

TOWN OF BLACKFALDS
BLACKFALDS & DISTRICT FAMILY & COMMUNITY SUPPORT SERVICES BOARD
Tayles Room, Lower Level, Civic Cultural Center – 5018 Waghorn Street
Thursday, December 14, 2023, at 7:00 p.m.

AGENDA

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome & Introductions
 - 1.2 Call to Order
 - 1.3 Approval of Agenda
-

2. **LAND ACKNOWLEDGEMENT**

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

- 3.1 Moorhouse & Associates, Social Needs Assessment Follow Up
-

4. **BUSINESS**

- 4.1 Approval of Minutes from November 9, 2023
 - 4.2 FCSS Orientation
 - 4.3 2024 Approved Budget
 - 4.4 FCSS Managers Update
-

5. **CONFIDENTIAL**

None

6. **ADJOURNMENT**

- 6.1 Next meeting scheduled for January 11th, 2024, at 7pm

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3.1 PRESENTATION

MEMO TO: FCSS BOARD

**FROM: SUE BORNN
FCSS MANAGER**

ISSUE: SOCIAL NEEDS ASSESSMENT FOLLOW UP

The consulting team will be joining the board to discuss the working sessions and telephone interviews that have been hosted since we last met.

Working session groups included:

- Staff & childcare
- Board & Council
- School Representation, Principals & Family School Counsellors

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board

Civic Cultural Center – 5018 Waghorn Street

Thursday, November 9th, 2023 at 7:00 p.m.

MINUTES

MEMBERS PRESENT

Jim Sands	Town of Blackfalds Councillor
Brenda Dennis	Town of Blackfalds Councillor
Dena Thomas	Public at Large, Board Chairperson
Melissa MacLeod	Public at Large
Glenda Brown	Public at Large
Jessalyn Parsons	Public at Large
Auralei Agrey	Public at Large
Annette Bugutsky	Public at Large via Teams
Cliff Soper	County of Lacombe Resident

ATTENDING

Rick Kreklewich	Town of Blackfalds Director of Community Services
Sue Bornn	Town of Blackfalds FCSS Manager
Sue Penner	Town of Blackfalds FCSS Admin Assistant

OTHERS ATTENDING

Tim Moorhouse	
Moorhouse & Associates	Via Teams

REGRETS

Sheila Giffin	Public at Large
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WELCOME AND CALL TO ORDER

Dena Thomas welcomed all attending and called the Blackfalds & District Family & Community Support Services Board Meeting to order at 7:10 pm.

Member Brown moved That the Blackfalds & District Family & Community Support Services Board approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

Tim Moorhouse of Moorhouse & Associates provided a presentation to the Blackfalds & District Family & Community Support Services Board on the 2022 Social Needs Assessment Follow Up plan.

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MINUTES

Engagement sessions will be set up for the end of November. Member Thomas asked that invitations and responses be tracked, and Tim Moorhouse assured her that this would be done.

The information from these sessions will be updated based on this feedback.

BUSINESS

Appointment of Chair and Vice-Chair

The Blackfalds & District Family & Community Support Services Board by acclamation, appointed Member Thomas as Chair and Member Giffin as Vice-Chair.

Minutes

Approval of Minutes from October 4, 2023

Member Brown moved That the Blackfalds & District Family & Community Support Services Board recommends that Council adopt the minutes from October 4th, 2023.

CARRIED UNANIMOUSLY

2024 Draft Budget

Manager Bornn advised that the FCSS Budget was approved with revenues of \$24,291 and expenditures of \$498,271 making the budgeted Municipal contribution to the FCSS program \$233,980.

The current 3-year funding agreement with the province saw an increase of 4.5% in July with a total increase of \$10,275 annually in 2023, 2024, and 2025.

Member McLeod moved That the Blackfalds & District Family & Community Support Services Board recommends that Council accepts the FCSS draft 2024 budget as presented.

CARRIED UNANIMOUSLY

Lacombe FCSS Home Support Update

Lacombe FCSS notified there will be a rate change for the Home Support Program for the 3 to 5 Blackfalds residents they support. Effective December 1st, 2023, they will be implementing a revised rate of \$0.61 per kilometer monthly up from \$0.54.

FCSS Managers Report

- October 28th Monster Bash had 14 volunteers for 64 volunteer hours.

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MINUTES

- The Winter Wear Program provided 161 children and youth with new winter coats.
- FCSS will receive 50% of Smile Cookie profits from the campaign that ran November 13th – 19th.
- FCSS Facebook Page has 595 followers as of the end of October with 31 posts in the month of October.
- Blackfalds Youth Crew has seen a big increase in attendance for both nights.
- In partnership with the CRA Outreach team FCSS hosted a Be Scam Smart session and we are working to plan future opportunities for more workshops in the community.
- Youth Action Coalition hosted HUB training.

Chair Thomas adjourned the Blackfalds & District Family & Community Support Services Board meeting at 8:21 p.m.

Dena Thomas, Chair

Sue Penner, Admin Staff

FCSS 101

FCSSAA Conference

November 2023

Judy Smith, Director, Community Resources, FCSS Edmonton

Courtney Rippin Kaufman, Director, Community Preventive Initiatives



Agenda

- What is FCSS?
 - Program History and Mandate
 - FCSS Accountability Framework
 - Prevention Priorities and Strategies
- How FCSS Works
 - Governance Structure
 - Role of the FCSSAA
- Program Administration
- Outcomes Model
 - Program Objective and Key Performance Measures
- Eligible Programs and Services

What is FCSS?

Program History and Mandate

FCSS History and Mandate

- Program started in 1966
- 80/20 Partnership
- Voluntary Participation
- FCSS Act and Regulation
 - Mandate and Requirements
 - Responsibilities and funding parameters
- Emphasis on Prevention
- Focus on Volunteerism

In 2021, FCSS programs across Alberta:

