ticketed and towed.
- Visit **birchcove.ca** for more information on common parking infractions.

Tips for Being a Good Short-Term Rental Guest

- Be mindful of your neighbours:
  + Avoid making noise that will disturb others, for example, shouting or playing loud music.
  + Avoid smoking tobacco or cannabis near your neighbours' doors and open windows
  + Be mindful of other habits or activities that may disturb others.
- Respect public spaces like sidewalks, parks, and trails. Follow posted rules, do not litter, and keep your pets under control.
- Your host may have additional rules. Ask your host about these rules and always follow them.
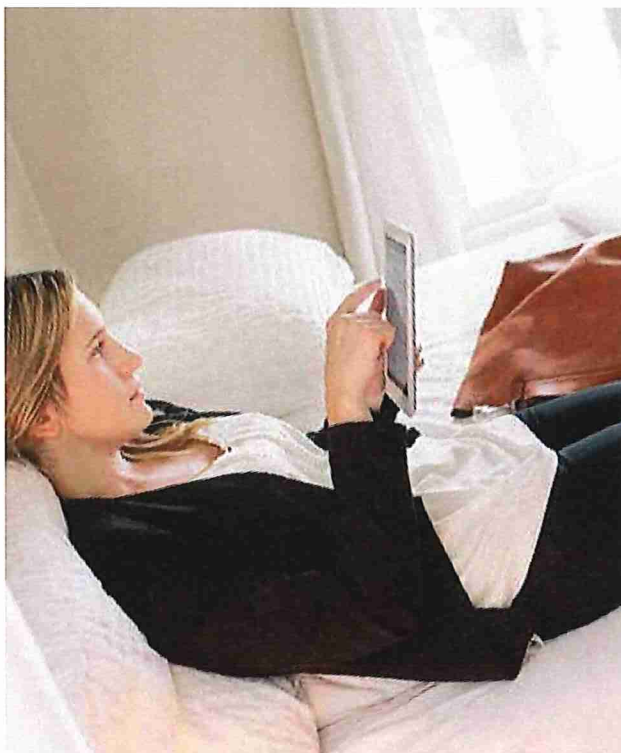
Visit birchcove.ca - ShortTermHomeRentals for more information.

Family and Community Support Services (FCSS) Grant Funding SUMMER VILLAGES SENIOR FCSS FUNDING	o x Birch Cove o x Silver Sands o x South View	o x Sunrise Beach o x West Cove o x Nakamun Park

Application Year: January 1 to December 31, 20_23____

Program Name:	GRANT AMOUNT REQUESTED $ 1400.00	$ GRANT AMOUNT AWARDED $

Organization Information:

Organization Name:	Lac Ste. Anne East End Bus Society	
Mailing Address:	Box 540 Onoway, Alberta T0E 1V0	
Contact person:	Lorna Porter	Position/title: Seniors Event Coordinator
Email address:	eastendbus@gmail.com	
Telephone:	Cell: 780.905.3934	Fax:
Is your organization registered as a society or a corporation: x Yes No		
Charitable Number:	Incorporation Number:	

Additional Organization Information:			
rief Description of your agency: Mission, Mandate, History	East End Bus Society gained its Society status in June of 2008 and is a cooperative effort of the Lac Ste. Anne County, Alberta Beach and the Town of Onoway to provide affordable transportation for seniors and handicapped. Our 2016 bus is a 9 passenger + wheelchair accessible. With additional financial support from 12 Summer Villages, Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone.

Our service consists of scheduled shopping trips to West Edmonton Mall, and Spruce Grove, full cost trips, along with excursions, funded by FCSS dollars and rentals by service clubs, special interest groups and community members.

Bus schedules can be found in the Lac Ste. Anne Bulletin, Seniors Clubs, Manors, the websites of the County of Lac Ste. Anne, Town of Onoway, Alberta Beach and also you can like us on Facebook. | | |
| Funded by | Provincial Gov't   Federal Gov't   Other (please list all)

                       Municipal | | |
| Reason why you need additional funding for this project | | | |

Eligibility for Financial Support

To be eligible, each proposed program or project must be managed by, or under the auspices of a community group or agency that is incorporated (or in the process of becoming incorporated) as a **non-profit society** in Alberta; or operating under the administrative jurisdiction of a school division or municipality.

ONLY applications that identify the Specific piece of the project or program that fits the FCSS Act and Regulation and identifies the Outcomes and Indicators will be considered.

DEADLINE DATES
Applications for FCSS Grant Funding: *September 15 (for the upcoming years' program)*
Please note that all of the shaded gray areas are reserved for your Year End report data and should not be filled in until completing the Year End report.
Year End Report: *January 31 (of the following year, ie. Year End Report for the 2022 Program Year will be submitted by January 31, 2023)*

GREY SHADED AREAS - complete these areas ONLY for the YEAR END FINAL report								
	Birch Cove	Silver Sands	South View	Sunrise Beach	West Cove	Nakamun Park	Other	Other
Total # of Volunteers:								

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Total # of Volunteers HOURS:								
Total # of participants								

Program/Project: POINT FORM DESCRIPTION *FCSS programs must 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.* **How** *does this program or project contribute?*	The seniors develop independence, strengthen coping skills given the opportunity to socialize with other seniors and discuss their own situation and struggles while gaining ideas and coping strategies. It also gives seniors the ability to discuss situations they know or are in or others are in and can assist them weather its friendship, guidance or becoming involved with different group activities.
Statement of Need: **What** *community need or issue does this program or project address?*	Understanding their needs and concerns, will ensure their good health. Lending emotional support to the elders keeps them jovial, which is inevitably the ideal way to live a healthy life. It can improve emotional, intellectual, and physical wellness. Overall wellness in all of these areas is key to getting and staying healthy as a person grows older. Being involved in social activities can help avoid isolation and loneliness - two issues seniors may face if they aren't socially engaged.
Overall Goal: **What** *do you hope to achieve with the program or project [overall change or impact in the long term]*	Seniors in Motion achieves that seniors have another outlet for friendship and socializing. In its entirety, the main goal of EEB program is to help individual seniors live as comfortably, safely and independently as possible while partaking in numerous attractions throughout Alberta.
Broad Strategy: *In general terms,* **how** *will the program or project address the community need?*	Allowing seniors to interact with their peers, meeting new friends, enjoying their retirement years while socializing in a group setting. Everyone needs something to look forward to, EEB does this for seniors. "A STRANGER IS A FRIEND YOU HAVEN'T MET" Roy E. Stolworthy
Rationale: *What* **evidence** *do you have that would support this approach, ie.,if you do these things, then these results will occur? What is your* **"if/then statement?"**	This program gives seniors something to look forward to, they make new friends, new support systems. Giving them something to look forward to, making arrangements and allowing them to have adventures. I would hate to think of how the seniors would feel if this program was not funded.
Who is served? *What is the* **Target Group** *or population you want to reach with this program or project? (youth,*	Our program is for 50+

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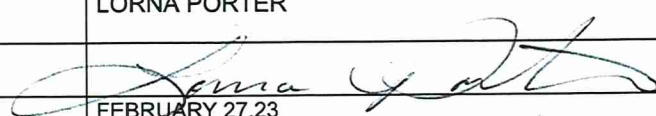
seniors, adults etc.)	
Inputs : *Identify the specific **resources** you have available for this program or to complete the project.*	This program has been successfully running since 2002 with the financial support of FCSS.
Outputs: Identify the specific ***Activities and processes** you will use to work toward your program or project goals.*	This program has been successfully running since 2002 with the financial support of FCSS.

Outputs: ***Who will you reach** (students, volunteers, seniors etc.)*	**Must report to the province so please collect:**
	
	    # of participants
	
	    # of volunteers
	
	    # of volunteer hours related to this FCSS initiative
	
	If partners are involved:
	    # of partners
	    List of Partners
	
	Consider collecting other information relevant to this program/project:
	# of new participants
	# of individuals served by age category
	# of workshops/presentations offered
	# of various types of information requested, i.e., food bank, transportation, housing, health, safety-internet/telephone/door to door solicitors
	# of information and referrals

	FCSS enhances the social well-being of individuals, families and community through prevention.

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Strategic Direction	Outcome Statement:	Measures: Question On the Survey	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:	Data to be collected and reported on the Year End Summary Report after surveying	Birch Cove	Silver Sands	South View	Sunrise Beach	West Cove	Nakamun Park
SD5 provide supports that help sustain people as active seniors in the community	Senior members feel welcome in their community	I know more about how to access the community resources I need.	PM6	COMMUNITY OUTCOME 1 Senior is connected and engaged.. Indicator: Social Engagement	Total # of Participants						
					# completing the tool:						
					# completing measure:						
					# experiencing a positive change:						
					% of positive change						
SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people	Senior members feel a sense of belonging to their community	I know more people I can rely on.	PM4	INDIVIDUAL OUTCOME 2 Seniors are connected with others. Indicator: Trust and Belonging	Total # of Participants						
					# completing the tool:						
					# completing measure:						
					# experiencing a positive change:						
					% of positive change						
SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people	Senior members feel connected to the people in their community	I know more about how to plan my future.		COMMUNITY OUTCOME 1 The senior is connected and informed. Indicator: Social Engagement	Total # of Participants						
					# completing the tool:						
					# completing measure:						
					# experiencing a positive change:						
					% of positive change						

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PROPOSED BUDGET			ACTUAL BUDGET	
REVENUE:				
FCSS Grant Funding Sunrise Beach	$ 1,400.00		$	
FCSS Grant Funding Birch Cove	$		$	
FCSS Grant Funding Silver Sands	$		$	
FCSS Grant Funding South View	$		$	
FCSS Grant Funding West Cove	$		$	
FCSS Grant Funding Nakamun Park	$		$	
Other FCSS	$12,500.00		$	
Other Funding Sources	$ 6,500.00		$	
	$ 25,600.00			
Total Revenue:		$46,000.00		
EXPENDITURES:				
Program/Project Materials	$		$	
Speaker/Presenter Expenses	$		$	
Advertising/Promotions	$ 2,700.00		$	
Telephone/Postage/copying	$		$	
Facility Rentals	$16,100.00		$	
Other Costs: Nutritional expenses	$25,000.00		$	
Administration/Coordination	$ 1,600.00		$	
Program Coordinator & Rev Canada Remit *[if applicable]*	$ 600.00		$	
		$46,000.00		$
Total Expenditures		$46,000.00		$
Surplus (Deficit)		0.00		

Continuous Quality Improvement for YEAR END REPORT

1b

After analyzing the information, should this program/project continue?	
What improvements can be made to the program/project?	
What changes will you make (if any)?	
What improvements can be made to the outcome measurement process?	

Should there be any unexpended FCSS Grant funds, Please complete this section:

What occurred that resulted in funds not being expended?	
What plans do you have for the unexpended funds?	
What timeline will be required to expend the funds?	

Declaration of Applicant

I/we do certify to the best of my/our knowledge that this application contains a full and correct account of all matters stated herein and complies **with the requirements and conditions set out in the Family and Community Support Services Act and Regulation.** (http://humanservices.alberta.ca/family-community/14876.html):

I acknowledge that should this application be approved, I/we will be required to enter into this funding agreement in its entirety.

Print Name	LORNA PORTER
Authorized Signature	
Date Signed	FEBRUARY 27.23
Date submitted to FCSS Program	FEBRUARY 27.23

Please keep a copy of this application for your records along with supporting financials. This report will coincide with the Year End Summary.

