

1.2 Manager of Community Services

Joey O'Brien, Manager of Community Services is no longer with the Municipality. Joey was on a term contract which has concluded, and we wish him the best of luck. Until the position is filled, please reach out to Kim Lewis as your contact for assistance in FCSS Board matters. Kim will review your request and then contact the most appropriate staff member.

2.0 Adoption of Agenda

#02 – 19 MOVED BY: V. KUBIK
SECONDED BY: P. HELLEVANG

That the meeting agenda be adopted as presented.

CARRIED

3.0 Adoption of Minutes of November 26, 2018.

#03 - 19 MOVED BY: K. MCNIEL
SECONDED BY: D. WATT

That the meeting minutes of November 26, 2018 be adopted with minor corrections.

CARRIED

4.0 Delegations

5.0 Business Arising from Previous Minutes

5.1 RIDECrowsnest Bus

Policy Update – RIDECrowsnest Bus Policy has been approved by Council.

Bequeathed \$5,000 – There is currently \$5,000 that was bequeathed to RIDECrowsnest placed in reserves. Discussion around how best to utilize these funds. It was suggested that K. Lewis consult the bus drivers to see if they have any ideas. Other suggestions for use included; free bus access for a month a couple times a year until funds are utilized, bus use on non-open days to take seniors on planned outings. No decisions were made at this time. Suggestions and ideas to be brought back to future FCSS meeting.

Action: K. Lewis will consult bus drivers to see if they have ideas for utilization of funds. Suggestions to be brought back to FCSS Board meeting.

Statistics - *Full Capacity Utilization is based on 15 riders.

- Tuesday average - 81% utilization
- Wednesday average - 66.5% utilization
- Both days combined average - 73.67% utilization

- Over the past 6 months we have maintained 30 unique riders and 4 large group bookings.

Phone & Booking System- In the past the scheduling of the bus has been that people phone into the main office and the girls at the front write down the booking on paper and then fax the sheet to the driver at the Hillcrest Shop. At times they experienced issues with the fax machine and the driver not getting the sheets.

A new large style phone and Bluetooth headset was purchased for the bus to make booking more efficient. With the new phone, bookings are now added directly into an outlook calendar which adds rider booking info (names and address) in real time to the driver. There is no longer and need for a fax machine.

Added features to this new phone include;

- Address links can be added for new riders that connect to google maps
- Phone number links added for the driver to be able to call directly from the booking info on the outlook calendar.
- Driver now has access to Municipal email/skype
- Access to route timelines through google maps
- Blue tooth headset increases safety and privacy

This change will increase efficiency and allow us to identify inefficiencies quicker to be able to adapt to the rider's needs.

5.2 Community Consultation and Strategic Planning

K. Lewis has been working with Lisa Talavia-Spencer who is the Community Development Officer with the Community Development Unit in the Ministry of Culture and Tourism. Lisa offered dates in March to hold a strategic planning session. The dates provided did not work for the board. K. Lewis will look into other available dates. February 25 was set as the date to hold the community consultation night.

Action: K. Lewis to arrange the Community Consultation night at MDM and find alternative date for Strategic Planning.

6.0 News Business

6.1 The Alberta Order of Excellence

The Alberta Order of Excellence is an award given to remarkable Albertan's whose work has made significant contributions to the lives of other Albertans. Nominees must be Canadian Citizens, live in Alberta and have made significant contributions provincially, Nationally and internationally.

FCSS was not able to identify someone that they would nominate during the meeting. FCSS Board members are to forward any names they feel that they would like to nominate to K. Lewis. The deadline for nominations is February 15, 2019.

6.2 Minister's Seniors Service Awards

The Minister's Seniors Service Awards recognize important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. The deadline for nominations is February 28. Nominees were discussed. D. Whitten will explore potential Nominees and will follow up with the FCSS Board.

6.3 Literacy Foundation – Lasagna with a side of Literacy Category 2 Funding Report

Report provided as information. FCSS had previously provided \$350.00 to the Literacy Foundation towards their Lasagna with a side of Literacy program. They had 17 families attend the program and feedback was positive.