54,675
Volunteers

1,494,775
Hours

\$22.4
million* in
labour costs

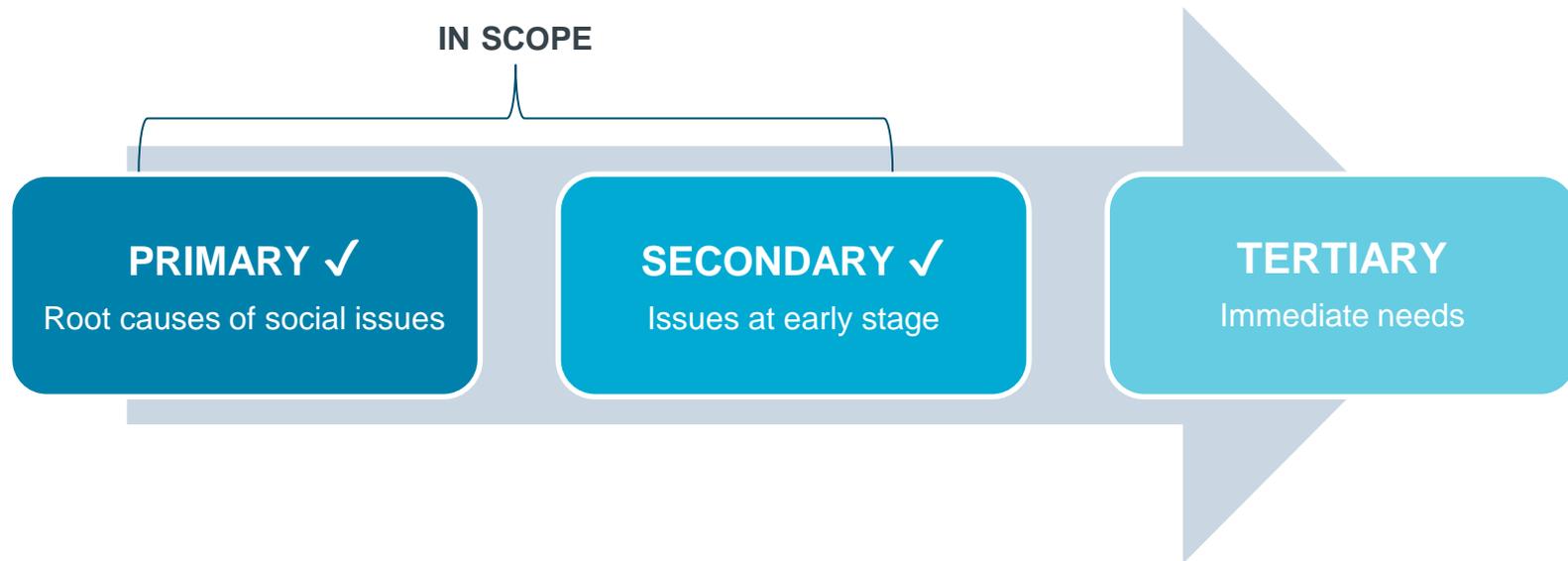
FCSS Accountability Framework

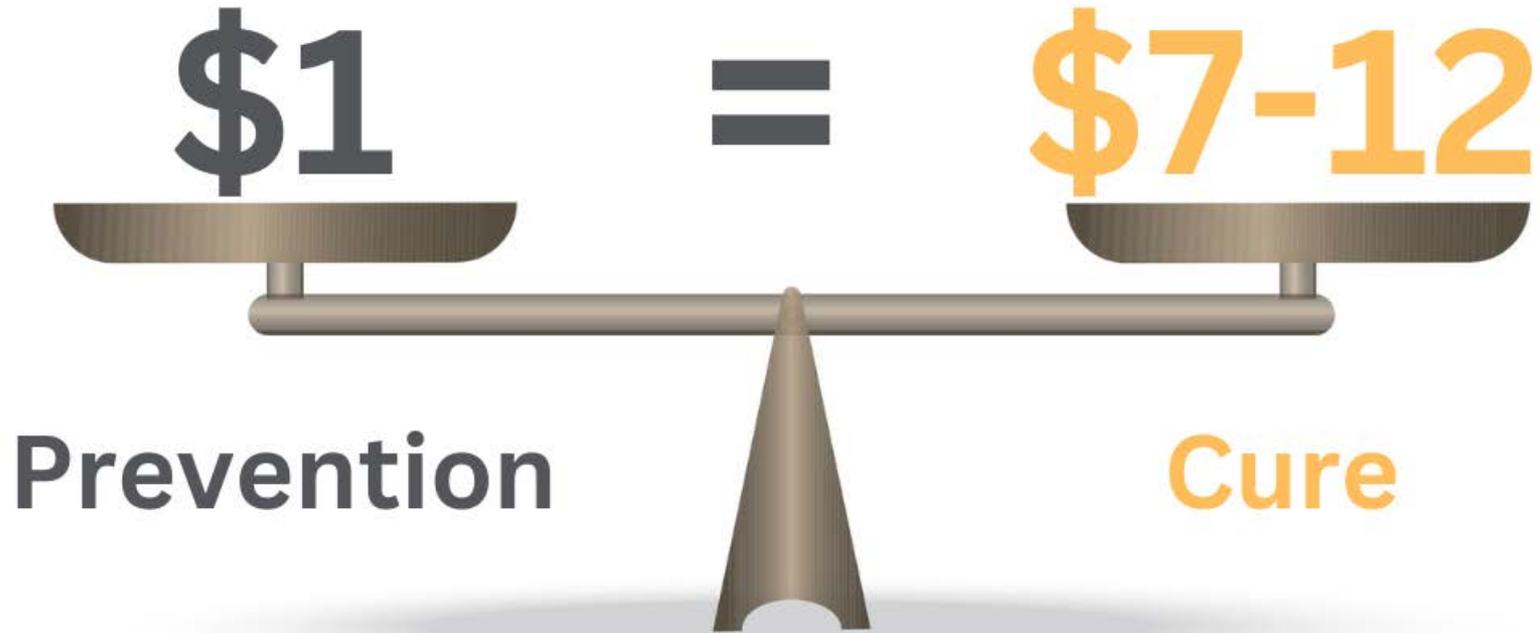
FCSS Accountability Framework

- Common definition of prevention
- Provincial prevention priorities and strategies
- Clear governance structure
- Streamlined outcomes model and Key Performance Measures

Prevention is 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.