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Forward completed application to: Shelley Vaughan, FCSS Coordinator *Email:*   reception@wildwillowenterprises.com   **Phone: 780-967-0271**

<mark>FOR OFFICE USE ONLY</mark>		$ Amount Approved:
Date Received:	By Email	By Mail:
Date Approved:	Notes/Special requests or comments	Future Recommendations

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Family and Community Support Services (FCSS) Grant Funding SUMMER VILLAGES COMMUNITY CONNECTION	○ Birch Cove ○ Silver Sands ○ South View	○ Sunrise Beach ○ West Cove ○ Nakamun Park

Application Year: January 1 to December 31, 20_____

Program Name:	**GRANT AMOUNT REQUESTED** $ 600.00	**$ GRANT AMOUNT AWARDED** $

Organization Information:		
Organization Name:	Birch Cove Community League Association	
Mailing Address:	130, 50448 Range Road 221, Leduc County, AB T0B 3M2	
Contact person:	Ilona Dugan	Position/title: Secretary
Email address:	BirchCoveCommunityLeague@gmail.com	
Telephone:	Cell: 780-970-2989	Fax:
Is your organization registered as a society or a corporation: ☒ Yes ☐ No		
Charitable Number: 898513114 (Alberta Society #)	Incorporation Number: 509066569 (Alberta Corporate Access #)	

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Additional Organization Information:	
Brief Description of your agency: Mission, Mandate, History	The Birch Cove Community League Association (BCCL) was incorporated November 8, 2000. We are a volunteer group that works to create opportunities to build stronger connections within our community. We are a not for profit group that fundraises for community projects (such as our playground/park area and community centre), and annually host community events on the summer long weekends (such as Canada Day celebrations).
Funded by	Provincial Gov't Federal Gov't Other (please list all) BCCL fundraises for the majority of our annual endeavours, but also applies for grant funding when opportunities exist.
Reason why you need additional funding for this project	With costs for supplies and services increasing, we are seeking additional funding to allow us to keep our Canada Day celebration cost as low as possible in order to have as many community residents as possible attend.

Eligibility for Financial Support

To be eligible, each proposed program or project must be managed by, or under the auspices of a community group or agency that is incorporated (or in the process of becoming incorporated) as a **non-profit society** in Alberta; or operating under the administrative jurisdiction of a school division or municipality.

ONLY applications that identify the Specific piece of the project or program that fits the FCSS Act and Regulation and identifies the Outcomes and Indicators will be considered.

DEADLINE DATES
Applications for FCSS Grant Funding: *September 15* (for the upcoming years' program)
Please note that all of the shaded gray areas are reserved for your Year End report data and should not be filled in until completing the Year End report.
Year End Report: *January 31* (of the following year, ie. Year End Report for the 2022 Program Year will be submitted by January 31, 2023)

GREY SHADED AREAS - complete these areas ONLY for the YEAR END FINAL report								
	Birch Cove	Silver Sands	South View	Sunrise Beach	West Cove	Nakamun Park	Other	Other
Total # of Volunteers:								
Total # of Volunteers HOURS:								
Total # of participants								

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Program/Project: POINT FORM DESCRIPTION *FCSS programs must 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. How does this program or project contribute?*	With the current Canadian economy, many individuals and families are facing the need to choose between day-to-day essential costs and nonessential expenses. The Summer Village of Birch Cove community is no different, so we would like to keep the community events we host to a minimal cost so that everyone can participate and enhance our community connections.
Statement of Need: *What community need or issue does this program or project address?*	Canada Day is our first major event of the year and it is a perfect opportunity to get everyone together to celebrate. Our community events host attendees ranging in age from infants to octogenarians, so we aim to have a number of different Canada Day activities so that there is something for everyone to enjoy without the worry of cost.
Overall Goal: *What do you hope to achieve with the program or project [overall change or impact in the long term]*	By making our events low cost, BCCL removes an economic barrier for individuals and families, and creates opportunities for participants to build stronger community connections, enhance their sense of belonging and build pride in our summer village.
Broad Strategy: *In general terms, how will the program or project address the community need?*	Being involved in a community can create a sense of belonging and improve emotional wellbeing, and positively impact mental and physical health. Participating in community events (without the worry of cost) creates the opportunity to build connections.
Rationale: *What evidence do you have that would support this approach, ie.,if you do these things, then these results will occur? What is your "if/then statement?"*	Creating opportunities for people to connect with one another improves individual wellness and strengthens communities. By hosting community events, and removing barriers for individuals to attend them, BCCL seeks to positively impact the health and wellness of residents and visitors to the Summer Village of Birch Cove.
Who is served? *What is the Target Group or population you want to reach with this program or project? (youth, seniors, adults etc.)*	In this time when many individuals and families are facing financial concerns, we would like to open up all of our Canada Day activities to everyone at a minimal charge. Based on previous events, our attendees ranged in age from infants to octogenarians, so we will be looking to have a number of different activities to ensure that there is something for everyone to enjoy.
Inputs : *Identify the specific resources you have available for this program or to complete the project.*	BCCL fundraises each year for our events, so that we can keep the costs to a minimum. Additionally, the Summer Village of Birch Cove Council provides $1900.00 to support hosting community events and providing fireworks for Canada Day. Given the increase in event costs over the past few years, we are seeking $600.00 in Family and Community Support Services funding to cover the cost of providing free mini golf for everyone over the Canada Day weekend.
Outputs: Identify the specific *Activities and processes you will use to work toward your program or project goals.*	We will be including an insert with the property tax notifications to let property owners know about upcoming community events happening over the summer. We will also be posting individual notices for BCCL events on the community bulletin boards and verbally reminding everyone of our activities at the Townhall meeting in May. Additionally, we have already begun recruiting community volunteers to assist us with our Canada Day Celebrations and have completed some of the initial planning and bookings to make our 2023 events a success.
Outputs:	**Must report to the province so please collect:**

Who will you reach (students, volunteers, seniors etc.)	# of participants Based on previous events approximately 80-100 attendees
	# of volunteers We are looking to recruit around 20 people to manage the Canada Day Celebrations
	# of volunteer hours related to this FCSS initiative Approximately 200 hours
	If partners are involved:
	# of partners
	List of Partners Summer Village of Birch Cove Council
	Consider collecting other information relevant to this program/project:
	# of new participants
	# of individuals served by age category
	# of workshops/presentations offered
	# of various types of information requested, i.e., food bank, transportation, housing, health, safety-internet/telephone/door to door solicitors
	# of information and referrals
	FCSS enhances the social well-being of individuals, families and community through prevention.

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Strategic Direction	Outcome Statement:	Measures: Question On the Survey	Measures Bank Numbers:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:	Data to be collected and reported on the Year End Summary Report after surveying	Birch Cove	Silver Sands	South View	Sunrise Beach	West Cove	Nakamun Park
SD5 provide supports that help sustain people as active participants in the community	Community members feel welcome in their community	[Insert name] helped me to feel welcome in my neighborhood/community.	PM 6	*COMMUNITY OUTCOME 1* *The community is connected and engaged..* *Indicator: Social Engagement*	Total # of Participants						
					# completing the tool:						
					# completing measure:						
					# experiencing a positive change:						
					% of positive change						
SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people	Community members feel a sense of belonging to their community	This program has helped me to feel a sense of belonging In my neighborhood/community.	PM 4	*INDIVIDUAL OUTCOME 2* *Individuals are connected with others.* *Indicator: Trust and Belonging*	Total # of Participants						
					# completing the tool:						
					# completing measure:						
					# experiencing a positive change:						
					% of positive change						
SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people	Community members feel connected to the people in their community	[Insert name] has helped me to feel more connected to the people in my neighborhood/community.		*COMMUNITY OUTCOME 1* *The community is connected and engaged.* *Indicator: Social Engagement*	Total # of Participants						
					# completing the tool:						
					# completing measure:						
					# experiencing a positive change:						
					% of positive change						

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PROPOSED BUDGET			ACTUAL BUDGET	
REVENUE:				
FCSS Grant Funding Sunrise Beach	$		$	
FCSS Grant Funding Birch Cove	$ 600.00		$	
FCSS Grant Funding Silver Sands	$		$	
FCSS Grant Funding South View	$		$	
FCSS Grant Funding West Cove	$		$	
FCSS Grant Funding Nakamun Park	$		$	
Other FCSS	$		$	
Other Funding Sources	$		$	
Total Revenue:		$		
EXPENDITURES:				
Program/Project Materials	$ 1,600		$	
Speaker/Presenter Expenses	$		$	
Advertising/Promotions	$ 0	In-kind donation	$	
Telephone/Postage/copying	$ 0	In-kind donation	$	
Facility Rentals	$		$	
Other Costs: Nutritional expenses	$ 1,000		$	
Administration/Coordination	$	Done by Volunteers	$	
Program Coordinator & Rev Canada Remit *[if applicable]*	$		$	
		$		$
Total Expenditures		$ 2,600		$
Surplus (Deficit)		$ 2,000		

Continuous Quality Improvement for YEAR END REPORT	
After analyzing the information, should this program/project continue?	
What improvements can be made to the program/project?	
What changes will you make (if any)?	
What improvements can be made to the outcome measurement process?	

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Should there be any unexpended FCSS Grant funds, Please complete this section:	
What occurred that resulted in funds not being expended?	
What plans do you have for the unexpended funds?	
What timeline will be required to expend the funds?	

Declaration of Applicant

I/we do certify to the best of my/our knowledge that this application contains a full and correct account of all matters stated herein and complies **with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (http://humanservices.alberta.ca/family-community/14876.html)**:

I acknowledge that should this application be approved, I/we will be required to enter into this funding agreement in its entirety.

Print Name	Kim Teha
Authorized Signature	
Date Signed	March 6, 2023
Date submitted to FCSS Program	March 7, 2023
Please keep a copy of this application for your records along with supporting financials. This report will coincide with the Year End Summary.	

Forward completed application to: Shelley Vaughan, FCSS Coordinator *Email:* reception@wildwillowenterprises.com   **Phone: 780-967-0271**

FOR OFFICE USE ONLY		$ Amount Approved:	
Date Received:	By Email	By Mail:	
Date Approved:	Notes/Special requests or comments	Future Recommendations	

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SUMMER VILLAGE OF BIRCH COVE FCSS FUNDING

EVENT	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
RICH VALLEY LIBRARY		$ 500.90	RICH VALLEY LIBRARY
RICH VALLEY SCHOOL		$ 514.00	RICH VALLEY SCHOOL
TOTAL	$ -	$ 1,014.90	
FCSS FUNDING	$ 1,014.90	$ 1,014.90	
LEFT TO SPEND	$ 1,014.90	$ -	

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Good Morning,

I'm pleased to share that the FCSS Accountability Framework has been approved and is available here. The Framework was directed by cabinet in Spring 2021; it was developed collaboratively with local FCSS programs, municipal associations, and the Government of Alberta through a Steering Committee. Thank you to Karen Rosvold, former FCSSAA President, for co-chairing the committee, and to all of the members for their contribution to the Framework.

The Framework underscores FCSS' preventive focus by providing a clear definition of prevention. It also establishes a clear governance structure that ensures ongoing partnership and collaboration between municipalities and the Government of Alberta by permanently establishing an FCSS Steering Committee. The FCSS program remains firmly based on local decision making and the understanding that communities are in the best position to determine what programs and services they offer through their FCSS programs.

