

COUNCIL POLICY

NAME: Drumheller Valley Family and Community Support Services Program	POLICY NUMBER: CDSP-C-01
DEPARTMENT: Community Development and Social Planning	SUPERSEDES: NA
DATE APPROVED: September 18, 2023	REVISION DATE: Prior to the Municipal Election

1. POLICY STATEMENT

- 1.1 The Town of Drumheller ("the Town") continues its partnership with the Province of Alberta to deliver the Family & Community Support Services ("FCSS") Program, for the purpose of developing the Social Well-Being of the community.
- 1.2 The purpose of this Policy is to:
 - a. Authorize the Town's participation in the FCSS Program, under the provision of the Family & Community Support Services Act and Regulation, to provide or fund Preventive Social Programs and initiatives, based on locally identified needs;
 - b. Serve as a guiding document for procedures; and
 - c. Delineate the roles of Town Council, the FCSS Advisory Board (where applicable), and Town staff who administer the Drumheller Valley FCSS Program ("Administration").

2. SCOPE

- 2.1 This policy applies to Town Council, the FCSS Advisory Board (if applicable) and Administration.

3. DEFINITIONS

- a. **"CAO"** means the employee appointed to the position of Chief Administrative Officer for the Town of Drumheller.
- b. **"Direct Service Delivery"** means the programs, services and initiatives funded by the FCSS grant (or other funding secured to enhance FCSS Program delivery) and delivered by the Town's Community Development and Social Planning team.
- c. **"External Grants"** means FCSS funding awarded to an external agency to deliver a specific preventative program, for a set period of time, following a competitive grant application process.
- d. **"FCSS Advisory Board"** means the advisory board appointed by Town Council

to oversee the Drumheller Valley FCSS Program.

- e. **“FCSS Grant”** means any money paid by the Minister under the *Family and Community Support Services Act* for the operation of the FCSS program.
- f. **“FCSS Program”** means the development and/or delivery of preventive social services funded in a cost sharing agreement with the Province of Alberta under the terms and conditions of the Family & Community Support Services Act and Regulation. These programs may also be funded by other revenue sources such as grants to enhance service delivery capacity.
- g. **“Preventive Social Program”** means a program that supports individuals, families, or communities in achieving social well-being, and prevents the development of social problems at the earliest opportunity.
- h. **“FCSS Program Director”** means the employee appointed as Community Development and Social Planning (CDSP) Manager for the Town of Drumheller.
- i. **“Social Well-Being”** means a state of positive social relationships in a community. This state is characterized by social acceptance (a willingness to respect difference in others), social contribution (a desire to give back to society), social inclusion (a sense of belonging), social support (close relationships with others), and social capital (the means, knowledge, and relationships required to access resources).

4. Legislative Program Mandate

- 4.1. The legal mandate of Drumheller Valley Family and Community Services is found in the Government of Alberta’s *Family and Community Support Services Act* and *Conditional Agreement Regulation*.
- 4.2. The *Act* provides an opportunity for municipalities to enter into an agreement with the province to provide family and community support services
- 4.3. The *FCSS Regulation* includes the following statements related to the program mandate:
 - a. **Section 2: Obligations of the Municipality**
“In providing for the establishment, administration and operation of a program, a municipality must do all of the following:
 - i. *Promote and facilitate the development of stronger communities;*
 - ii. *Promote public participation in planning, delivering, and governing the program and of services provided under the program;*
 - iii. *Promote and facilitate the involvement of volunteers;*
 - iv. *Promote efficient and effective use of resources;*
 - v. *Promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality”.*

b. Section 2.1: Service Requirements

Services provided under a program must:

i. Be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity; and

ii. Do one or more of the following:

- (a) Help people to develop independence, strengthen coping skills, and become more resistant to crisis;*
- (b) Help people to develop an awareness of social needs;*
- (c) Help people to develop interpersonal and group skills that enhance constructive relationships among people;*
- (d) Help people and communities to assume responsibility for decisions and actions that affect them;*
- (e) Provide supports that help sustain people as active participants in the community.*

iii. Services provided under a program must not:

- (a) Provide primarily for the recreational needs or leisure time pursuits of individuals;*
- (b) Offer direct assistance, including money, food, clothing, or shelter, to sustain an individual or family;*
- (c) Be primarily rehabilitative in nature or;*
- (d) Duplicate services that are ordinarily provided by a government or government agency.”*

- 4.4 One of the key principles of the FCSS Program is local responsibility for priority setting and resource allocation.
- 4.5 Within the parameters of the *FCSS Act* and *Regulation*, each municipality or Métis Settlement determines how the FCSS funding they receive should be allocated to best meet the needs of their community.
- 4.6 Local FCSS Programs are part of the larger provincial Program that collectively helps to ensure that Albertans have access to a strong network of prevention supports.