Prevention





Provincial Prevention Priorities



Provincial Prevention Strategies

Promote and encourage active engagement in the community

Foster a sense of belonging

Promote social inclusion

Develop and maintain healthy relationships

Enhance access to social supports

Develop and strengthen skills that build resilience

Governance Structure

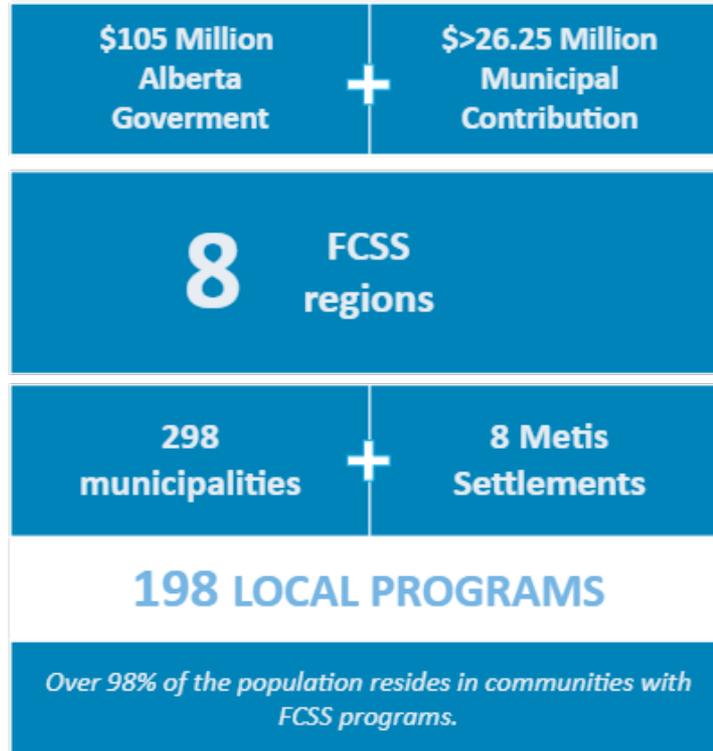
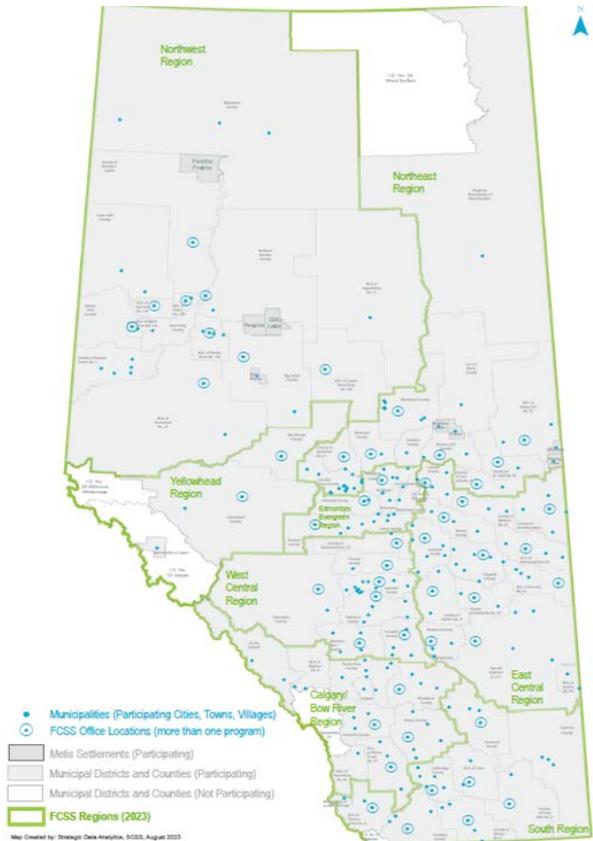
FCSS Steering Committee

- Formally connects and fosters a positive working relationship between the GoA and external FCSS stakeholders.
- Provides strategic oversight on matters including:
- Implementation of the framework
- Provincial level trends and emerging needs
- Opportunities for continuous improvement

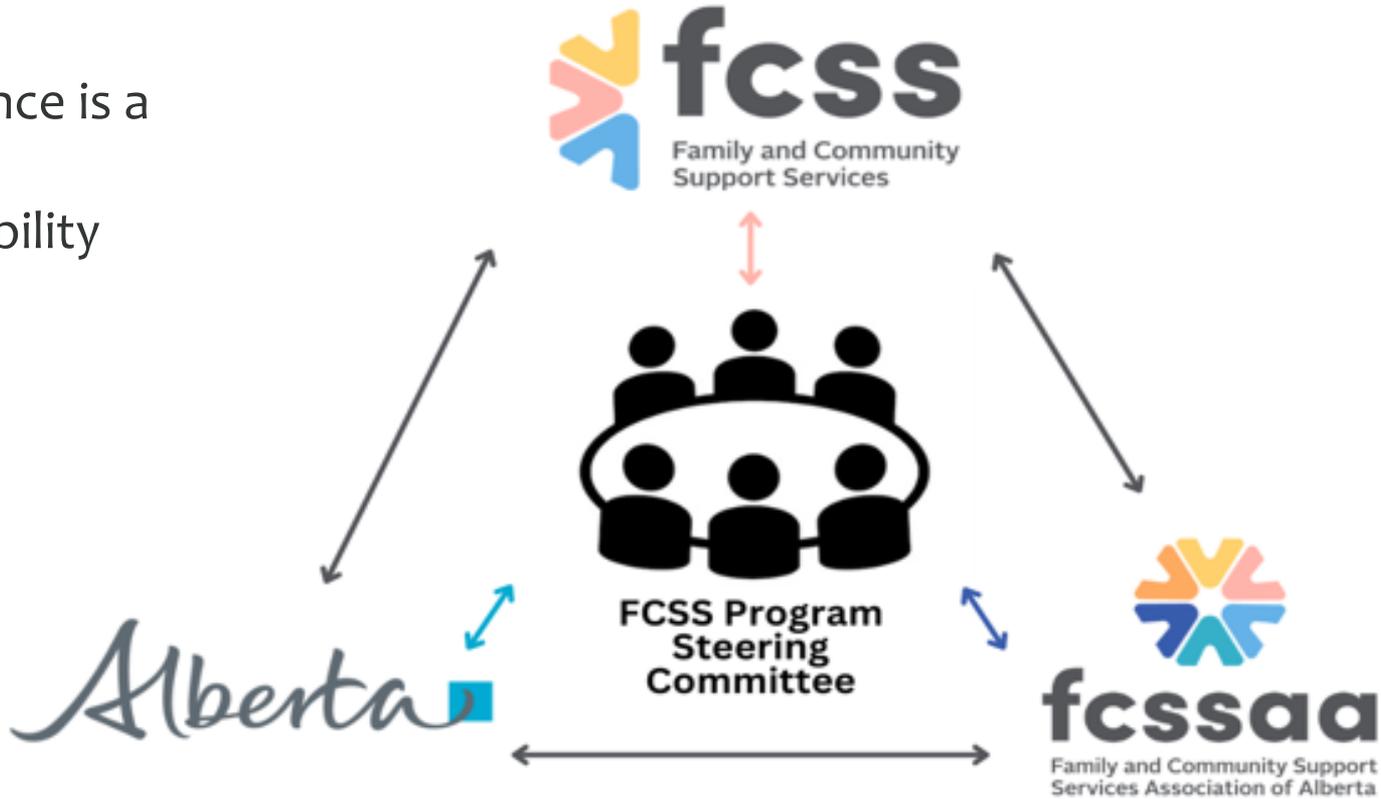
The FCSSAA



Working Together



Program
governance is a
shared
responsibility



FCSS Association of Alberta

- Representatives from FCSS regions and the Director's Network Committee make up the board
- Strong voice on behalf of FCSS programs, advocating to government and non-government organizations on issues that impact FCSS
- Works closely with the ministry; solid relationship with other ministries and non-government organizations related to FCSS
- Annual conference and regular learning opportunities
- Regional meetings occur in the spring

FCSS Administration

Program Structure and Municipal Responsibilities

Structure

- Single Program
- Multi Municipality
- Grant Transfers

Administration

- FCSS Department
- Community Services Department
- Direct Municipal Management
- Society/Non-Profit

Direct Delivery

- services are provided by FCSS program staff or service providers under contract

External Grants

- FCSS funds granted to local organizations and groups to deliver services or projects - “FCSS funded agencies”
- can be ongoing grants or one-time projects
- must meet FCSS eligibility guidelines