The Framework also identifies Provincial Prevention Priorities, these are the key social issues facing Albertans. FCSS programs help to address these key social issues before individuals and families require more intensive supports. The preventive programs and services offered by FCSS programs address these key social issues using strategies including promoting and encouraging community engagement, supporting the development of healthy relationships, fostering belonging, supporting inclusion, enhancing access to social supports, and developing and strengthening skills that build resilience in individuals, families and communities. The Provincial Prevention Priorities will be reviewed every three years as part of the grant cycle. The review process will be community-led to ensure the priorities remain meaningful and relevant.

We recognize the tremendous knowledge and experience that people working in FCSS programs have in developing and delivering prevention programing that makes a difference in their communities. This winter, we will be engaging with the FCSS Director's Network and representatives from several areas within the Government of Alberta to have more in-depth conversations about the prevention priorities. We look forward to learning what is working well in their communities and we will work with the FCSSAA to ensure this information is shared with all local programs.

There are many other activities planned as we work together with local FCSS programs to implement the framework. This winter, we will be working with the FCSSAA and the Director's Network to establish a smaller set of outcome measures that help us tell the story of the important work that FCSS does in communities, while ensuring reporting requirements are not administratively burdensome. We will also be working on updating the Program Handbook.

Finally, we recognize the 2023-25 grant agreements were significantly longer than previous agreements. We also acknowledge the Schedule A could have provided more context related to the prevention priorities and should have better reflected local needs as the basis for programming. We will work with

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the FCSSAA and the Director's Network to reduce the length, and improve the language in the 2026-28 agreements.

Thank you for your commitment to strengthening your communities through the FCSS program. Your work is critical to helping ensure preventive social services are available, meet local needs, and address social problems throughout the province.

I look forward to our continued partnership.

Stephen Gauk
Executive Director, Civil Society and Community Initiatives
Preventive Community Services Division
Alberta Seniors, Community and Social Services
780-422-7960

Alberta ▮ Seniors, Community and Social Services

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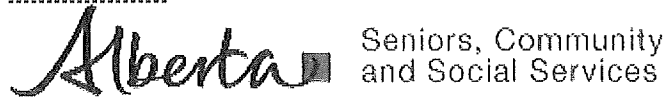
Family and Community Support Services Accountability Framework

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Contents

Introduction to the Accountability Framework

The Government of Alberta's Strategic Plan includes a commitment to ensuring Alberta's government is responsive, accessible and will pursue opportunities for reform to enable the delivery of cost-effective, sustainable, and client-centred services[1]. The Ministry of Seniors, Community and Social Services (Ministry) is committed to ensuring services are innovative, delivered in a fiscally responsible manner, and meet targeted outcomes that support Albertans[2]. Accountability is central to these commitments and is fundamental to good government. Accountability creates an environment that:

- provides risk management appropriate to the desired outcomes;
- promotes continuous improvement and builds capacity to achieve better performance;
- provides public assurance that money is being spent appropriately and value is being obtained; and
- ensures compliance and due process for equitable and fair treatment of individuals and organizations.

As a steward of public resources, the Government of Alberta is responsible for ensuring accountability within the provincial Family and Community Support Services (FCSS) Grant Program.

The FCSS Accountability Framework

The FCSS Accountability Framework (Framework) builds on the strengths and the rich history of local FCSS programs that deliver services in communities across Alberta. The Framework reflects the collaboration between local FCSS programs, municipal associations, and the Government of Alberta who came together to develop the Framework with the intention of providing guidance for both the Ministry and local FCSS programs in designing and delivering preventive social services that fit Albertans' needs now and into the future.

The Framework will provide clarity about how FCSS supports are having an impact in the lives of Albertans. In this context, the Framework serves as a guide to both local FCSS programs and to the Ministry that administers the provincial FCSS Grant Program. Key elements of the Framework are:

- a common definition of prevention to guide both local FCSS programs as well as the provincial FCSS Grant Program;
- direction on provincial prevention priorities and strategies to help guide the work of local FCSS programs;
- a clear governance structure with roles and responsibilities for both the Government of Alberta and participating municipalities and Metis Settlements; and
- an outcomes model and key performance measures to demonstrate the impact and value of FCSS within communities as well as the collective impact to Albertans.

FCSS Accountability Framework governance

The Government of Alberta provides direction, guidance and oversight for the provincial FCSS Grant Program including identifying provincial prevention priorities and funding allocation. The Government also ensures appropriate reporting and key performance measurement practices are in place to demonstrate accountability to Albertans for the grant funding. Participating municipalities and Metis Settlements are responsible for identifying local social priorities and needs that align with FCSS legislation, the Framework, and associated policies. They are also responsible for designing, delivering or funding services in their community. The Government of Alberta, participating municipalities and Metis Settlements, and other FCSS stakeholders work collaboratively to ensure the successful administration and management of the provincial FCSS Grant Program.

To ensure ongoing engagement and partnership and to strengthen the collaborative nature of the FCSS Grant Program, a permanent Steering Committee will be established. The Steering Committee will be co-chaired by a representative of the Family and Community Support Services Association of Alberta (FCSSAA) and a senior leader from the Ministry responsible for the FCSS Grant Program. The Steering Committee will include membership from relevant Government of Alberta departments as well as representatives from local FCSS programs, with consideration given to programs that serve different geographic areas and have different community needs (e.g.; children and youth, seniors, families). Representatives from Alberta Municipalities, the Rural Municipalities of Alberta and the Metis Settlements General Council will also participate on the Steering Committee. The Steering Committee will meet regularly. At meetings, stakeholders will discuss the FCCS Grant Program, identify issues and suggest program or policy changes. The Steering Committee is not meant to replace other venues for ongoing collaboration and coordination between local FCSS programs, FCSS stakeholders and the Ministry, such as the Directors' Network meetings, and the annual FCSSAA conference.

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The Family and Community Support Services Program

The provincial FCSS Grant Program is a partnership between the Government of Alberta and participating municipalities and Metis Settlements to design and deliver local preventive social services to improve the well-being of individuals, families and communities. Since its inception in 1966, the provincial FCSS Grant Program has become widely recognized across communities in Alberta as a cornerstone program providing local preventive social supports.

The FCSS program is made of up two key components: 1) provincial grant funding, and 2) the local contribution, both in financial resources and the time, talent and skills at the community level to deliver preventive social services. All municipalities and Metis Settlements are welcome to participate in the program. The grant program is based on an 80/20 funding partnership. The Government of Alberta contributes 80% of the funding for this program, while participating municipalities and Metis Settlements are required to match the remaining 20%. Many communities also contribute funding beyond their required contribution or seek additional funding from other sources to enhance their program offerings.

At the local level, a municipality or Metis Settlement council chooses whether to establish a program, and enters into an agreement with the province to jointly fund local programs. The participating municipality or Metis Settlement determines how FCSS funding is allocated based on local needs and provincial prevention priorities within the FCSS mandate. The types of programing offered in each community are reflective of the needs and circumstances of those communities. The provincial FCSS Grant Program is intentionally flexible to allow local FCSS programs to use a variety of preventive approaches in responding to social issues and building resilience. FCSS services enhance strengths, skills and abilities, build individual or community safeguards, and address protective and risk factors.

There is also flexibility within the provincial FCSS Grant Program to allow for a variety of delivery models at the community level. Some local FCSS programs deliver services themselves or fund other organizations to deliver services in their community, while others partner together to form multi-municipality programs that serve a broader geographic area. Local FCSS programs maximize and leverage community partnerships and connections, developing strong relationships within communities to address local social needs. Local FCSS programs also often work in partnership with other community organizations such as school boards, senior serving organizations, health services, and police services. Local FCSS programs also harness the power of civil society through a significant degree of volunteer involvement.

Programs offered through FCSS serve all ages and demographics and reach rural and remote communities. Typically, more than 300 municipalities and Metis Settlements provide FCSS services to Albertans through local FCSS programs each year. Programs serve over one million Albertans annually with almost all of the province's population having access to FCSS services where they live.

FCSS mandate and authority

The provincial FCSS Grant Program receives its mandate from the *Family and Community Support Services Act* (FCSS Act) and the Family and Community Support Services Regulation (FCSS Regulation). The FCSS Act is the legal framework under which FCSS operates. The FCSS Regulation sets out the responsibilities and service requirements that a municipality or Metis Settlement must meet to be eligible for funding. The Act and Regulation also provide an overview of the reporting requirements for local FCSS programs, including annual financial audit requirements as well as broad requirements that local FCSS programs need to fulfil. Further direction to local FCSS programs can be found in Grant Program documents that are not part of the Framework (see Government of Alberta resources section).

The FCSS Regulation is clear about the types of services a local FCSS program can and cannot provide. It states that all services provided under a local FCSS program must *"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"* [Section 2.1 (1)(a)].

The FCSS Regulation provides further direction that services provided under a local program must do one or more of the following [Section 2.1(1)(b)]:

- help people to develop independence, strengthen coping skills and become more resistant to crisis;
- help people to develop an awareness of social needs (e.g.; community needs assessments);
- 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; and
- provide supports that help sustain people as active participants in the community.

The FCSS Regulation also provides direction on the types of local programs and services that would typically be ineligible for FCSS funding. Types of activities that are not eligible for funding include those that provide primarily for recreational needs or leisure time pursuits; direct assistance (e.g.; money, food, clothing or shelter); those that are primarily rehabilitative in nature; and services ordinarily provided by a government or government agency. The FCSS Regulation allows for direct assistance including money, food, clothing or shelter during a public health emergency under the *Public Health Act* or under extenuating circumstances, as determined by the Minister.

Roles and responsibilities within the FCSS Program

Prevention is a shared responsibility. Governments working on their own cannot solve social problems. Social change requires coordination and collaboration between government, civil society, and engaged Albertans. Alongside and supported by government, Albertans, communities and civil society organizations are instrumental in identifying and developing solutions to social problems and are critical to the functioning of the FCSS program.

While the program relies on support from civil society organizations and volunteers, the Government of Alberta and participating municipalities and Metis Settlements are the key partners in the provincial FCSS Grant Program. Each have unique responsibilities to ensure the successful delivery of prevention programming in communities. The FCSS Act and Regulation outline *legislated* responsibilities for the Government of Alberta and participating municipalities and Metis Settlements, while the following table provides further direction on key roles and responsibilities.

	Municipalities and Metis Settlements	Government of Alberta
Roles	• Set local priorities that align with identified community needs and provincial prevention priorities. • Support individuals, families and communities across the lifespan through preventive social programs and services (primary and secondary prevention). • Leverage local community capacity in design, delivery and coordination of preventive services.	• Assess provincial-level social needs and set provincial prevention priorities. • Provide guidance on provincial prevention priorities to support local FCSS programs in addressing local community needs. • Collaborate and engage with FCSS stakeholders to strengthen community preventive services across the province.
Responsibilities	• Establish, administer and operate local FCSS programs. • Design and deliver preventive social programs. • Evaluate, monitor, and report.	• Establish program mandate (FCSS Act and Regulation), provincial program budget, policy documents and direction. • Establish funding allocation and agreements. • Provide provincial oversight and guidance, including monitoring program effectiveness and achievement of outcomes.