6.4 ABC Daycare – Category 2 Funding Application

Donna Parkins from ABC Daycare submitted an FCSS Category 2 Funding Application for funds to utilize RIDECrowsnest to transfer her daycare kids to Long-term care one time per month. The program is FCSS eligible. ABC daycare has been utilizing the bus for many years for this program and FCSS has been providing a grant to the Town Rounder to cover the cost (approx. \$1200/year). Prior to the changes in the bus service, ABC Daycare booked the bus on non-community days, therefore the cost was higher to utilize. With the current changes, ABC Daycare utilizes the bus on open community days and not privately. This significantly reduces the cost of this service. The cost of the service for ABC Daycare under the new system would be approx. \$240.00/year.

Explanation - RIDECrowsnest does not charge for children 5 years or under. Adults are charged \$4.00 per pick up. Donna sends approx. 3 staff per visit to long-term care to supervise children. 3 Staff x \$8.00 return trip X 10 months (average)=\$240.00 per year.

#04 – 19

MOVED BY: V. KUBIK

SECONDED BY: D. WHITTEN

To provide funding to cover the actual cost of RIDECrowsnest for ABC Daycare to continue taking children to visit the seniors at Long Term Care.

CARRIED

Action: K. Lewis will monitor the RIDECrowsnest use and will provide the actual cost of utilization to RIDECrowsnest.

6.5 2019 Order of the Crow and Outstanding Youth Award

Discussion was had in-regards to the selection of the award recipients as well as the award categories. It was decided that an evaluation tool is needed to assist during the selection process. D. Whitten volunteered to work with K. Lewis to establish an evaluation tool to assist with the selection.

Action: K. Lewis and D. Whitten will work together to develop an evaluation tool to be utilized during the selection process.

6.6 2018 Cash Flow Statement

2018 Cash Flow Statement provided as information. An approximate \$7200 surplus has been identified. It was suggested that some of the potential surplus be allocated to 2019 Funded organizations. Organizations could submit a “wish list” of things that their program/organizations could benefit from and a portion of the funds will be ear marked for the community consultation and strategic planning.

Action: K. Lewis will confirm surplus. Once surplus is confirmed, K. Lewis will send out an email to 2019 Funded organizations requesting their “wish list”

7.0 Administrative Reports

7.1 FCSS Programmer Report

- Seniors Christmas Luncheon – very well attended. Great feedback. 160 people
- Christmas Hampers – prepared 125 – delivered 117. Down from last year but that seems to be on pare with what the food bank has been seeing.
- Lions Holiday Meals on wheels – assisted Lions with organizing their holiday meals on wheels. The Blairmore Lions provide meals to seniors in our community free of charge on Christmas day, Boxing Day and New Years day.
- Free Trial MOW – Health Unit & Medical Clinic have been made aware of free trial meals on wheels and the process of making a referral. I have had two people so far receive 1-week trials each. They did not continue meals after free trial.
- MOW Coolers – researching new meals on wheels coolers.
- Volunteer Appreciation Night – Planning is underway. Date has been set for Friday March 29. Caterer and Entertainment has been booked.
- Community Handbook – requests for submissions for the 2019 Spring/Summer Community Handbook have gone out. The Deadline for submissions is February 1. Handbook goes to print at the beginning of March.
- Family Day – Monday, February 18, 12:00-3:00 at Albert Stella Arena. Have booked bouncy Castles and a magician. Other activities will include; road hockey, skate board park, games, climbing wall and food. Free for everyone.
- My Menu – researched my menu. They don’t deliver to our area yet. They are planning on coming out our way sometime in the near future. They deliver once a month. Customers order directly from them. The meals are frozen.
- Funding reports are do January 31. Once reports have been received, 2019 FCSS funding can be distributed.

8.0 Member Reports

9.0 In Camera

10.0 Adjournment

05 - 19 MOVED BY: D. WATT

That the meeting be adjourned at 7:33pm.

Chairperson