5. Drumheller Valley FCSS Program Administrative Structure

- 5.1 The Town of Drumheller has signed an agreement with the Province of Alberta pursuant to the 80/20 funding partnership with the Province of Alberta in the provision of an FCSS Program

- 5.2. The Town's Community Development and Social Planning (CDSP) department is responsible for the administration and delivery of the Provincial FCSS Program. The Drumheller Valley Family and Community Services is a single municipality FCSS Program.
 - a. The Drumheller Valley FCSS Program provides Direct Service Delivery and External Grants.
- 5.3. Since 2020, Drumheller FCSS has received an annual grant transfer from Starland Regional FCSS as part of a service delivery agreement. The amount of funding, services provided, and reporting requirements are negotiated annually and are included in a Memorandum Of Understanding signed by both parties.

6. ROLES AND RESPONSIBILITIES

- 6.1. Town of Drumheller Council
 - 6.1.1. The Town of Drumheller Council will:
 - a. Authorize agreements between the Town of Drumheller and the Province of Alberta;
 - b. Determine whether to establish an FCSS Advisory Board.
 - i. If Council determines to establish an FCSS Advisory Board, it shall do so via a Bylaw. The FCSS Advisory Board will be subject to the Council & Committee Meeting Procedure Bylaw 04.21 as a Committee of Council;
 - ii. Council will approve all appointees to the FCSS Advisory Board;
 - c. Approve annual budgets for Drumheller Valley FCSS as part of the Community Development and Social Planning (CDSP) budget, contributing a minimum of twenty (20) per cent of the FCSS costs based on the 80/20 funding criteria of the FCSS Program;
 - d. Take guidance and rely on recommendations for programming and budgeting from the FCSS Advisory Board (if applicable), Program Director, and CAO;
 - e. Set the social priorities for FCSS in consideration of information provided by Administration, particularly in relation to community needs and priorities; and
 - f. Approve Town policy governing FCSS.

6.2. The Drumheller Valley FCSS Advisory Board (if applicable)

6.2.1. The FCSS Advisory Board will:

- a. Act as the FCSS Advisory Board;
- b. Review and approve applications to the FCSS External Grants. In so doing the FCSS Advisory Board shall:
 - i. Comply with the Provincial *Family and Community Support Service Act and Regulation*;
 - ii. Prioritize applications that support the social priorities set by Council;
 - iii. Consider the advice and recommendations of the CDSP Program Director; and
 - iv. Approve funds within the approved annual budget.
- c. At the discretion of the Drumheller Valley FCSS Advisory Board, the FCSS External Grant approval process may be achieved via:
 - i. The establishment of a Sub-Committee of the Committee; or
 - ii. By a Participatory Budgeting process.
- d. Evaluate funded programs to ensure alignment with the Social Well-Being of the community;
- e. Provide input to support the Program Director to develop the annual Drumheller Valley FCSS program plan and budget to recommend for Council, considering existing funding agreements, contracts and service agreements;
- f. Advocate for the Drumheller Valley FCSS program in the community and support applications for additional funding; and
- g. Not become involved in the day-to-day operations of the Community Development and Social Planning team.

6.3. The Town of Drumheller FCSS Program Director

6.3.1. The Town of Drumheller FCSS Program Director or designate will:

- a. Oversee agreements with the Province of Alberta;
- b. Oversee agreements with organizations for the direct, indirect and contracted delivery of Preventative Social Programs;

- c. Develop, oversee and evaluate service delivery agreements with Starland Regional FCSS (where applicable);
- d. Manage the day-to-day operations and administration of the Drumheller Valley FCSS program and its staff;
- e. Oversee program development, implementation, evaluation and reporting to the Province of Alberta, ensuring best practice in outcome measurement;
- f. Maintain strong working relationships with senior management of local and regional organizations, work collaboratively to ensure the community's needs are best met;
- g. Provide information to Council on the current social condition, community needs and priorities.
- h. In consideration of 6.3 g. develop an annual program plan and budget, considering input from the Drumheller Valley FCSS Advisory Board (if applicable), existing funding agreements, contracts; and service agreements;
- i. Provide information and recommendations to Council and the FCSS Advisory Board (if applicable) in relation to Provincially regulated Prevention Priorities.
- j. Establish a good relationship with the provincial FCSS office and Family and Community Support Services Association of Alberta (FCSSAA); and
- k. Contribute to the strength of the regional and provincial Family and Community Support Services community.

6.3.2. Where an FCSS Advisory Board exists the CDSP/FCSS Program Director will :

- a. Support the FCSS Advisory Board to present the annual program plan and budget recommendations to Council;
- b. Be the key contact for relaying information and questions to the FCSS Advisory Board;
- c. Provide training to the FCSS Advisory Board to improve understanding of the FCSS Program and their role within it;
- d. Support the FCSS Advisory Board to review and approve the FCSS External Grant and to evaluate funded programs to ensure alignment with Provincial Outcome Measures and the Social Well-Being of the community;


3. Where Council determines not to appoint an FCSS Advisory Board, it is understood that the duties listed at 6.2b, 6.2c and 6.2d shall be delegated to the FCSS Program Director. 6.2f shall be a duty shared by Council and the FCSS Program Director.

7. TRANSITIONAL

1. The Policy comes into effect the day it is approved by Council.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

REVISIONS