Risk Management

Risk is the uncertainty around future events and their potential to affect the achievement of objectives and outcomes. Risk management looks to improve decision-making under uncertainty to maximize the benefits and minimize the costs. The FCSS Act, FCSS Regulation and funding agreements are the key tools used to mitigate and manage risk for the provincial FCSS Grant Program. Along with the Framework, these documents provide direction to participating municipalities and Metis Settlements about provincial priority setting based on key social issues, program requirements (including responsibilities of municipalities and Metis Settlements), service requirements, prohibited and allowable costs, reporting requirements, and payment schedules. Other supporting processes, documents, and components of the provincial FCSS Grant Program that help mitigate risk include annual financial and outcome reporting, local FCSS program reviews, policy documents, and program guides.

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FCSS and prevention

The provision of social services is broad and complex, involving a wide range of funders, administrators and stakeholders across governments, non-profit organizations and communities. Numerous provincial ministries, including Seniors, Community and Social Services, play a critical role in ensuring key services are delivered to support the mental, physical, emotional, spiritual, cultural, and social well-being of Albertans.

The FCSS Regulation states that all services provided by a local FCSS program must be of a preventive nature but there is no definition of prevention in the FCSS Act or Regulation. A common definition of prevention is important to guide both local FCSS programs as well as the provincial FCSS Grant Program.

Since FCSS was introduced in 1966, the core principle behind the program is to prevent social issues from worsening to the point of needing intervention requiring immediate, direct supports such as food, shelter or other supports to deal with an existing or imminent crisis. The working definition for both local FCSS programming and the provincial FCSS Grant Program includes taking a proactive approach and viewing prevention as a process rather than an event or an occurrence.

With this in mind, for the purposes of both local programs and the provincial FCSS Grant Program, prevention is defined as:

> *A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.*

FCSS and the prevention continuum

Prevention in the context of FCSS focuses on enhancing protective factors to improve well-being and prevent problems before they occur or at an early stage before they require crisis supports, which typically are part of tertiary prevention services. Thinking of prevention along a continuum, this means services and supports offered through local FCSS programs must focus on primary and secondary prevention. The provincial FCSS Grant Program's place on the prevention continuum is shown below:

FCSS services	Primary Prevention	- Address root causes of social issues with focus on the general population or a specific population. - Promote protective factors in the physical and social environment (including social relationships). - Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism.
	Secondary Prevention	- Address issues at an early stage for specific groups or at-risk populations. - Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience. - Can include connecting those in need with appropriate resources and skill development.
Additional services permitted only during a public health emergency or extenuating circumstance, as determined by Minister	Tertiary Prevention	- Address immediate needs with intent to prevent long-term impacts. - Support individuals or groups already affected by social issues by providing direct services. - Can include direct assistance such as food and shelter.

During a public health emergency as declared under the *Public Health Act* or under extenuating circumstances, the FCSS Regulation does allow local FCSS programs to offer direct assistance such as money, food, clothing, or shelter to sustain an individual or family (i.e. tertiary prevention).

While enhancing protective factors can help individuals, families and communities better respond to life's challenges, and may prevent a range of social issues, the Government of Alberta is committed to ensuring its programs and services, including the provincial FCSS Grant Program, are responsive, evidence-informed, and meet targeted outcomes that support Albertans. As such, the Government of Alberta has developed provincial prevention priorities for the FCSS Grant Program.

Provincial prevention priorities

Healthy and resilient families and communities are the building blocks of a strong Alberta. The Government of Alberta and local FCSS programs partner together to address key social issues that affect Albertans. This is done by tackling the root causes of social issues through preventive work to reduce risk factors and build resilience. Some examples of root causes are poverty, lack of education or employment, adverse childhood experiences, social isolation, and mental health challenges. This partnership between the Government of Alberts and local FCSS programs is key to ensuring Albertans thrive and can take on life's challenges when they arise.

To collaboratively address social issues affecting Albertans, the Government of Alberta will communicate what is taking place on a wider provincial scale to define provincial social priorities for prevention. The Government of Alberta will also provide direction to local FCSS programs so they can incorporate the provincial prevention priorities into local programming. Local FCSS programs will then use this information in the design and delivery of preventive social services in their communities.

To assess broad, provincial-level social needs, and provide direction to local FCSS programs, the Government of Alberta will use the following process:

Identify key social issues

Establish prevention strategies

Monitor trends and pressures
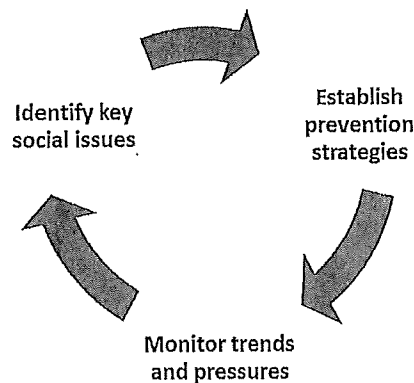
Identify key social issues to inform provincial prevention priorities

In advance of new grant agreement cycles, the Government of Alberta will assess provincial-level social needs and set provincial prevention priorities. Key sources of information to guide decision-making may include:

- trends and pressures, including gaps in service within and across the Government of Alberta as identified by the Ministry;
- data and information from Ministry and cross-ministry partners, FCSS stakeholders, and other trusted sources of evidence and research (e.g. Statistics Canada); and
- input from FCSS stakeholders (sources include regional FCSS meetings, annual conferences, the FCSSAA, Steering Committee representation, municipalities and Metis Settlements).

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Establish provincial prevention strategies

Based on the available information and input, the Government of Alberta will develop areas of focus for local FCSS programs to concentrate on the design and delivery of services in their community. The strategies will be:

- connected to the key social issues identified;
- within the scope of primary and secondary prevention; and
- developed in partnership with FCSS stakeholders.

The Government of Alberta will communicate provincial prevention priorities and strategies to local FCSS programs in advance of grant agreement cycles, to allow local FCSS programs time to plan. This will also include updating the Framework and other key resources as needed.

Ongoing monitoring of trends and pressures

The Government of Alberta will monitor trends and pressures that affect the key social issues in Alberta and will engage with cross-ministry and FCSS stakeholders to support local programs in addressing emerging needs. The FCSS Steering Committee will play a collaborative role in identifying trends and emerging needs to help inform provincial prevention priorities. Ongoing monitoring will also help to ensure priorities continue to address current social needs and remain relevant and meaningful for the Government of Alberta and local FCSS programs.

Current provincial prevention priorities for FCSS

Key social issues affecting Albertans

Albertans have demonstrated great resilience in the face of economic and social challenges, which were exacerbated by the COVID-19 pandemic. These challenges continue to pose hardships for many individuals, families, and communities. Based on the sources of information described above, the Government of Alberta has identified the following key social issues affecting Albertans. These social issues are the basis for provincial prevention priorities, and should be considered when local FCSS programs are planning their community programing.

Homelessness and housing insecurity – Increased rates of homelessness have been associated with unaffordability of quality housing and high levels of substance abuse and family violence. Recent estimates suggest that more than 235,000 people in Canada experience homelessness every year[3]. In Alberta, at least 11.4% of Alberta households are unable to afford the housing they need[4].

Mental health and addictions – Mental health issues affect many Canadians. A recent survey found one in three Canadians were struggling with their mental health[5] and one in five Canadians will experience a mental health problem or addiction in any given year[6]. In Alberta, use of opioids and deaths from drug poisonings have been increasing at alarming rates. In 2021, the highest number of opioid deaths were recorded in a year, with 1,610 individuals dying from an unintentional opioid overdose, 38% higher than in 2020 (1,167) and 158% higher than in 2019 (625)[7].

Employment – Alberta's unemployment rate remains somewhat higher compared to other provinces. While trending downwards, in March 2022, Alberta's unemployment rate was 6.5%, compared to the national unemployment rate of 5.3%[8]. In 2020, the Income Support program supported an average of 52,397 cases per month in Alberta. Of the total numbers of average annual Income Support caseloads, 31,364 were clients who were "expected to work" and 21,033 cases represent Albertans with "barriers to full employment"[9].

Family and sexual violence across the lifespan – In a nation-wide web panel survey, 10% of women said they were very or extremely concerned about experiencing domestic violence[10]. In 2019, Alberta had the sixth highest rate of police-reported family violence compared to other provinces[11] and the fourth highest rate of police-reported sexual assault[12].

Aging well in community – Alignment of health, housing, and community based services can create safe and supportive environments for Albertans to age well in the community. It is estimated that 22% of people in long term care could be avoided with the right community based supports in place[13]. Approaches to integrate healthcare and community-based supports are essential to enable Albertans to age in their homes and communities and lower their risk of seeking hospitalization and/or long-term care.

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While these social issues have affected many Albertans, it is important to note that certain population groups experience higher levels of vulnerability and/or discrimination. They often bear the most significant burden and experience the most adverse impacts. These groups may include children and youth, women, seniors, BIPOC individuals, 2SLGBTQQIA+ individuals, Albertans with low-income, persons with disabilities, and people with lived experiences of trauma.

Establish provincial prevention strategies

When considering social issues within their communities and the impact on individuals and families with higher levels of vulnerability, local FCSS programs, alongside other social programs, play an important role in prevention. The definition of prevention for the FCSS program explains that prevention is a *proactive* rather than reactive process. Services and supports designed and delivered by local FCSS programs are the link between provincial priorities and community based action at the primary and secondary levels of prevention.

Primary prevention focuses on the general population or on broad subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment. Some examples include activities to support public education and awareness campaigns such as family violence prevention month, increasing community connectedness and partnerships, or promoting and supporting volunteerism.

Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage. This may include the groups identified above as having higher levels of vulnerability. Some examples are creating opportunities for social inclusion, skill development courses such as building healthy relationships, or connecting those in need with appropriate resources.

Enhancing protective factors through primary and secondary prevention helps to build healthier and more resilient communities. Communities that are more resilient are better able to prevent or mitigate impacts of broader social issues as well as deal with times of crisis. For example, building social cohesion, which includes the elements of active engagement in the community, a sense of belonging, and inclusion, contributes to improved mental and physical health and enhanced resilience and well-being. In a more cohesive community, people will feel supported and have access to the social supports they need.

Prevention strategies for the provincial FCSS Grant Program focus on enhancing protective factors for individuals, families and communities. Local FCSS programs can apply these strategies in a way that meets the unique needs of their local community. Through primary and secondary prevention approaches, local FCSS programs will use the following strategies to help address and prevent the provincial prevention priorities outlined above:

1. Promote and encourage active engagement in the community;
2. Foster a sense of belonging;
3. Promote social inclusion;
4. Develop and maintain healthy relationships;
5. Enhance access to social supports; and
6. Develop and strengthen skills that build resilience.

The services delivered or funded through local FCSS programs will align with one or more of the prevention strategies to help prevent or mitigate the impact of the key social issues and to build stronger and more resilient communities now and for the future. Some examples of types of services and supports that align with the above strategies include:

- assisting communities to identify their social needs and develop responses to meet those needs;
- promoting, encouraging and supporting volunteer work in the community;
- developing the skills of individuals and families for greater resiliency such as mentoring programs;
- supporting the social development of children and their families;
- supporting seniors to remain connected to their communities and providing home supports; and
- providing information and supporting access to available social supports in the community.

Ongoing monitoring of data and trends

Local FCSS programs will measure and report on their progress related to these strategies to demonstrate the effect of their efforts in their community. The Government of Alberta will continue to monitor data and trends related to social issues in Alberta on an ongoing basis.

