

## Pincher Creek and District



**FCSS** Family and Community  
Support Services

Box 2841, Pincher Creek, Alberta, T0K 1W0 Telephone 403-627-3156 - fcss@pinchercreek.ca

### **FCSS Board Meeting, March 5, 2018 - Council Chambers** **Minutes – Signature Copy**

#### **1.) Call to order: Kellie Leblanc called the meeting to order at 6:35 PM**

**Board members present:** Kellie Leblanc, Bev Everts, Sussanne O'Rourke, Mary Kittlaus\*\*, Marie Meckelborg, Bonnie Scott (\*\*Mary is the new Representative from the Village of Cowley)

**Absent with regret:** Kathy Verhagen

Confirmation of Quorum: A quorum was present

#### **2.) Approval of Agenda**

**Motion 12.181 / Scott**

**That the agenda be approved as circulated/amended**  
**Carried**

#### **3.) Approval of Minutes December 18th, 2017**

**Motion 12.182 / Meckelborg**

**That the Minutes of the December 18, 2017 meeting be approved as circulated/amended**  
**Carried**

#### **4.) Delegation: Habitat for Humanity – Charlie Price – PC Elks**

Charlie attended the meeting on behalf of the eight community service organizations participating in the Habitat for Humanity fund-raising effort.

Charlie provided an overview of the history of the Elks Community Service group and went on to describe details of the duplex project to be located at the east end of Dupuy Street.

The funding formula is as follows:

Project cost	\$350,000.00
Funds required from community	\$120,000.00**
**comprised of	\$ 80,000.00 cash
	\$ 40,000.00 donations in kind



## 5.) Business Arising from the Minutes

### 5.1) CPEF Funds \$4,275.00

#### **BACKGROUND (from January meeting)**

*The 2008 Community Partnership Enhancement Grant of 2008 totaled \$12,425.00. (SEE Report). The City of Lethbridge was coordinating program activities and the Town of Fort Macleod FCSS managed disbursement of the funds. Pincher Creek used \$8,000.00. Since 2008, the remaining funds have been held in trust by Fort Macleod. After consulting with Ken Dropko, Executive Director of GoA Family and Community Service at a meeting in Lethbridge on December 5<sup>th</sup>, the decision was made to forward the remaining funds to the three communities involved. Pincher Creek FCSS will receive \$4275.00. Funds are not necessarily tied to FCSS Eligibility Guidelines, but, at the direction of the Board, can be added to the 2018 disbursement total as part of a "topped-up" municipal contribution. The board agreed to discuss the use of the \$4275.00 in January.*

The Board discussed possible use of the funds and agreed that FCSS should advertise availability. David will post the necessary ads and communicate directly with project and program managers.

5.2) Community Grant Writer Project Approval from Edmonton: The Early Childhood Coalition approached FCSS regarding possible use of a portion of its \$12,500.00 FCSS grant to assist with the local Community Grant Writer Project. David inquired with Edmonton and received the following response from the Senior Manager with the FCSS Branch of Alberta Community and Social Services:

*Good Morning David and my apologies for the delay in responding to your request on behalf of the Early Childhood Coalition Enhancement Project to use a portion (up to \$3000 of their \$12,500 FCSS funding to enter into a partnership with other organizations in the community to invest in the services of a Community Grant Writer. It is certainly a reality of the current economic climate that grants are not as readily available as before. Additionally, we do recognize that every organization uses some of its resources to prepare and submit grant proposals. The partnership approach being taken by your community is an interesting one as a number of community organizations stand to benefit. I see this request as being similar to funding someone to come in and do a needs assessment, service review, etc. or some other aspect of community development. On that basis, I would see no issue in approving their request. For the future, should this approach not work well, you may want to consider engaging a grant writer on a "pay as you go" basis where the grant writer receives a "percentage" of the grant funds brought into the organization. This way, organizations do not have to invest in the services up front. I have heard of this approach being used by some non-profit organizations. David, I hope this helps. If you have any further questions, let me know. Thanks,*





Joyce Mellott  
Senior Manager, FCSS  
Family and Community Services Branch  
Community Services and Supports Division  
Community and Social Services

**NOTE: Since this meeting, both the Town of Pincher Creek and M.D. of Pincher Creek Councils have approved financial support for the Grant Writer Project based on the fact that other community support was forthcoming.**

**6.) Financial:**

6.1) Annual Report – The Board reviewed a draft of the 2017 FCSS Annual Report.

6.2) Audit Preparations: The complete 2017 Audit information binder has been submitted to the Auditors

**7.) Correspondence: n/a**

**8.) New Business**

8.1) David's Committee Roles/time commitments: David reviewed his responsibilities and time commitments as Project Coordinator for the Community Transportation, Day Care, and Housing Committees. These activities take two days per week and do not infringe on his three-day-per-week time commitment to FCSS

8.2) MD Governance review Feb 21: David was interviewed by the consultants who were conducting the MD governance review. The interview was conducted because of the regional nature of the FCSS Agreement (Town/MD/Village of Cowley)

8.3) Emergency Reception Centre Operations Feb 23, 24: The snow/wind event of February 23 and 24 led to the opening of two Emergency Reception Centres in Pincher Creek. In his role as Emergency Social Services Coordinator, David oversaw the operation of the Town Hall and Vertical Church operations. Town and MD staff participated in various roles through the late afternoon and night shifts and the operations ran smoothly. 108 people registered and 60 remained in the Centres. The remainder found other accommodation in local hotels/motels or with family or friends. The operation worked well because the Town still had the inventory of cots and blankets from the Kenow Fire. (It was agreed by Town/MD Administration that we will attempt to keep that inventory permanently if permitted to do so by the Federal Government) At the present time, half of the inventory is stored at the Vertical Church and the remainder is stored in Town facilities.

8.4) Community Information Night: The Town is hosting a community information night on March 28. Doors will open at 6:30 to allow people to visit staffed table-displays. An



information hand-out will be available. At 7:00 PM Mayor and Council will begin verbal presentations. An open Question and Answer session will start at 8:00 PM.

**9.) Date for next Board Meeting – April 16, 2018 6:30 PM**

10. Adjournment: there being no further business, Bev Everts declared the meeting adjourned at 8:20 PM

Read and approved this 16. day of April 2018

  
\_\_\_\_\_  
Coordinator

  
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Director