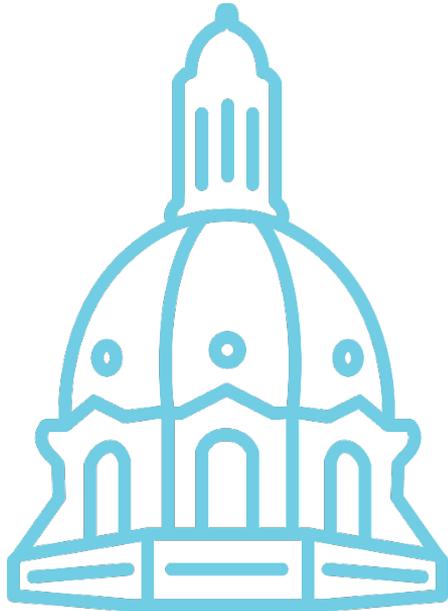
Municipal Roles & Responsibilities

- Responsibilities:
 - Develop stronger communities
 - Promote public participation
 - Facilitate and promote volunteerism
 - Use resources efficiently
 - Coordinate and cooperate with allied service agencies
- Roles:
 - Municipal Council
 - Advisory Board/Committee
 - FCSS Program Director

Program Management

- Community needs assessment
- Plan programs and services
- Outcomes monitoring
- Program evaluation
- Annual reporting
- Promote the program and share success stories

Provincial Roles & Responsibilities



- Coordinate program governance
- Establish provincial prevention priorities and strategies
- Ensure accountability
- Complete program reviews
- Interpret legislation
- Develop policies
- Provincial level reporting

FCSS Outcomes Model

Program Objectives & Key Performance
Measures

Program Objectives and Outcomes

- FCSS programming:
 - Increases the protective factors of individuals, families and communities related to provincial prevention priorities.
 - Strategically connects Albertans to address provincial prevention priorities.
 - Reflects community demographics and needs.
 - Is accessible, appropriate and designed to serve Albertans across their lifespan.
 - Fosters connectivity in participating communities

Key Performance Measures

- Program Outcomes (streamlined list of provincial outcome measures)
- Local FCSS Programs that completed a needs assessment
- Number of program participants
- Number of referrals made
- Percentage of participants satisfied with FCSS programs and services
- Percentage of participants reporting FCSS programs and services were easy to access
- Number of partnerships
- Number of volunteers and volunteer hours

Eligible Programs and Services

Program Requirements and Eligibility

- Must be preventive, enhance the well-being of individuals and families, and contribute to one or more of the following:
 - Help people develop independence, strengthen coping skills, and become more resilient to crisis;
 - Help people develop an awareness of social needs;
 - Help people develop interpersonal and group skills that enhance relationships;
 - Help people and communities assume responsibility for decisions and actions that affect them; and
 - Support people to be active participants in their community

What are we looking for:

- Projects that assist communities to identify their social needs and develop responses to meet those needs;
- Programs that promote, encourage and support volunteer work in the community;
- Services that inform the public of available services;
- Programs that support skill development so people can function more effectively within their environment;
- Programs to support seniors to remain in their homes; and
- Programs promote the social development of children and their families.

How to determine Eligible Programs

Identify
social
needs and
develop
responses



IMPROVED SOCIAL WELLBEING OF COMMUNITY

- The community is connected & engaged
- Community social issues are identified and addressed

What programs or projects can help to achieve these:

- public information awareness and education
- coordinating responses and engagement to community issues
- developing comprehensive social community plans and initiatives; and
- research: community needs assessments, strategic planning,

What tells us that we are achieving the outcomes:

- social engagement
- awareness and understanding of social issues
- Partnership work to address social issues
- Positive attitude towards others and the community

How to determine Eligible Programs

Programs
that support
skill
development



IMPROVED SOCIAL WELLBEING OF INDIVIDUALS

- Individuals experience personal wellbeing
- Individuals are connected with others
- Children and youth develop positively

What programs or projects can help to achieve these:

- programs that develop life skills and/or social responsibility
- programs that help to develop independence, strengthen coping skills, build relationship and support networks
- programs that bring people together to learn or work together

What tells us that we are
achieving the outcomes:

- increased resilience, personal engagement, optimism, self esteem
- trust and a sense of belonging
- development that is age appropriate
- increase skills and confidence

Ineligible Services

- Services must not:
 - Be primarily recreational or leisure time pursuits
 - Be primarily rehabilitative in nature
 - Duplicate services provided by a government or government agency
 - Offer direct assistance*
- Prohibited costs:
 - Capital expenses (land, buildings, building renovations, vehicles)
 - Those not directly related to FCSS programs/services
 - Municipal taxes or levies
 - Payments to board members other than expense reimbursement

Questions



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AGENDA

4.3 BUSINESS

MEMO TO: FCSS BOARD

**FROM: SUE BORNN
FCSS MANAGER**

ISSUE: 2024 APPROVED BUDGET

BACKGROUND:

At the November 28, 2023 regular meeting of Council the budget was approved.

DISCUSSION:

Council made one amendment to the budget that was provided to the FCSS board. \$10,000 has been moved from the Grants to Organizations budget line to an Administrative budget line for Grants to Organizations.

As the municipality supports FCSS beyond the required 80/20 partnership moving this allocation does not impact the funding agreement in place.

ATTACHMENTS:

*2024 FCSS Budget
Funding Agreement*



FCSS Family & Community Support Services

Cost Centre 51-00

- Operating Cost Center Overview Page 1
- Historical Budget Comparison Page 2
- 2024 Operating Budget changes from prior year Page 3
- 2024 Budget Details Page 4
- Three Year forecast Page 7



2024 OPERATING BUDGET - Cost Center - 51-00 FCSS**DESCRIPTION:**

Family and Community Support Services is a partnership agreement between the province and the municipality under which locally-driven preventative initiatives can be developed to enhance the social well being of individuals, families and the community. Programs are delivered directly by municipal staff and indirectly through grant funding and partnerships with eligible agencies and organizations in the community.

Actuals are as at time of printing.

SERVICES PROVIDED:

As determined through Social Needs Assessments and Master Plans Blackfalds FCSS provides preventative social program with a focus on identified areas including all members of the community and all vulnerable populations. FCSS builds strength in the community through information and referrals as well as relationship building with partners that meet gaps in service for those in need.

PROPOSED CHANGES:**Revenues:**

The overall revenues for 51-00 FCSS has a proposed increase of 5.51% or \$14,575.00

Increase in program revenue (300) based on 2022 actuals.

Increase in GOA funding 4.5% (10,275).

Expenses:

The overall expenses for 51-00 FCSS has a proposed increase of 10.04% or \$50,038.00

Increase in Salaries, Wages, and Employer Contributions due to regular step increases, 2% COLA, and increased benefit costs.

Increase in Seniors Home Support (1,000) based on 2022 actuals.

Actual expenses in excess of budget are funded from additional grant funding received to cover the overages.