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The Government of Alberta will work with FCSS stakeholders to ensure priorities continue to address current social needs and remain relevant and meaningful for local FCSS programs. This includes listening to feedback through both the FCSS Steering Committee and directly from municipalities and Metis Settlements about the trends and issues they are experiencing in their communities.

Outcomes and measurement

Seniors, Community and Social Services uses an outcome-based framework to guide the use of the data collected by the Ministry. This enables the provision of better services, supports evidence-informed decisions, creates internal efficiencies, and helps the Ministry better understand the real impact of programs and services. Defining program objectives and corresponding outcomes and setting key performance measures (KPMs) are important parts of accountability for the provincial FCSS Grant Program. Program inputs and outputs along with program objectives, outcomes, and KPMs tie the foundational pieces of the FCSS program together, demonstrate the impact the program is having in communities and across the province, and tell the story of the FCSS program.

FCSS program objectives, logic model, and outcomes model

Program objectives

The Framework outlines five overarching objectives for the provincial FCSS Grant Program. These program objectives align with, and create a link between, the definition of prevention, provincial prevention priorities and strategies. They also create the starting point for the development of program outcomes and KPMs:

1. FCSS programming increases the protective factors of individuals, families and communities related to provincial prevention priorities;
2. FCSS programming strategically connects Albertans to address provincial prevention priorities;
3. FCSS programming reflects community demographics and needs;
4. FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan; and
5. FCSS programming fosters connectivity in participating communities.

Logic model

A logic model is a visual representation of the theory underlying a program. It shows how the provincial FCSS Grant Program is supposed to work, including intended outcomes and connection to the Ministry's outcomes. The FCSS Accountability Framework Logic Model (Appendix) depicts the local program's inputs, activities, outputs and outcomes. The provincial FCSS Grant Program's objectives and outcomes align with the Ministry-level outcomes of inclusion, participation and stability, as shown in the Logic Model. The FCSS Accountability Framework Logic Model illustrates how local FCSS programs contribute to ministry's achievements in these outcome areas.

FCSS Outcomes Model

The FCSS Outcomes Model below shows the immediate, intermediate and long-term outcomes to be achieved within the five program objectives as a result of the Ministry's partnership, support and funding. The Outcomes Model gives a more in depth look at the outcomes included in the Logic Model and their connection to the five program objectives.

At the immediate level, changes in knowledge, skills, ability or capacity should be realized as a result of program activities. If the immediate outcomes are achieved, at the intermediate level, changes in behaviour and activities should be realized. If the intermediate outcomes are achieved, the program should be able to influence change in the desired long-term outcomes to support Albertans across their lifespan.

Please see the FCSS Accountability Framework Logic Model for the full illustration of the intended progression of program outcomes. Some program objectives also share common outcomes. Additional detail on this is available in the FCSS Accountability Framework Logic Model.

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FCSS Outcomes Model

Program Objectives	Immediate Outcomes	Intermediate Outcomes	Long-term Outcomes
FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities	Albertans are aware of FCSS programming in their communities ⌐→ Albertans participate in FCSS programming in their communities	Albertans develop skills to build resilience ⌐→ Albertans apply skills to build their resilience	Albertans have protective factors in place that enhance their resilience FCSS programming contributes to improvement in community-level social indicators
FCSS programming strategically connects Albertans to address provincial prevention priorities	Local FCSS programs are aware of services and supports in their communities	Local FCSS programs strategically connect Albertans to services and supports that meet their needs	
FCSS programming reflects community demographics and needs	Local FCSS programs are aware of their demographics and needs	Local FCSS programs design, deliver and/or fund programs that align with their demographics and needs	Local demographics and needs are addressed by the FCSS program
FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan	Local FCSS programs understand evidence-informed promising practices to support Albertans' access	Local FCSS programs design, deliver and/or fund programs that align with evidence-informed promising practices	FCSS programming is accessible to the populations being served FCSS programming is appropriate for the populations being served
FCSS programming fosters connectivity in participating communities	Local FCSS programs are aware of existing and potential connections to community groups, organizations, volunteers and other communities	Local FCSS programs leverage formal and informal relationships with and between community groups, organizations, volunteers and other communities Local FCSS programs create formal and informal relationships with and between community groups, organizations, volunteers and other communities	Albertans are supported by social networks within their communities

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Key performance measures

Key performance measures (KPMs) are measureable indicators that demonstrate progress towards intended outcomes. For the provincial FCSS Grant Program, they are important tools to help the Government of Alberta and key stakeholders understand if the program is addressing priorities and meeting program objectives. They also help to show how the work of local FCSS programs in the community fits into the provincial FCSS Grant Program as a whole.

The Government of Alberta will collect data from local FCSS programs and other sources to generate KPMs related to the priority areas and outcomes in the FCSS Outcomes Model. The KPMs are quantitative in nature (represented in numbers) and provide important information on the extent to which program activities occur, outputs are produced, and outcomes are achieved. In addition to the KPMs, additional *qualitative* data (descriptive information) may be collected from local FCSS programs and other sources to contextualize the KPMs and provide a more comprehensive understanding of the provincial FCSS Grant Program's performance. Every year, the Government of Alberta will compile data on KPMs in an annual report that will be shared with FCSS stakeholders.

Program objective	Key performance measures	Data source	Data compiled by:
FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities	• Number of times Albertans participated in local FCSS programming	Local FCSS programs Annual Reports (Annual Reports)	Government of Alberta (GoA)
	• Percentage of participants who reported positive change on measures associated with prevention strategies after participating in local FCSS programming. Current prevention strategies for the provincial FCSS Grant Program include: 　1. promote and encourage active engagement in the community; 　2. foster a sense of belonging; 　3. promote social inclusion; 　4. develop and maintain healthy relationships; 　5. enhance access to social supports; and 　6. develop and strengthen skills that build resilience. *Note: This is not a single measure, but a set of measures in the Provincially Reported Outcome Measures List*	Annual Reports	
	• Provincial-level indicators related to provincial prevention priorities.	Publicly available data sources/databases (e.g. Statistics Canada)	
FCSS programming strategically connects Albertans to address provincial prevention priorities	• Number of referral services provided by local FCSS programs *Note: This measure is intended to help local FCSS programs capture and report on the scope of information and referral services provided by their local program. As many local FCSS programs do not provide these services, this measure will not be mandatory in associated FCSS reporting.*	Annual Reports	GoA

Program objective	Key performance measures	Data source	Data compiled by:
FCSS programming reflects community demographics and needs	• Number and percentage of local FCSS programs that have completed a community needs assessment to inform their services *Note: The community needs assessment refers to any type of assessment, initiative, and data collection activity undertaken by local FCSS programs to better understand their community demographics and needs, and inform their programs and services.*	Annual Reports	GoA
	• Number of programs funded through local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy]		
	• Amount and percentage of funding used by local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy]		
FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan	• Percentage of FCSS participants who expressed satisfaction with FCSS programs/services	Annual Reports	GoA
	• Percentage of FCSS participants who report that FCSS programs/services were easy to access		
FCSS programming fosters connectivity in participating communities	• Number of community partnerships local FCSS programs have with other local FCSS programs, agencies, and/or organizations	Annual Reports	GoA
	• Number of volunteers who supported local FCSS programs		
	• Number of volunteer hours reported by local FCSS programs		
	• Total economic contribution of volunteers (in dollars)		

Monitoring, evaluation and continuous improvement

Activities to ensure provincial FCSS Grant Program accountability and the availability of evidence to inform decision-making include KPMs, monitoring of measures, reporting of evidence, and evaluation. These activities help both the Ministry and local FCSS programs to better track their performance and maximize the value of their programming.

Monitoring performance and progress

Local FCSS programs track, monitor and review their programs and services throughout the grant cycle. At minimum, this is completed as part of routine reporting to the Government of Alberta. All reports submitted by local FCSS programs are reviewed and the information is used for KPMs, evaluation, program accountability, ongoing improvement and outcomes reporting. Annual reporting requirements for local FCSS programs include financial reporting, program reporting, and outcome reporting.

The Government of Alberta and local FCSS programs may also choose to undertake additional activities such as:

- using community, provincial or federal census data to inform FCSS program accountability activities;
- establishing dashboards and other performance monitoring mechanisms;
- setting meetings or routine check-in points to review data and information;
- comparing performance results against expectations to identify areas for improvement or future work; and/or
- creating processes to link performance metrics to ongoing program design, delivery and decision-making.

Evaluation

Evaluation is a process to systematically collect and analyze information. It is an integral practice for any organization. Evaluation provides information for learning, improvement, accountability and transparency. Local FCSS programs are expected to evaluate their services and supports to help build strong and responsive local FCSS programs. Evaluations should draw upon data collected through the KPMs and link to the provincial FCSS Grant Program logic model and FCSS Outcomes Model. Through evaluation, additional data collection and/or analysis may provide robust information about the FCSS program at either the local or provincial level. The Ministry will periodically conduct evaluations of the provincial FCSS Grant Program. Evaluation activities for the provincial FCSS Grant Program include:

- Local FCSS programs submit routine grant reporting to the Ministry in alignment with the KPM framework and FCSS grant agreement.
  - The Ministry reviews and approves annual reports to ensure local FCSS programs are using their dollars effectively, efficiently, and for eligible programs and services in their community, and to track the provincial FCSS Grant Program's progress on achieving outcomes. As part of this, the Ministry will consolidate data from annual reports and share findings back with participating municipalities and Metis Settlements and stakeholders, Government of Alberta partners, and the public.
- The Government of Alberta conducts annual, on-site program reviews with local FCSS programs throughout Alberta to ensure compliance with FCSS regulations. Local FCSS programs participate in these reviews, as required.
- To meet provincial accountability requirements and best practices, the provincial FCSS Grant Program will undertake periodic evaluations in alignment with the FCSS evaluation strategy for the 2022-2032 regulation period[1]. Local FCSS programs will participate in periodic ministry-led reviews of the provincial FCSS Grant Program as necessary.

Continuous improvement

With a functioning performance management system, comprised of KPMs, measuring, monitoring, reporting and evaluation, local FCSS programs and the Government of Alberta will have the information they need to operate and drive improvement. Using data and information to identify areas for improvement and inform changes at the local and provincial level ensures programs remain relevant, accountable and are achieving their desired outcomes for the Albertans they serve.

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[1] The FCSS Regulation expires on June 30, 2032. The FCSS evaluation strategy will help inform the regulation review that occurs prior to expiry, to help identify updates or improvements to the regulation.

Government of Alberta resources

A number of resources are available to local FCSS programs and their stakeholders to support the operation and delivery of FCSS programs in their community. These documents will be updated from time to time.

Family and Community Support Services Program on Alberta.ca
The FCSS webpage on Alberta.ca has additional resources to assist staff, elected officials, and local FCSS program board members understand the purpose of the provincial FCSS Grant Program, how provincial FCSS funding is allocated, and how it can be used. It will also provide a record of program policies, including interpretations of the FCSS Regulation.

Measures Bank
The FCSS Measures Bank provides a list of specific measures that local FCSS programs can use in their program evaluations to monitor their progress on achieving outcomes. The Measures Bank also includes information and tools related to data collection, including the design and delivery of participant surveys.

