

# Pincher Creek and District



**FCSS** Family and Community  
Support Services

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## **FCSS Board Meeting, January 16, 2017 - Council Chambers Minutes – Signature Copy**

1.) **Call to order: Kellie Leblanc called the meeting to order at 6:30**

**Board Members present: Kathy Verhagen, Duane Filipuzzi, Bonnie Scott, Cindy Cornish, Brian Hammond, Kellie Leblanc**

**Absent with regret: Clara Yagos**

**Confirmation of Quorum: A quorum was present**

2.) **Approval of Agenda**

**Motion 12.149 / Scott**

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

3.) **Approval of Minutes November 21, 2016**

**Motion 12.150 / Filipuzzi**

**That the Minutes of the November 21 meeting be approved as circulated.  
Carried**

**Presentations:**

**A.) Gord Tolton – Education Coordinator, KBPV and Colleen Casey-Cyr, President of the Pincher Creek and District Historical Society.**

Gord reviewed the education program history and provided impressive cumulative attendance numbers. (KBPV has hosted over 900 students overall, with a total of 300 attending the 2016 programs). The education program is attended by children and youth ages 5 to 18. He described last year's focus on the military history of our region as it pertains to participation by local individuals and families. He went on to describe program intent related to social skills development of participants, the importance of the focus on recognition of cultural identity and history, and regional partnerships and links (Lethbridge Community College). In an effort to recover some programming costs, a fee of \$7.50 per day per student is charged. KBPV will host an on-site café in 2017, and continues to rely heavily on volunteers. Gord emphasized the on-going importance of FCSS funding for the Educational Program and thanked the Board.

**B.) LaVonne Rideout – Executive Director – P.C. Family Resource Society**

LaVonne provided a detailed overview of the PCFRS – Parent Link operation, explaining the Provincial core funding structure for Parent Link Centres. She went on to describe how FCSS funds are used to enhance the Parent Link staffing and programming components. (Staffing has been increased to 8, staff training initiatives are under way, and the facility, located in the south end of the Co-op Mall, has undergone up-grading to accommodate increased participation numbers and programming diversification. The Parent Link organization has established strong partnerships with the Early Childhood Coalition and other community agencies. They have a resource library available to families, thanks to Shell’s corporate contributions. PCFRS has hired a First Nations Outreach Worker who will work to strengthen the centre’s relationship with First Nations families living both on-reserve and off-reserve. LaVonne thanked FCSS for its grant and invited all Board Members to visit the Centre. She also reminded the Board that the Centre has a Board Room that is available to community non-profit organizations.

#### 4.) **Correspondence**

4.1) **Ken Dropko, Acting Executive Director, Family and Community Services Branch, Alberta Human Services** – Early in the New Year, Mr. Dropko advised all FCSS agencies of details pertaining to the 2016 annual program report process. He described the “surplus “carry forward” requests, and the quarterly grant payment schedule for 2017.

On January 12, the Board received confirmation of the 2017 quarterly payment schedule from Connor Gaughan – FCSS Program and Financial Review Officer. The letter confirmed the quarterly payment schedule and amounts for the Town of Pincher Creek for 2017. That schedule is as follows:

January	\$32,893.00	April	\$27,120.00
July	\$27,120.00	October	\$27,120.00

The Village of Cowley and the M.D. of Pincher Creek will have received confirmation of their own quarterly funding schedule and amounts.

#### 5.) **Financial:**

**5.1) 2017 Contract Signatures (three remaining to be signed):** Signatures were applied to the following three 2017 funding contracts: Metis Association, RCADE, McMan

**5.2) Cheque requisitions 2017 and Payments for Q1:** Cheque requisitions for Q1 have been processed and cheques sent to projects/programs.

**5.3) Audit 2016: Audit information includes:** items included in the Audit Binder:

- Annual Report to the Province 2015
- Reconciliation Report from the Province 2015
- 2016 Funding Agreements (Town, M.D., and Village of Cowley)
- Minutes – Board Meeting October 19<sup>th</sup> 2015 (verifying 2016 project grants)
- Intro letter for Funding Contracts
- Funding Contracts 2016
- Quarterly Payment Schedule 2016
- Cheque requisition copies
- Administration Budget 2016 (year end report from Finance)
- Minutes – Board Meetings 2016

Annual Program Report Forms (blank) confirming GoA funding  
Annual Program report to province 2016 (draft submission)

6.) **On-Going and New Business**

**6.1) Day Care Report:** The Board discussed the Day Care Needs Assessment report as distributed by email to Board Members (FCSS is not directly involved but David has attended meetings with the consultants, Recreation and Community Services staff and Council)

**6.2) Transportation Committee report:** Council has received the "Regional Transportation Business Plan and Town of Pincher Creek Starter System. This report was distributed to the Board earlier. It is expected that the local transit system will be in place by September 2017. Again, FCSS is not directly involved, but this new transportation initiative will have a positive impact on many of the individuals and families that participate in various FCSS-funded programs.

**6.3) Housing Committee (Habitat for Humanity):** Town Council has approved the allocation of a land package for use as a site for a Habitat for Humanity "build". (Council is not obliged to advertise disposal of land if the land is being turned over to a non-profit society, but Council decided to advertise its resolution to inform the public).

Habitat representatives will meet with the local Elks Club to discuss project oversight.

The Board received a copy of the application qualifications for a Habitat "family".

**6.4) Pincher Creek and Area Community Services Directory:** Volume 2 is now available both online and in paper copy. David expressed appreciation to Rhonda Oczkowski, Diane Burt-Stuckey and Marie Everts for their patience and dedication to this project.

7.) **Date for next Board Meeting – February 20, 2017**

8.) **Adjournment:** There being no further business Kathy Verhagen declared the meeting adjourned at 8:10 PM

Read and approved this 28<sup>th</sup> day of February, 2017

  
\_\_\_\_\_  
Coordinator

  
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Director