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

Historic Budget Comparison by Budget Year:

Division: 50 Social Services Department: 51-00 FCSS Family & Com Support Services

Costing Center: 51-00 FCSS

GL Account	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget
Revenues							
Drawn From Operating Reserve	250	250	250	0	250	0	250
FCSS - Other Revenue (Benevolent Fund)	0	0	0	1,700	0	10,403	12,000
FCSS - Other Revenue (In - Kind)	0	0	0	0	0	276	0
FCSS - Other Revenue (Leisure Access Pass)	0	19,023	0	1,180	0	6,697	6,000
FCSS - Other Revenue (Tools for Schools)	0	1,148	0	5,799	0	6,496	2,500
FCSS - Other Revenue (Xmas Bureau)	0	11,204	0	2,650	0	0	0
Gifts & Contributions	46,000	7,020	33,000	25,869	29,000	24,129	12,500
Lacombe County Cost Share Agreement	5,000	3,000	3,150	3,000	5,000	4,000	5,000
Other Revenue	10,000	6,705	7,000	10,190	500	1,290	500
Program Registration Fees	1,200	1,775	1,200	1,660	1,200	2,900	1,500
Prov Conditional Operating Grant	228,341	266,394	228,341	171,255	228,341	236,048	238,616
Transfer from Operating Reserve	0	0	50,000	97,713	0	0	0
	290,791	316,518	322,941	321,015	264,291	292,237	278,866
Expenses							
Advertising & Promotion	2,100	0	2,100	0	2,100	536	1,000
Auditor	0	0	2,000	8,319	0	0	0
Cell Phone	840	0	840	840	840	770	840
Contracted General Services	11,950	4,656	61,950	44,770	11,950	14,931	11,950
Electricity	4,000	4,354	4,000	3,879	0	0	0
Employer Contributions	78,815	68,260	75,293	58,747	81,186	59,496	93,266
Gas	2,200	1,996	2,200	2,450	0	0	0
General Goods & Supplies	3,500	2,246	2,932	3,697	3,500	4,895	3,500
General Goods & Supplies - Secondary	500	48	500	0	0	0	0
Goods/Supplies (Benevolent Fund)	12,000	0	12,000	3,666	12,000	15,731	12,000
Goods/Supplies (Leisure Access Pass)	6,000	0	6,000	0	6,000	0	6,000
Goods/Supplies (Tools for Schools)	2,500	372	2,500	6,575	2,500	6,857	2,500
Goods/Supplies (Xmas Bureau)	10,000	24,292	0	19,282	0	0	0
Grants to Organizations	23,500	23,500	23,500	23,500	23,500	31,207	23,775
Hourly Wages	216,830	212,350	213,442	200,559	180,753	172,495	209,033
Insurance	3,480	3,768	3,791	4,258	657	611	670
Memberships	1,550	800	1,550	1,040	1,550	1,560	1,790
Overtime	3,500	2,974	3,500	8,408	3,500	7,641	3,500
Postage	2,000	1,481	2,000	2,000	2,000	1,200	2,000
Printing	1,000	0	1,000	0	6,000	1,867	5,000
Program Expenses	45,800	36,057	29,300	46,905	39,300	27,615	44,300
Salaries	102,794	105,238	105,014	109,163	108,108	89,083	113,331
Shift Differential	200	231	200	247	200	184	200
Special Projects (One Time Grants to Org)	0	250	0	0	0	250	250
Telephone	1,000	970	1,000	3,094	1,800	1,879	2,100
Travel/Subsistence	3,000	3,623	4,968	5,905	6,000	3,450	6,000
Water Sewer Garbage	900	921	900	1,045	0	0	0
WCB	4,860	4,466	4,807	4,672	4,827	3,716	5,304
	544,819	502,852	567,287	563,023	498,271	445,974	548,309
Net Total	(254,028)	(186,334)	(244,346)	(242,008)	(233,980)	(153,736)	(269,443)

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

Changes to Cost Center:

GL Account	Changes	Percent Change	2023 Amount	2024 Amount
Revenues				
1-491-Program Registration Fees	Increased	25.00%	1,200	1,500
1-590-Other Revenue	Unchanged	0.00%	500	500
1-591-Gifts & Contributions	Decreased	56.90%	29,000	12,500
1-593-FCSS - Other Revenue (Tools for Schools)	New this year		0	2,500
1-594-FCSS - Other Revenue (Benevolent Fund)	New this year		0	12,000
1-597-FCSS - Other Revenue (Leisure Access Pass)	New this year		0	6,000
1-840-Prov Conditional Operating Grant	Increased	4.50%	228,341	238,616
1-851-Lacombe County Cost Share Agreement	Unchanged	0.00%	5,000	5,000
1-920-Drawn From Operating Reserve	Unchanged	0.00%	250	250
Total Revenues:			264,291	278,866
Expenses				
2-110-Salaries	Increased	4.83%	108,108	113,331
2-111-Overtime	Unchanged	0.00%	3,500	3,500
2-113-Shift Differential	Unchanged	0.00%	200	200
2-116-Hourly Wages	Increased	15.65%	180,753	209,033
2-130-Employer Contributions	Increased	14.88%	81,186	93,266
2-136-WCB	Increased	9.88%	4,827	5,304
2-211-Travel/Subsistence	Unchanged	0.00%	6,000	6,000
2-216-Postage	Unchanged	0.00%	2,000	2,000
2-217-Telephone	Increased	16.67%	1,800	2,100
2-218-Cell Phone	Unchanged	0.00%	840	840
2-221-Advertising & Promotion	Decreased	52.38%	2,100	1,000
2-224-Memberships	Increased	15.48%	1,550	1,790
2-226-Printing	Decreased	16.67%	6,000	5,000
2-250-Contracted General Services	Unchanged	0.00%	11,950	11,950
2-274-Insurance	Increased	1.98%	657	670
2-510-General Goods & Supplies	Unchanged	0.00%	3,500	3,500
2-551-Goods/Supplies (Tools for Schools)	Unchanged	0.00%	2,500	2,500
2-552-Goods/Supplies (Benevolent Fund)	Unchanged	0.00%	12,000	12,000
2-553-Goods/Supplies (Leisure Access Pass)	Unchanged	0.00%	6,000	6,000
2-561-Program Expenses	Increased	12.72%	39,300	44,300
2-770-Grants to Organizations	Increased	1.17%	23,500	23,775
2-771-Special Projects (One Time Grants to Org)	New this year		0	250
Total Expenses:			498,271	548,309