Knowledge Bank
The online Knowledge Bank houses documents and resources related to the provincial FCSS Grant Program, including those mentioned above. The Knowledge Bank also includes resources and guides to support local FCSS program staff with annual reporting and the online reporting system.

NOTE: Additional resources and support for local FCSS programs are available through the FCSSAA.

Glossary

Accessible: Programs and services are available to Albertans through a variety of mediums and are simple to navigate.

Appropriate: Programs and services are flexible, adaptable, individualized and available when needed.

BIPOC: The acronym stands for "Black, Indigenous and People of Color".

Civil society: Civil society includes non-profit and voluntary organizations, registered charities, informal groups or movements pursuing shared interests or values, and private-sector organizations and individuals pursuing social good.

Evidence-informed practice: An ongoing process that incorporates client values/perspectives, staff expertise and research to inform decisions.

2SLGBTQQIA+: The acronym stands for "'Two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex and asexual, and all other sexual orientations and genders".

Prevention: A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

Primary prevention: Primary prevention focuses on the general population or on subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment.

Promising practices: A program, service or strategy that shows potential for developing into a best practice.

Protective factors: Factors that prevent or mitigate the effects of exposure to risk factors and stressful life events.

Risk factor: Any attribute, characteristic or exposure of an individual that increases the likelihood of negative outcomes.

Risk management: Risk is the uncertainty around future events and their potential to affect the achievement of objectives and outcomes. Risk management looks to improve decision-making under uncertainty to maximize the benefits and minimize the costs.

Secondary prevention: Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage.

Social inclusion: The act of making all groups of people within a society feel valued and included.

Tertiary prevention: Tertiary prevention focuses on addressing immediate needs with the intent to prevent long-term impacts.

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Appendix

FCSS Accountability Framework Logic Model

CSS Ministry & Quality Outcomes

(Stability) (Participation) (Inclusion) (Person-Centered) (Accountable)

Long Term Outcomes

| FCSS programming contributes to improvement in community-level social indicators | Albertans have protective factors in place that enhance their resilience | Local demographics and needs are addressed by the FCSS program | FCSS programming is accessible to the populations being served | FCSS programming is appropriate for the populations being served | Albertans are supported by social networks within their communities |

Intermediate Outcomes

| Albertans apply skills to build their resilience | Albertans develop skills to build resilience | Local FCSS programs strategically connect Albertans to services and supports that meet their needs | Local FCSS programs design, deliver and/or fund programs that align with local demographics and needs | Local FCSS programs design, deliver and/or fund programs that align with evidence-informed promising practices | Local FCSS programs leverage formal and informal relationships with and between community groups, organizations, volunteers and other communities | Local FCSS programs create formal and informal relationships with and between community groups, organizations, volunteers and other communities |

Immediate Outcomes

| Albertans are aware of FCSS programming in their communities | Albertans participate in FCSS programming in their communities | Local FCSS programs are aware of services and supports in their communities relevant to needs | Local FCSS programs are aware of their local demographics and needs | Local FCSS programs understand evidence-informed promising practices to support Albertans' access | Local FCSS programs are aware of existing and potential connections to community groups, organizations, volunteers and other communities |

Outputs

| • Services
• Programs | • Communications
• Communication materials | • Community needs assessments
• Consultations | • Surveys
• Annual reports
• Local program review reports | • Knowledge exchange documents
• Prevention research
• Staff development sessions / training | • Consultations
• Stakeholder relationships
• Stakeholder lists
• Cross-organizational committees |

Activities

Local FCSS programs:

| Design, deliver and/or fund programs and services | Develop and disseminate communications and programming resources | Consult stakeholders and conduct community needs assessments | Evaluate programs and services | Actively scan research, evidence, and review promising/best practices | Engage / participate in initiatives with community groups, organizations, volunteers and other communities |

Inputs

| Legislation, FCSS Act & Regulation | FCSS Accountability Framework | GOA identified priority areas | Grant agreements | Local FCSS staff | Performance measurement processes & reporting | Identified local social issues | Local / provincial data & indicators | Evidence-informed promising practices | Community partners & volunteers | Training |

Family and Community Support Services (FCSS) Accountability Framework   18

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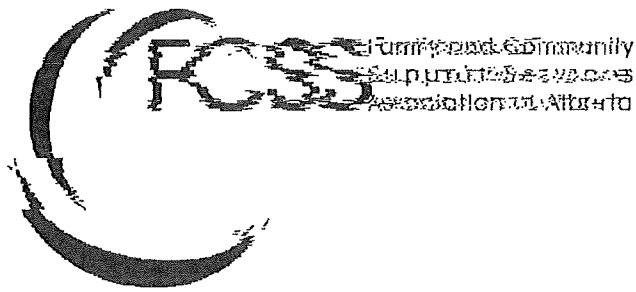
Family and Community Support Services

Program Advice Inventory Listing

November 2010

CHILDREN AND YOUTH SERVICES

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FCSS Program Advice Inventory Listing

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:

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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 community-based 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.

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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 www.child.alberta.ca/home/821.cfm. 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.

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;

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(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,

(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).

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.

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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 "social 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 www.gov.ab.ca 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 www.alberta.ca/home/ministries.cfm.

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.

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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.

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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.")

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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."		✓

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* 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 primary 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."		✓
Clothing Depots/ Thrift Shops	The primary 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	Intent of program determines eligibility: • focus is on developing independence, strengthening coping skills, building relationships and support networks; • focus is on menu planning, nutrition, budget planning, learning shopping and/or gardening skills.	✓ (first bullet)	✓ (second bullet)
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."		✓

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* 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	Purpose/intent determines eligibility: • 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.	✓	
	• signs that welcome residents/visitors to a community that include a listing of available businesses and organizations are not eligible.		✓
Conference/Event Attendance	Purpose/intent determines eligibility: • conference/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility are eligible.	✓	
	• 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	Purpose/intent determines eligibility: • short-term counselling and referral services (e.g., individual, family and group counselling, bereavement counselling, support groups and referral services) are eligible.	✓	
	• 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 and Waterways Watch	See "Justice-based Programs."		✓
Crisis/Distress Lines	Intent of program determines eligibility: • information/referral and/or volunteer training/development expenses are eligible.	✓	

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* 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*
Crisis/Distress Lines (continued)	• core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services are not eligible.		✓
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."		✓
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 (continued)	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.	✓ (second row)	✓ (first row)

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* 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*
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.		
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	Includes eligible and ineligible components: • public awareness/education; volunteer development. • core operating costs (salaries, rent, utilities, etc.) for crisis intervention or rehabilitation services.	✓	✓
Fetal Alcohol Spectrum Disorder (FASD)	Includes eligible and ineligible components: • public awareness/education; volunteer development. • 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."		✓
Food Banks	See "Nutrition Programs."		✓
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.	✓	✓

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* 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*
Help Lines	Intent of program determines eligibility: • information/referral; volunteer training/ development.	✓	
	• core operating costs (salaries, rent, utilities, etc.) for crisis intervention services.		✓
Home Alone Program	Intent of program determines eligibility: • if provided as a component of a youth program, and the focus is on encouraging teens and pre-teens to develop life skills and/or social responsibility, it is eligible.	✓	
	• 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. Alberta Health Services is responsible for the planning and delivery of numerous health supports and services including acute care; emergency services; home care; long-term care; public health; and rehabilitation services. 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 Alberta Health Services. 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."		✓

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* 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.

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Items	Advice/Comments	Eligible	Ineligible*
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.		✓
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.		✓
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 http://alberta.ca/home/government.cfm. 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 www.child.alberta.ca/home/821.cfm. It is also available through the FCSSAA.		✓
Lifeline/Apello/ Medical Alert	Intent of program determines eligibility: • focus is on providing supports that help sustain people as active participants in the community.	✓	

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* 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.

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Items	Advice/Comments	Eligible	Ineligible*
Lifeline/Apello/ Medical Alert (continued)	• focus is primarily safety, security and/or injury prevention (i.e., main intent does not avert social breakdown).		✓
Literacy for Life	See "Literacy Programs." Intent determines eligibility.		
Literacy Programs, including, but not limited to, the following: Books for Babies, Building Blocks, Family Literacy Tote Bag Program, Jump Start and Literacy for Life	Intent of program determines eligibility: • developing or promoting parent/child relationships and/or increasing parenting skills is eligible. • improving literacy skills is a responsibility of Education and is not eligible.	✓	✓
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 not part of an FCSS Program are ineligible. Refer to Section 5(e) of the FCSS Regulation.	✓	✓
Meals on Wheels	Includes eligible and ineligible components: • support components including volunteer training, public awareness and/or purchase of containers. • core operating costs (salaries, rent, utilities, purchase of food, etc.).	✓	✓
Mediation Services	Intent of program determines eligibility: • family conflict mediation services is eligible. • justice-based medication services, including neighbourhood conflict resolution is not eligible.	✓	✓
Neighbourhood Watch	See "Justice-based Programs."		✓
Nursery School Programs	See "Preschool Programs."		✓
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.		✓

* 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.

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Items	Advice/Comments	Eligible	Ineligible*
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS-funded activities.	✓	
Out-of-School Care	Children and Youth Services became directly involved in out-of-school care with the announcement of the *Creating Child Care Choices* 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 www.child.alberta.ca/home/1148.cfm or contact the local CFSA.		
	• Administration/operating costs for out-of-school care programs are eligible.	✓	
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 www.child.alberta.ca/home/902.cfm.		✓
	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.		

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* 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.

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Items	Advice/Comments	Eligible	Ineligible*
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program (continued)	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.		✓
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	Intent of program determines eligibility: • focus is on social development of preschool-aged children. • focus is on education preparation to begin school.	✓	✓
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.	✓	

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* 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*
Safe and Caring Schools	Core services are not eligible. Alberta Education is responsible for this initiative. The *Alberta School Act* was amended in June 1999 to include a section on safe and caring schools.		✓
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.		✓

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* 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.

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Items	Advice/Comments	Eligible	Ineligible*
Sexual Assault Centres	See "Emergency Shelters."		✓
Short-term Emergency Housing	See "Emergency Shelters."		✓
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 **money**, food, clothing or shelter, to sustain an individual or family."		✓
Suicide Prevention	Intent of program determines eligibility: • community development components (public information, awareness, education, referral services, volunteer training) that support the prevention of suicide are eligible.	✓	
	• 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	Intent of program determines eligibility: • social development of children is eligible.	✓	
	• 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.	✓	

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* 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)	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). 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 www.municipalaffairs.alberta.ca/wp_municipal_sustainability_initiative.cfm. 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	Intent of conference determines eligibility: • conferences designed to encourage youth to develop healthy lifestyles, leadership/life skills and/or social responsibility are eligible. • youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused are not eligible. • youth camps that are primarily recreational, nature and/or wilderness survival are not eligible.	✓	✓

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* 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.

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Items	Advice/Comments	Eligible	Ineligible*
Youth Emergency Shelters	See "Emergency Shelters."		✓
Youth Justice Committees	See "Justice-based Programs."		✓

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* 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.

For 37 years, the Government of Alberta has celebrated the first week of June to honour and recognize seniors for their many contributions to Alberta. This year, Seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, you are encouraged to submit an Expression of Interest by **February 28, 2023,** to help officially kick-off the celebrations. The community with the selected expression of interest will receive a $5,000 grant to co-host the provincial launch event of Seniors' Week 2023.. Please visit https://www.alberta.ca/seniors-week.aspx for more information.

