



**Family and Community Support Services Advisory Committee Meeting Minutes**

**Municipality of Crowsnest Pass  
Monday February 28, 2022 – 6:30 PM  
MDM Community Centre**

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**Chairperson:** Kate McNeil

**Secretary:** Kim Lewis

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**Present:** Kate McNeil – Chairperson  
Dennis Watt – Member at Large  
Margaret Thomas – Vice Chairperson  
Pam Hellevang – Member at Large  
Dean Ward – Council Representative  
Lisa Sygutek – Council Representative  
Kim Lewis – FCSS Programmer  
Trent Smith – Manager of Community Services

**Absent:** Cathy Painter – Member at Large

**1.0 Call to Order**

K. McNeil called the meeting to order at 6:43pm.

**2.0 Adoption of Agenda**

**#13 - 22 MOVED BY: D. WARD**

That the meeting agenda be adopted as read.

**CARRIED**

**3.0 Adoption of Minutes of January 17 , 2022**

**#14 - 22 MOVED BY: D. WATT**

That the meeting minutes of February 17, 2022 be adopted as read.

**CARRIED**

#### **4.0 Correspondence**

N/A

#### **5.0 Delegations**

N/A

#### **6.0 Business Arising from Previous Minutes**

##### **6a. Order of the Crowsnest Pass Award**

Each year the Municipality celebrates volunteers in our community with a volunteer celebration. Leading up to the celebration, a call for nomination for Outstanding Youth Award and Order of the Crowsnest Pass Volunteer Award. The Order of the Crowsnest Pass has been awarded annually since 1983 to an individual who exemplifies outstanding dedication to volunteer service on our community.

At a previous FCSS meeting, it was discussed if this award is meant to be given out to an individual who was deserving due to their volunteer efforts during the year, or to a volunteer who has shown great commitment to the community for a long-time or either or both. Direction was given to bring back to the next meeting the advertising, application, and a selection tool so that it can be reviewed for going forward. The goal is clarification and direction for future volunteer awards.

Committee reviewed info as well as selection tool used to score the applications and made changes to the tool.

**#15 – 22      MOVED BY:      K. MCNEIL**

That the Family Community Support Service Advisory Committee change the name “Order of the Crowsnest Pass – Volunteer of the Year Award” to “Order of the Crowsnest Pass – Outstanding Volunteer Award”

**CARRIED**

#### **7.0 New Business**

##### **7a) 2021 FCSS Surplus**

Due to Covid-19 restriction, some FCSS planned programs and events and attendance at conferences did not occur, leaving approximately \$9,800 surplus in FCSS dollars.

Our Volunteer Appreciation Event had been postponed from the Spring to the Fall in anticipation of Covid 19 restrictions relaxing enough to allow a large indoor gathering. This was not the case and there for the funds allocated for this event were not utilized. In addition, we did hold the Seniors luncheon for senior’s week, youth week activities, seniors’ presentations, of the seniors Christmas luncheon.

In June, we put out a mid-year funding call and allocated funds to all three of the programs that requested money.

At the meeting in November, it was decided that the best things to do with the surplus was to request a carry over.

Once the programmer completes the Annual Funding Report to the Province, she will complete a request to carry forward the surplus. In discussion with the Province, the Programmer was told it will take approx. 30 days for a decision. We will need a plan for the surplus to be utilized in 2022. All funding must be utilized prior to December 31, 2022.

**#16– 22      MOVED BY:      D. WARD**

The Family and Community Support Service Advisory Committee will ask administration to develop a plan for utilization of the funds in 2022

**CARRIED**

### **7b) Ranchlands Victim Services**

Ranchlands Victim Services has reported a surplus of \$900 due to a last-minute cancelled volunteer training in 2021. They are requesting to carry the \$900 into 2022. They have requested to use the surplus to purchase a computer for volunteers to take part in training on as many trainings are now virtual. Ranchlands Victim Services has not requested a surplus carryover prior to this request.

**#17 – 22      MOVED BY:      M. THOMAS**

The Family Community Support Service Advisory Committee approves that Ranchlands Victim Service carry forward \$900 of 2021 FCSS funding to be used to purchase a computer for use by their volunteers for training

**CARRIED**

### **7c. 2021 Funded Program Annual Reports**

The FCSS Programmer has forwarded the 2021 FCSS Program Annual Reports to the Board for review. At the end of each funding cycle, it is the expectation that each funded program completes the annual report. The FCSS Programmer uses the information provided in the report to complete the Provincial FCSS Annual Report. Reports are to be submitted prior to the new year funding installments commencing.

**#18 – 22      MOVED BY:      D. WARD**

The Family Community Support Service Advisory Committee accepts the 2021 Funded Program Annual Reports as information.

**CARRIED**

## **8.0 Administration Reports**

### **8a) FCSS Programmer Update**

**K. Lewis provided program update:**

- Family Day 2022 – Family Day Fun Kits and Family Night Movie – 85 people attended and gave out 90 fun kits
- FCSS 2021 Annual Reports have been completed and submitted by funded organizations.
- 1<sup>st</sup> Quarter Funding Installments have been sent out.
- 2022 Spring Summer Community Handbook has been sent to the printers. Should be back for distribution by the 2<sup>nd</sup> week in March.
- Subsidized taxi Policy going to Council for approval
- Subsidized taxi program running well. We have 32 people registered for the program and approx. 16 regular users. We have received a call recently from the hospital regarding wheelchair accessibility.
- 2022 dates for Conference have been released. – November 16-18, 2022 in Edmonton

**9.0 Adjournment****#19 - 21      MOVED BY:      D. WATT**

That the meeting be adjourned at 7:37pm.

*Kate McNeil*      March 24, 2022  
Chairperson