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

2024 Budget Detailed

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Revenues			
040 Sale of Goods General			
1-491-Program Registration Fees	Red Cross Programming and other programs (increase based on 2022 actuals)		1,500
1-590-Other Revenue	Volunteer AB Grant 500		500
		Total:	2,000
080 Provincial Government			
1-840-Prov Conditional Operating Grant	GOA FCSS Agreement 238,616		238,616
		Total:	238,616
090 Local Government Grants			
1-851-Lacombe County Cost Share	Lacombe County FCSS Grant Application Process		5,000
		Total:	5,000
140 Other Revenue			
1-591-Gifts & Contributions	Additional Community Donations	500	
1-591-Gifts & Contributions	ME Global Volunteer Appreciation Support	3,000	
1-591-Gifts & Contributions	Winter Wear Fundraiser	9,000	
		<u> </u>	12,500
1-593-FCSS - Other Revenue (Tools for			2,500
1-594-FCSS - Other Revenue (Benevolent			12,000
1-597-FCSS - Other Revenue (Leisure			6,000
		Total:	33,000
900 Funded from Reserve			
1-920-Drawn From Operating Reserve	Transfer for DS Youth Ambassador Award		250
1-960-Transfer from Operating Reserve	Transfer to fund the Social Needs Assessment		0
		Total:	250
		Total Revenues:	278,866
Expenses			
010 Salaries, Wages & Benefits			
2-110-Salaries			113,331
2-111-Overtime			3,500
2-113-Shift Differential			200
2-116-Hourly Wages			209,033
2-130-Employer Contributions			93,266
2-136-WCB			5,304
		Total:	424,634

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

GL Accounts	Comments	GL Account Subtotals	2024 Budget
020 Contracted & General Services			
2-211-Travel/Subsistence	Conferences & training costs		6,000
2-216-Postage			2,000
2-217-Telephone	Telephone allocations updated across cost centres		2,100
2-218-Cell Phone	Cell Phone reimbursement		840
2-221-Advertising & Promotion			1,000
2-224-Memberships	AB Volunteer Membership	350	
2-224-Memberships	College of AB Social Work	400	
2-224-Memberships	FCSSAA Annual Membership	1,040	
		1,790	1,790
2-226-Printing	Allocate printing costs from IT		5,000
2-250-Contracted General Services	2x Youth Retreat	3,000	
2-250-Contracted General Services	Fresh Air Art	1,500	
2-250-Contracted General Services	Other opportunities as they arise	1,000	
2-250-Contracted General Services	School Presentations	2,000	
2-250-Contracted General Services	Volunteer Appreciation Presentations	2,500	
2-250-Contracted General Services	Youth Wellness	1,950	
		11,950	11,950
2-274-Insurance	Liability - allocated across all cost centres		670
		Total:	31,350
030 Materials & Supplies			
2-510-General Goods & Supplies			3,500
2-511-General Goods & Supplies - Secondary	Stationary		0
2-551-Goods/Supplies (Tools for Schools)			2,500
2-552-Goods/Supplies (Benevolent Fund)			12,000
2-553-Goods/Supplies (Leisure Access Pass)			6,000
2-561-Program Expenses	BYC	6,000	
2-561-Program Expenses	Canada Safe Home Alone	400	
2-561-Program Expenses	Community Engagement Initiatives	1,500	
2-561-Program Expenses	Employment Supports	500	
2-561-Program Expenses	Interagency	2,100	
2-561-Program Expenses	Leaders of Tomorrow / Youth Recognition	4,000	
2-561-Program Expenses	Other Programming	2,000	
2-561-Program Expenses	Rainbows grief & coping school programs	750	
2-561-Program Expenses	School Programming	2,000	
2-561-Program Expenses	Seniors Home Support (increase based on 2022 actuals)	4,000	
2-561-Program Expenses	Seniors/Intergenerational Programming	1,500	
2-561-Program Expenses	SNA Program Priorities - Top priorities from SNA	5,000	
2-561-Program Expenses	Volunteer Appreciation Events	2,000	
2-561-Program Expenses	Volunteer Support	2,000	
2-561-Program Expenses	Winter Wear	9,000	
2-561-Program Expenses	Youth Cooking Club	550	

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

GL Accounts	Comments	GL Account Subtotals	2024 Budget
2-561-Program Expenses	Youth Week	1,000	
			44,300
		Total:	68,300
040 Transfers to Local Boards & Agencies			
2-770-Grants to Organizations	Annual Grant Program for community		23,775
2-771-Special Projects (One Time Grants to	DS Youth Ambassador Award		250
		Total:	24,025
		Total Expenses:	548,309
		Net Total:	(269,443)

2024 OPERATING BUDGET - Cost Center - 51-00 FCSS

3 Year Forecast:

	2024	2025	2026
Revenues			
1-491 Program Registration Fees	1,500	1,500	1,500
1-590 Other Revenue	500	500	500
1-591 Gifts & Contributions	12,500	12,500	12,500
1-593 FCSS - Other Revenue (Tools for Schools)	2,500	2,500	2,500
1-594 FCSS - Other Revenue (Benevolent Fund)	12,000	12,000	12,000
1-597 FCSS - Other Revenue (Leisure Access Pass)	6,000	6,000	6,000
1-840 Prov Conditional Operating Grant	238,616	238,616	238,616
1-851 Lacombe County Cost Share Agreement	5,000	5,000	5,000
1-920 Drawn From Operating Reserve	250	250	250
Total Revenues	278,866	278,866	278,866
% Increase: Revenues		0.00%	0.00%
Expenses			
2-110 Salaries	113,331	118,682	124,193
2-111 Overtime	3,500	3,500	3,500
2-113 Shift Differential	200	200	200
2-116 Hourly Wages	209,033	216,027	223,308
2-130 Employer Contributions	93,266	95,242	97,230
2-136 WCB	5,304	5,430	5,561
2-211 Travel/Subsistence	6,000	6,000	6,000
2-216 Postage	2,000	2,000	2,000
2-217 Telephone	2,100	2,100	2,100
2-218 Cell Phone	840	840	840
2-221 Advertising & Promotion	1,000	1,000	1,000
2-224 Memberships	1,790	1,790	1,790
2-226 Printing	5,000	5,000	5,000
2-250 Contracted General Services	11,950	11,950	11,950
2-274 Insurance	670	670	670
2-510 General Goods & Supplies	3,500	3,500	3,500
2-511 General Goods & Supplies - Secondary	0	0	0
2-551 Goods/Supplies (Tools for Schools)	2,500	2,500	2,500
2-552 Goods/Supplies (Benevolent Fund)	12,000	12,000	12,000
2-553 Goods/Supplies (Leisure Access Pass)	6,000	6,000	6,000
2-561 Program Expenses	44,300	44,300	44,300
2-770 Grants to Organizations	23,775	23,775	23,775
2-771 Special Projects (One Time Grants to Org)	250	250	250
Total Expenses	548,309	562,756	577,667
% Increase: Expenses		2.63%	2.65%
Net Total	(269,443)	(283,890)	(298,801)

GRANT NUMBER: FCFA0001965

AMENDMENT NUMBER: FCAA0001188

FCSS AMENDMENT AGREEMENT

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA ,

as represented by the Minister of Seniors, Community and Social Services

(the “Minister”)

-and-

TOWN OF BLACKFALDS

(the “Municipality”)

BACKGROUND:

WHEREAS:

A. The parties entered into Grant Number FCAA0001188, effective on **April 1, 2023**, for the purpose of funding FCSS Services (“Grant Agreement”); and

B. The parties wish to amend the Grant Agreement to Increase the Funding;

THEREFORE The parties amend the Grant Agreement as follows:

1. The Grant Agreement is amended:

(a) in Clause 5(a) by deleting “**\$685,023.00**” and inserting “**\$713,280.21**”;

(b) by deleting Clause 5(b) in its entirety and inserting the following:

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

\$236,047.51 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$238,616.35 for the second year of the Term (**January 1, 2024 to December 31, 2024**); and

\$238,616.35 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(c) by deleting Clause 6(b) in its entirety and inserting the following:

(b) In accordance with Clause 6(a), the Municipality’s Contribution for the Term is allocated as follows:

\$59,011.88 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$59,654.09 for the second year of the Term (**January 1, 2024 to December 31, 2024**);
and

\$59,654.09 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

(d) by deleting Schedule B of the Grant Agreement in its entirety and inserting the document attached as Appendix 1 to this Amendment Agreement.