As well, all municipalities, First Nations communities and Metis Settlements are invited to officially declare Seniors' Week. Attached is a Community Declaration to show your support and to generate greater awareness of the importance of seniors in Alberta. If your community officially declares Seniors' Week, please send a notification to seniorsinformation@gov.ab.ca by **June 1, 2023,** so your participation can be acknowledged on https://www.alberta.ca/seniors-week.aspx.

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit https://www.alberta.ca/seniors-week.aspx or email at seniorsinformation@gov.ab.ca if you have any questions.

Best regards,
Seniors, Community and Social Services

Alberta

Classification: Protected A

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DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

_____

Community

_____

Official Title

Official Signature

_____

The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services

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Lac Ste. Anne

East End Bus

Society

2023 Notice of Annual Meeting

Tuesday, March 21st 2023 at 11:00 am

A notice convening the Annual Meeting of Lac Ste. Anne East End Bus Society to be held at 11:00 am at Lac Ste. Anne County East End Administration Office 2317 Township Road 545.

Please RSVP to Lorna Porter at eastendbus@gmail.com by Tuesday, March 14th if you will be attending.

Safety Codes Council

February 16, 2023

Edward LeBlanc
Chief Administrative Officer
Barrhead No. 11 / Barrhead/ Birch Cove
P.O. Box 4189
Barrhead, AB T7N 1A2

Dear Edward LeBlanc:

RE: 2022 Annual Internal Review
Barrhead No. 11 / Barrhead/ Birch Cove - Accreditation No: J000125

The Barrhead No. 11 / Barrhead/ Birch Cove 2022 Annual Internal Review (AIR) for the fire discipline has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,

PJBurrows

Peter Burrows
Administrator of Accreditation

JV

CC. All the members of the joint municipality as listed in the AIR

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2022

Annual Internal Review

Joint Municipal Accreditation

Barrhead No 11 / Barrhead / Birch Cove

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2022- Joint Municipal Accreditation

Accreditation Information

Accreditation ID: J000125
QMP Date: 2021-01-13
Joint Municipality Accreditation Name: Barrhead No 11 / Barrhead / Birch Cove

AIR Year: 2022
Accredited Disciplines: Fire
Application Disciplines: Fire

Name of Lead Municipality: Town of Barrhead

Lead Municipality Population Size: **Lead Municipal Type:** Town

Lead QMP Manager Name: Edward LeBlanc **Job Title:** CAO

Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
County of Barrhead No. 11	1995-12-16	Debbie Oyarzun	Chief Administrative Officer	6288	Municipal District	Member
Summer Village of Birch Cove	1995-12-16	Dennis Evans	CAO	45	Summer Village	Member
Town of Barrhead	1995-12-16	Edward LeBlanc	Chief Administrative Officer	4579	Town	Member

Operational Activity

Activity	Fire	Total
Permits Issued	0	0
Permits Closed		
Permits Open		
Orders Issued		
Orders Closed		
Orders Outstanding		
Variances Issued		

QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	Yes
b.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Fire Incident Reporting

a.	Number of fire incidents reported.	28
b.	Number of fire incidents resulting in injury or fatality.	0
c.	Number of fire investigations completed.	28

d.	Please verify the following	
i.	Fire incidents resulting in injury or fatality are reported to an SCO.	Yes
ii.	Investigation reports are sent to the Office of the Fire Commissioner.	Yes
iii.	Investigation reports are sent to the Office of the Fire Commissioner within 30 days.	Yes
iv.	The Office of the Fire Commissioner is notified immediately if a fire was of an incendiary origin, or resulted in the loss of life.	Yes

Fire Compliance Inspections

Complete the following as it relates to the technical service delivery standards in Schedule C of the municipality's QMP

Major Occupancy Classification	Inspection frequency in Approved QMP	Inspections completed to Frequency
Major Occupancy Classification	On a request or complaint	Yes
A1- Assembly	Once every 24 months	Yes
A2- Assembly	Once every 24 months	Yes
A3- Assembly	Once every 12 months	Yes
A4- Assembly	On a request or complaint	Yes
B1- Detention	On a request or complaint	Yes
B2- Treatment	Once every 12 months	Yes
B3 - Care	Once every 12 months	Yes
C - Residential, = 5 family	On a request or complaint	Yes
C - Residential, 5 to 12 family	On a request or complaint	Yes
C - Residential, 12 to 25 family	Once every 12 months	Yes
C - Residential, = 25 family	Once every 24 months	Yes
D - Business and personal services	On a request or complaint	Yes
E - Mercantile	On a request or complaint	Yes
F1 - High-hazard industrial	On a request or complaint	Yes
F2 - Medium-hazard industrial	Once every 24 months	Yes
F3 - Low-hazard industrial	On a request or complaint	Yes
Storage Tank Systems - New construction		No
Storage Tank Systems - Alterations or removal		No
Storage Tank Systems - Monitoring		No

Accredited Agency Contract Information

Agency Name	F	Mun. %	Ag. %	Other
SCO-Fire	Yes	99	1	

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	No
i.	The municipality is not in arrears in its remittance of the Council Levy.	
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a.	Overall satisfaction.	Yes			
b.	Delivery of permit services.		Yes		
c.	Delivery of inspection services.		Yes		
d.	Timeliness and responsiveness of service delivery.		Yes		
e.	Competency and knowledge of SCOs.	Yes			
f.	Actions taken to improve the delivery of safety codes services.		Yes		
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required.**

Annual Internal Review Findings

Use the results of the File Review **and any other information to answer the following questions**
1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

None

2. Any other general comments, concerns or issues the joint municipal accreditation would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

Municipal Acknowledgement and Signature

The Lead Municipality acknowledges that it has consulted and coordinated the preparation of the AIR. If further acknowledges that it is submitting the AIR on behalf of the other member municipalities in the joint municipal accreditation.

Lead Municipality: Town of Barrhead
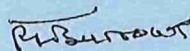
Signature: Gary Hove   **Date:** 2023-02-09

Job Title: Regional Fire Chief

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature: _PHBURROWS_   **Date: 2023-02-16**

Appointment of ARB Officials 2023

Gerryl Amorin <gerryl@amorinaccounting.com>
Tue 2023-01-31 6:05 PM
Hello All,

Please be advised that the annual requirement for all participating municipalities to appoint the ARB officials for
2023 is now due.
(As per MGA section 454)

-

All municipalities are required to appoint by resolutions the following as your ARB officials for 2023.

ARB Chairman -   Raymond Ralph

Certified ARB Clerk -   Gerryl Amorin

Certified Panelists -   Darlene Chartrand
                         Tina Groszko
                         Stewart Hennig
                         Richard Knowles
                         Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.
(I apologize if you have already received this information)

Gerryl Amorin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185

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From: Yellowstone Office
Sent: March 8, 2023 11:46 AM
To: cao@birchcove.ca
Cc: Don Bauer; Brian Brady; Darren Jones
Subject: July 22, 2023, Invitation to Yellowstone Event

Good morning,

Please see the attached Invite from Mayor Don Bauer to share with your Council.

Sincerely,

Kim Hanlan
Chief Administrative Officer - Summer Village of Yellowstone

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March 8th, 2023

Summer Village of Birch Cove
Box 8
Alberta Beach, AB
T0E 0A0

Re: Demonstration of Lake Health technology (E8 Innovations)

Dear Mayor and Council,

The health of Lac Ste. Anne Lake has been an increasing concern for Yellowstone residents and all that live nearby, with fish kills, foul smell, and toxic algae prohibiting lake access.

In response, The Summer Village of Yellowstone is working towards becoming an environmentally conscious community by establishing environmental policies and bylaws directed at responsible lake living through educating residents to move towards elimination/reduction of future pollution and offloading nutrients into the lake.

In addition, The Summer Village of Yellowstone has been investigating emergent technologies that may benefit and improve current lake health. Of these technologies, one of the most promising may be E8 Innovations (www.E8innovations.com) which uses a unique process to increase oxygen while decreasing algae. Some may have seen the E8 Innovation's booth at the 2022 Alberta Lake Management Society (ALMS) and Alberta Summer Villages Association (ASVA) conferences. In 2023, E8 Innovations plans to attend the RMA, ALMS, and ASVA conferences/tradeshows. However, we invite you in advance of these conferences to the demonstration in Yellowstone. To view how this unique application works see https://www.youtube.com/watch?v=Fxc0duggULw

Yellowstone Council invites you and your Council (plus one administration) to this demonstration on July 22nd, 2023, from 10:00 to 2:00 to share this learning opportunity for whom lake health is a critical matter affecting our communities. It is important to be present from the beginning of the presentation to the end so you can see how the application works; we will have hotdogs, coffee, and donuts.

I hope that you will be able to join us on this date. If you and your Council can attend, RSVP to Kim at office@svyellowstone.ca by May 30th, 2023. Invitations are only extended to government representatives, elected Councils, and lake health groups to control access and the demonstration site.

Sincerely,

Don Bauer
Mayor - Summer Village of Yellowstone

CC: Gerald Soroka, MP, Yellowhead
        Shane Getson, MLA, Lac Ste. Anne - Parkland
        Chief Tony Alexis – Alexis First Nations, Lac Ste. Anne County, Alberta Beach, Summer Villages: (Sunset Point, Val Quentin, West Cove, Castle Island, South View, Silver Sands, Sunrise Beach, Ross Haven, Sandy Beach), Alberta Environment, Lake Health groups: LILSA, ALMS, NSWA, SRWA.

Summer Village of Yellowstone Site 11, Com 123, RR2, Gunn, AB T0E 1A0
office@svyellowstone.ca   Phone: (587) 862-0500   Fax: (587) 400-2408

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PUBLIC NOTICE – WILD WATER COMMISSION

February 6th, 2023

On behalf of the Board of Directors of the West Inter Lake District (WILD) Regional Water Commission, I am pleased to report that that the Rich Valley Truck Fill is now commissioned and open for business.

The Rich Valley Truck Fill is a major component of the west branch of our Phase IV construction and provides commercial and private access to potable water in the region. The Rich Valley Truck Fill is located at the corner of Township Road 564 and Range Road 31. This new service will add coverage to the Rich Valley area, as well as additional market options for the Lac La Nonne and Lake Nakamun service areas.

The Rich Valley Truck Fill is one of seven truck fills operating in the greater Lac Ste. Anne and Parkland regions. If you are interested in accessing this system, please sign-up for an account today by following the online application (www.water-fill.com) or by calling Flowpoint Account Management at 1 (844) 509-2837. Additional details on the truck fill network and the application process can be found on our website at: www.wildrwsc.com.

As we celebrate the completion of this phase of our project, the Commission once again thanks our many municipal and First Nation partners, the Province of Alberta, and our community stakeholders for their support of this critical investment in our region.

WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION
Box 8 Alberta Beach, AB.   T0E 0A0
Ph: 780-967-0271   Fax: 780-967-0431
Email: wildwatercommission@gmail.com

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Fwd: SVREMP ADVISORY COMMITTEE MEETING MINUTES - JANUARY 24, 2023

Marlene Walsh <marlenehwalsh@gmail.com>
Fri 1/27/2023 10:41 AM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>;Dwight M
<ddm@kronprinzconsulting.ca>;Tony Sonnleitner <pcm1@telusplanet.net>;Sandy Beach
<svsandyb@xplornet.ca>;Yellowstone Office <office@svyellowstone.ca>;Matt Ferris
<office@sunsetpoint.ca>;Janice Christiansen <jan.al.christiansen@gmail.com>;Gwen Jones
<gwen.jones@sunsetpoint.ca>;Ren Giesbrecht <renjgiesbrecht@gmail.com>
Good Morning

At the SVREMP Advisory Committee Meeting held on January 24, 2023, there was a discussion regarding a
Joint Meeting with all SVREMP Partners, including Agency, Advisory and Council members.