2. This Amendment Agreement shall be effective on **April 1, 2023**.

3. This Amendment Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

4. Except as amended by this Amendment Agreement, the Grant Agreement shall continue to be in effect.

This Amendment Agreement has been executed by duly authorized representatives of the parties.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA

as represented by the Minister of Seniors, Community and Social Services

Cheryl Naundorf
Executive Director of Civil Society and Community Initiatives

2023-06-21
Date

TOWN OF BLACKFALDS

Justin de Bresser
Signature of Authorized Official

2023-06-20
Date

APPENDIX 1

SCHEDULE B

FUNDING SCHEDULE

Grant Agreement Between

His Majesty the King in Right of Alberta

as represented by the Minister of Community and Social Services

and

TOWN OF BLACKFALDS

Funding shall be paid to the Municipality in accordance with the following table:

Funding Schedule:

Year of Term	Release Date	Funding Amount
Year 1	January 1, 2023	\$57,085.25
	April 1, 2023	\$57,085.25
	July 1, 2023	\$60,938.51
	October 1, 2023	\$60,938.50
Year 2	January 1, 2024	\$59,654.11
	April 1, 2024	\$59,654.08

Year of Term	Release Date	Funding Amount
	July 1, 2024	\$59,654.08
	October 1, 2024	\$59,654.08
Year 3	January 1, 2025	\$59,654.11
	April 1, 2025	\$59,654.08
	July 1, 2025	\$59,654.08
	October 1, 2025	\$59,654.08

TOWN OF BLACKFALDS
BLACKFALDS & DISTRICT FAMILY & COMMUNITY SUPPORT SERVICES BOARD
Tayles Room, Lower Level, Civic Cultural Center – 5018 Waghorn Street
Thursday, December 14, 2023, at 7:00 p.m.

AGENDA

4.3 BUSINESS

MEMO TO: FCSS BOARD

**FROM: SUE BORNN
FCSS MANAGER**

ISSUE: 2024 APPROVED BUDGET

BACKGROUND:

At the November 28, 2023 regular meeting of Council the budget was approved.

DISCUSSION:

Council made one amendment to the budget that was provided to the FCSS board. \$10,000 has been moved from the Grants to Organizations budget line to an Administrative budget line for Grants to Organizations.

As the municipality supports FCSS beyond the required 80/20 partnership moving this allocation does not impact the funding agreement in place.

ATTACHMENTS:

*2024 FCSS Budget
Funding Agreement*

TOWN OF BLACKFALDS
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AGENDA

4.5 BUSINESS

MEMO TO: FCSS BOARD

**FROM: SUE BORNN
FCSS MANAGER**

ISSUE: FCSS MANAGERS REPORT

Volunteer Programmer Update:

- **Seniors Active Programming:**
 - **Drop-In 50+ Walking Club:** FCSS staff facilitates the 50+ Walking Club on Tuesday and Thursdays at the Abbey Centre. During the month of November 59 people participated (including: 10% were Lacombe County residents), 9 dates offered, 178 track admissions were purchased, and the Seniors Plus (75+) admission was utilized 42 times. Participants tracked their distance walked and as a group they walked 9448 laps in November.
 - The Volunteer Programmer is working closely with the Fitness and Aquatics Coordinator and the Recreation and Culture Programmer to monitor participation in our 50+ programming. While the Town of Blackfalds Senior Programming funds 9% of the costs, FCSS is responsible for securing the remaining 91% to ensure our programming remains financially accessible. As a result, it has been determined that we cannot expand our fitness classes to ensure the long-term sustainability of our programming.
- **It's More Than Just a Movie** (monthly event) – The November event showcasing 'Meet The Fockers' was attended by 26 individuals. Next month we will celebrate Christmas with pizza and a Christmas movie.
- **Snow Angel Program:**
 - 28 residents have requested the Snow Angel Program
 - 6 locations still need a Snow Angel
- **Town of Blackfalds volunteers were utilized at the following programs and events:**
 - Nov 13-19: Holiday Smile Cookie Campaign | 8 volunteers, 35 volunteer hours
 - Nov 17: Youth Night Out | 17 volunteers, 49.5 volunteer hours
 - Nov 25: Breakfast & Brunch with Santa | 14 volunteers, 54 volunteer hours

ONGOING INITIATIVES:

1. The monthly FCSS **Volunteer Newsletter**
 - a. In November, the newsletter was emailed to 274 contacts with the 'Open Rate' of 52%
2. **Upcoming Volunteer Opportunities:**
 - a. Jim Hurley Free Skate – Sunday's
 - b. Snow Angel Program – Winter months
 - c. Blackfalds Health Professional Attraction & Retention Committee
 - d. Winterfest – February 19

Future Meetings/Events:

- FCSS January 11, 2024

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AGENDA

Community Engagement Programmer Update:

Blackfalds FCSS Facebook Page:

-Continue to post engaging content about Blackfalds FCSS programs and services, as well as events in the area to keep the community informed and entertained.

HIGHLIGHTS:

-618 followers at the close of November -25 Posts in the month of November

*Most viewed post: Cozy Casserole Post

*Most viewed video: 50+ walking club “dancing good time”

Winter Coat Program:

- We set up a “store” in our office and families were invited to come (12-6 pm) for three days to choose the winter coats that best fit their children in size and style.
- Mountain Wearhouse are excellent partners! They brought all the coats (200) with hangers on rolling carts and included large plastic bags. The coats are GREAT quality, and they give us an amazing discount on the coats.
- \$7603.89 was paid to Mountain Wearhouse for **151 Winter Coats.**
- So many happy families – Families are so thankful for this support.
- *Outcome question asked: ‘By participating in the Blackfalds FCSS Support Programs (specifically the Winter Coats for Kids program) I feel better able to keep up with bills and commitments.’*
57/57 answered: Strongly agree
- **Total 2023 Event carryover: \$3,957.74**

Cozy Casserole

- Partnership with Beyond Food Community Hub
- 14 participants (1FCSS Staff, 2 BFCH staff, 1 Instructor + 10 guest)
- \$50.00 Budget
- This program addresses social isolation and food insecurity while building community.

Winter Warmth Fundraiser:

- Complete!
- Total Event income: \$10,780.20!!!!

Holiday Smile Cookie Campaign

- **\$2622.56 raised!**
 - 9 Volunteers gave 35 volunteer hours
 - **The Volunteer Programmer is key to the success of this initiative. Having dedicated, reliable volunteers is necessary. The Volunteer Programmer coordinated these volunteers sent reminders each day, and cancelled shifts when necessary!**
 - Great way to promote Blackfalds FCSS in the community, as well as the Winter Coat Program.
 - Quality time spent with volunteers. Volunteers are essential to this program and feel very needed (because they are!)

Future Meetings/Events:

- FCSS January 11, 2024

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AGENDA

- The schools & businesses that pre-ordered cookies felt connected with our organization.
Community building
- Relationship building with the wonderful staff and regular customers of Tim Hortons
Blackfalds
- Cheque presentation on Tuesday Dec 19th- 9am

Christmas Bureau

- Receiving and Screening applications
- Phoning each client to set up a pickup to delivery time that works best for them
- TOB internal Foodbank drive Challenge “the reindeer” games

Other duties:

- Tuesday 50+ Walking Club
- Participated in the Youth Night OUT! Wow, what a wonderful bit of youthful, contained chaos. This event is EXCELLENT!
- 2 community members created My Servus Canada account.
- 2 community members sign into CRA account/address change
- 1 community member Disability Tax benefit application

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AGENDA



Tuesday, November 21
1pm - 3pm

At the Blackfalds Beyond Food Community Kitchen
 5034 Waghorn Street, Blackfalds

Get Comfy in the Kitchen!

This is a free cooking, class suitable for all skill levels.
 All items and groceries are provided.



Please RSVP
 to Blackfalds FCSS
 at 403.600.9066



Future Meetings/Events:
 • FCSS January 11, 2024

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Youth Programmer Update:

Due to staff illness a casual FCSS Programmer was added to the team to support programming while Sierra was off on leave for several weeks. We are so excited to welcome Jeni Gordon to the team and look forward to having her join us on a casual basis in the months and years to come.

Blackfalds Youth Crew

Offered Mondays from 3:45 - 5:45pm for youth grades 4 -6, Tuesdays from 5:00 - 7:00pm for youth grades 7 – 12, and now Thursdays from 1 – 2:30pm for homeschooled youth grades 4 - 9.

- November 6 saw 20 youth in attendance, no program November 7 due to staff illness, November 9 saw 6 youth in attendance,
- November 13 & 14 no program due to Remembrance Day STAT, November 16 saw 8 youth in attendance,
- November 20 saw 12 youth in attendance, November 21 saw 9, while November 23 saw 5, youth in attendance, and
- November 27 saw 22 youth in attendance, November 28 saw 14.

Future Meetings/Events:

- FCSS January 11, 2024

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Youth participated in a variety of activities including Minute to Win It games, Trivia, tie dye, and a movie/pajama day.

Youth Night Out was hosted on November 17th and had 175 youth participants join us at the Community Centre to do Fear Factor based activities! It was a wild night!! Special thank you to the 17 volunteers that joined us to provide all sorts of fun for our youth.

Child Safe Canada Home Alone Safety was scheduled for November 14th but canceled due to staff illness. The class continues to be offered on a near monthly basis throughout the school year for youth grades 4 – 6. The next course is scheduled for December 8th.

Youth Cooking Club is an Alberta Health Services program geared towards teaching youth about healthy eating, according to the Canada’s Food Guide. Youth learn how to cook/bake while staying safe in the kitchen. This 8-week program started October 11th and has a full class of 12, with 8 youth are in regular attendance.

Client Statistics for the month of October:

Referrals	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
FCSS SueB	10	11	5	5	5	10	3	3	6	2	7
FCSS Cara	11	18	13	7	13	14	7	5	9	5	9
FCSS Jan	5	3	14	23	6	11	1	27	7	4	27
FCSS Sierra	11	3	4	13	8	8	7	11	20	7	10
Income Tax Return Inquiries	2	3	81	46	13	1	0	1	0	0	1
Employment Support	4	3	0	1	4	1	2	0	1	0	3
FCSS Event	0	0	0	2	9	14	0	0	2	1	29
FCSS Subsidized Programs	2	2	0	1	5	26	0	18	2	5	53
Tools for Schools	0	0	0	0	0	0	11	61	1	12	1
Winter Wear	0	0	0	0	0	0		0	0	42	38
Christmas Bureau	0	0	0	0	0	0		0	0	0	20
Food Bank	6	10	2	7	9	4	8	9	4	7	16
Low Income Inquiries	6	2	2	4	2	0	3	3	5	5	1
Housing	3	0	1	0	0	0	0	1	1	2	1
Fax	23	19	13	16	16	14	8	21	27	20	16
Printing/Photocopying	22	23	29	10	9	7	10	12	13	11	16
Seniors Assistance Programs	16	12	11	5	3	7	3	7	18	11	4
Telephone	0	0	0	0	4	0	0	0	0	1	0
BBBS	0	0	0	0	0	0	0	1	0	0	1
BOLT	0	0	0	0	0	1	0	0	2	0	0

TOWN OF BLACKFALDS
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Golden Circle	3	2	3	5	3	0	2	1	1	0	0
General Inquiries	37	24	42	57	58	44	26	29	32	39	47
Reaching Home	0	1		1							
Mental Health Therapist					1						
Affordability Grant Help	0	3									
Number of Clients	161	139	220	203	168	162	91	210	151	174	300

Job posting updated weekly. Lunchbox emails sent weekly.

Vibrant Living 50+ Monthly Newsletter for November

- 192 sends with an open rate of 68%

FCSS Managers Update:

- Hosted the November Interagency meeting with 11 agencies represented.
- Attended the quarterly Dow/MEGlobal Community Advisory Panel meeting at Kerrywood Nature Centre.
- Hosted a Youth Action Coalition meeting, upcoming plans to bring the Guiding Group together to discuss future intentions.
- Was interviewed in the COR Audit
- Blackfalds Healthcare Professionals Attraction & Retention Committee met on November 21.
- Attended the FCSSAA Annual Conference from November 22-24. Sessions included Indigenous Protocol & Land Acknowledgment, Community Grants, participated as a panel member in the Value of a Board session, and attended an Ageism session. This year's conference was great, lots of great value and networking opportunities. For the first time ever, the Premier spoke at the Thursday morning breakfast. I also had the opportunity to sit and connect with our local MLA, Jennifer Johnson.
- Cara & I attended the Bulldogs Game on November 28th in support of the Christmas Bureau/Food Bank. Over 475 lbs of food was collected and over \$780 raised.
- Social Needs Priorities working sessions were hosted November 29th & 30th. Tim Moorhouse facilitated some excellent discussions.

Future Meetings/Events:

- FCSS January 11, 2024