The following motion was made - and you are welcome to share it at your upcoming Council Meetings:

**Following discussion, Liz Turnbull made the motion for an April 2023 Joint Meeting for SVREMP
Agency, Advisory, and Council members to proceed, and then consider a larger
meeting in the fall. CARRIED UNANIMOUSLY**

The April Joint Meeting Agenda may include Table Top training and Mock Exercise

Gwen Jones recommended Meeting details be shared with CAO's to bring forward at their respective Council
Meetings.

This is just a "heads up", and the specific meeting details, including date, time, location, and Agenda Items will be
provided once they have been confirmed.

Marlene

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2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Village of Morrin	$35,549	$34,032	-4%	$3,856	$3,901	1%	$39,405	$37,934	-4%
Village of Munson	$44,078	$44,158	0%	$5,056	$4,871	-4%	$49,134	$49,029	0%
Village of Myrnam	$38,841	$37,112	-4%	$5,217	$5,079	-3%	$44,057	$42,191	-4%
Village of Nampa	$62,777	$60,803	-3%	$70,735	$68,113	-4%	$133,511	$128,916	-3%
Village of Paradise Valley	$21,154	$20,531	-3%	$5,061	$4,906	-3%	$26,215	$25,437	-3%
Village of Rockyford	$63,229	$62,185	-2%	$22,886	$23,008	1%	$86,115	$85,193	-1%
Village of Rosalind	$29,609	$30,101	2%	$9,844	$8,983	-9%	$39,453	$39,085	-1%
Village of Rosemary	$69,233	$67,990	-2%	$8,229	$8,093	-2%	$77,463	$76,083	-2%
Village of Rycroft	$93,736	$90,563	-3%	$93,629	$92,181	-2%	$187,365	$182,744	-2%
Village of Ryley	$64,771	$63,793	-2%	$42,702	$42,379	-1%	$107,473	$106,173	-1%
Village of Spring Lake	$323,259	$347,801	8%	$10,613	$11,290	6%	$333,871	$359,091	8%
Village of Standard	$77,333	$72,653	-6%	$56,519	$51,829	-8%	$133,851	$124,482	-7%
Village of Stirling	$261,559	$256,691	-2%	$9,605	$11,494	20%	$271,165	$268,185	-1%
Village of Veteran	$23,395	$23,192	-1%	$9,100	$9,070	0%	$32,495	$32,261	-1%
Village of Vilna	$27,970	$27,753	-1%	$7,947	$7,296	-8%	$35,917	$35,049	-2%
Village of Warburg	$128,228	$122,725	-4%	$35,643	$35,596	0%	$163,872	$158,321	-3%
Village of Warner	$58,945	$58,862	0%	$15,832	$15,810	0%	$74,777	$74,671	0%
Village of Waskatenau	$40,257	$38,462	-4%	$6,794	$6,453	-5%	$47,051	$44,915	-5%
Village of Youngstown	$22,608	$22,084	-2%	$6,768	$7,082	5%	$29,376	$29,165	-1%
Summer Village									
Summer Village of Argentia Beach	$211,812	$207,923	-2%	$1,140	$1,123	-1%	$212,952	$209,046	-2%
Summer Village of Betula Beach	$61,459	$61,013	-1%	$202	$197	-3%	$61,661	$61,210	-1%
Summer Village of Birch Cove	$34,894	$36,363	4%	$192	$187	-3%	$35,086	$36,550	4%
Summer Village of Birchcliff	$459,049	$466,572	2%	$7,082	$7,049	0%	$466,131	$473,621	2%
Summer Village of Bondiss	$161,898	$168,167	4%	$2,710	$2,693	-1%	$164,608	$170,860	4%
Summer Village of Bonnyville Beach	$68,899	$65,826	-4%	$649	$636	-2%	$69,547	$66,463	-4%
Summer Village of Burnstick Lake	$54,461	$53,213	-2%	$125	$122	-2%	$54,587	$53,335	-2%
Summer Village of Castle Island	$33,567	$35,386	5%	$59	$58	-2%	$33,626	$35,444	5%
Summer Village of Crystal Springs	$208,076	$221,198	6%	$1,186	$1,156	-2%	$209,262	$222,354	6%
Summer Village of Ghost Lake	$120,527	$123,412	2%	$249	$244	-2%	$120,777	$123,655	2%
Summer Village of Golden Days	$311,689	$342,293	10%	$3,037	$2,979	-2%	$314,726	$345,271	10%
Summer Village of Grandview	$218,796	$258,067	18%	$1,048	$1,028	-2%	$219,844	$259,095	18%
Summer Village of Gull Lake	$249,454	$250,392	0%	$4,428	$4,384	-1%	$253,882	$254,776	0%
Summer Village of Half Moon Bay	$112,582	$106,841	-5%	$150	$147	-2%	$112,732	$106,988	-5%
Summer Village of Horseshoe Bay	$43,545	$39,794	-9%	$667	$667	0%	$44,212	$40,460	-8%
Summer Village of Island Lake	$290,343	$295,487	2%	$2,485	$2,466	-1%	$292,828	$297,953	2%
Summer Village of Island Lake South	$66,708	$72,031	8%	$404	$396	-2%	$67,112	$72,427	8%
Summer Village of Itaska Beach	$97,823	$109,828	12%	$568	$552	-3%	$98,392	$110,380	12%
Summer Village of Jarvis Bay	$452,547	$452,831	0%	$1,361	$1,331	-2%	$453,908	$454,161	0%
Summer Village of Kapasiwin	$79,097	$77,548	-2%	$311	$307	-1%	$79,408	$77,855	-2%
Summer Village of Lakeview	$45,696	$43,845	-4%	$245	$249	2%	$45,941	$44,094	-4%
Summer Village of Larkspur	$81,404	$78,940	-3%	$215	$213	-1%	$81,619	$79,153	-3%
Summer Village of Ma-Me-O Beach	$259,982	$263,469	1%	$7,534	$7,493	-1%	$267,516	$270,961	1%

Requisitions are actuals, subject to revision

Classification: Public

Requisition Amounts Based on Jan 26, 2023 Assessment Data

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Summer Village of Mewatha Beach	$148,589	$146,696	-1%	$831	$855	3%	$149,420	$147,551	-1%
Summer Village of Nakamun Park	$86,544	$92,315	7%	$541	$526	-3%	$87,085	$92,841	7%
Summer Village of Norglenwold	$543,582	$569,217	5%	$2,047	$2,021	-1%	$545,630	$571,238	5%
Summer Village of Norris Beach	$87,877	$94,726	8%	$653	$649	-1%	$88,531	$95,375	8%
Summer Village of Parkland Beach	$197,279	$193,165	-2%	$9,100	$9,225	1%	$206,379	$202,389	-2%
Summer Village of Pelican Narrows	$148,632	$151,805	2%	$1,136	$1,113	-2%	$149,768	$152,918	2%
Summer Village of Point Alison	$60,725	$63,262	4%	$275	$266	-3%	$61,000	$63,528	4%
Summer Village of Poplar Bay	$231,416	$246,847	7%	$1,460	$1,420	-3%	$232,876	$248,266	7%
Summer Village of Rochon Sands	$161,168	$156,066	-3%	$1,574	$1,536	-2%	$162,742	$157,602	-3%
Summer Village of Ross Haven	$157,865	$155,676	-1%	$813	$793	-2%	$158,678	$156,469	-1%
Summer Village of Sandy Beach	$114,472	$119,453	4%	$2,208	$2,112	-4%	$116,680	$121,565	4%
Summer Village of Seba Beach	$477,518	$455,495	-5%	$14,737	$14,223	-3%	$492,255	$469,718	-5%
Summer Village of Silver Beach	$213,370	$235,535	10%	$749	$723	-4%	$214,120	$236,257	10%
Summer Village of Silver Sands	$139,605	$144,599	4%	$3,950	$3,898	-1%	$143,555	$148,497	3%
Summer Village of South Baptiste	$50,600	$50,705	0%	$2,704	$2,823	4%	$53,304	$53,528	0%
Summer Village of South View	$49,675	$50,387	1%	$477	$466	-2%	$50,152	$50,853	1%
Summer Village of Sunbreaker Cove	$363,366	$357,659	-2%	$586	$571	-2%	$363,952	$358,230	-2%
Summer Village of Sundance Beach	$146,055	$153,005	5%	$297	$295	-1%	$146,352	$153,300	5%
Summer Village of Sunrise Beach	$69,763	$73,345	5%	$500	$499	0%	$70,263	$73,843	5%
Summer Village of Sunset Beach	$89,211	$88,307	-1%	$560	$547	-2%	$89,771	$88,855	-1%
Summer Village of Sunset Point	$178,437	$196,126	10%	$670	$662	-1%	$179,106	$196,788	10%
Summer Village of Val Quentin	$117,650	$114,209	-3%	$851	$838	-2%	$118,502	$115,047	-3%
Summer Village of Waiparous	$87,562	$91,622	5%	$162	$160	-1%	$87,725	$91,782	5%
Summer Village of West Baptiste	$96,596	$98,589	2%	$486	$475	-2%	$97,082	$99,065	2%
Summer Village of West Cove	$148,143	$144,650	-2%	$748	$728	-3%	$148,891	$145,378	-2%
Summer Village of Whispering Hills	$121,739	$126,493	4%	$1,046	$1,033	-1%	$122,786	$127,526	4%
Summer Village of White Sands	$297,887	$293,946	-1%	$1,824	$2,151	18%	$299,711	$296,097	-1%
Summer Village of Yellowstone	$90,483	$95,352	5%	$600	$584	-3%	$91,083	$95,936	5%
Improvement District									
Improvement District No. 04 (Waterton)	$410,378	$444,591	8%	$242,641	$233,312	-4%	$653,019	$677,903	4%
Improvement District No. 09 (Banff)	$319,681	$279,775	-12%	$2,673,345	$2,157,390	-19%	$2,993,026	$2,437,166	-19%
Improvement District No. 12 (Jasper National Park)	$14,956	$14,940	0%	$198,501	$199,178	0%	$213,457	$214,118	0%
Improvement District No. 13 (Elk Island)	$990	$943	-5%	$23,910	$23,343	-2%	$24,900	$24,286	-2%
Improvement District No. 24 (Wood Buffalo)	$6,534	$6,290	-4%	$3,918	$3,832	-2%	$10,452	$10,122	-3%
Kananaskis Improvement District	$167,207	$161,029	-4%	$423,830	$398,650	-6%	$591,037	$559,678	-5%
Special Area									
Special Areas Board	$1,633,021	$1,600,593	-2%	$9,687,466	$8,948,803	-8%	$11,320,487	$10,549,396	-7%
Townsite									
Townsite of Redwood Meadows Administration Society	$457,165	$480,553	5%	$0	$0	0%	$457,165	$480,553	5%

Requisitions are actuals, subject to revision

Classification: Public

Requisition Amounts Based on Jan 26, 2023 Assessment Data

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