



# CITY POLICY

**POLICY NUMBER: C417A**

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**REFERENCE:**

**City Council – 1987 01 03**

Family and Community Support Services Act and Regulation  
City Bylaws 12005 and 11926

**ADOPTED BY:**

City Council

17 January 2006

**SUPERSEDES:**

C417

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**PREPARED  
BY:**

Community Services

**DATE:** 17 January 2006

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**TITLE:**

**Family and Community Support Services Program**

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**Policy Statement:**

The City of Edmonton will participate in the Family and Community Support Services Program as funded by the Province of Alberta in concert with the City of Edmonton.

As a long term, sustainable funder through this program the City of Edmonton is committed to providing leadership in:

- working in partnership with community to identify and address community social needs and build capacity.
- translating knowledge and information so as to bring a variety of groups together to address preventive social service solutions.
- working closely with other funders to support the social infrastructure in the city.
- being accountable to the Province for the achievement of outcomes in the Family and Community Supports Services Act and Regulation.

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**The purpose of this policy is to:**

Authorize participation in the Family and Community Support Services program.

Define "Family and Community Support Services Program" as the development and/or delivery of preventive social services eligible for cost-sharing with the Government of Alberta under the terms and conditions of the Family and Community Support Services Act and Regulation.



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City Council will

- a) authorize agreements between the City of Edmonton and the Province of Alberta.
- b) approve annual budgets for F.C.S.S.
- c) approve City policy governing F.C.S.S.

Community Services Committee of City Council will

- a) review reports and recommendations prior to submission to Council.



# CITY PROCEDURE

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## DEFINITIONS

- 1.01 Family and Community Support Services (FCSS): the development and delivery of preventive social services eligible for cost-sharing with the Government of Alberta under the terms and conditions of the Family and Community Support Services Act and Regulation.
- 1.02 Community Services Advisory Board (CSAB): the advisory board to Community Services appointed under the authority of Bylaw 11926.
- 1.03 Community Services: the City department assigned responsibility for managing the F.C.S.S. program.
- 1.04 Sector Groups: can be inclusive of citizens, funders, funded agencies, stakeholders, governments, and/or agencies. May be geographic, population, and/or issue based.

## 2. PROCEDURES

- 2.01 City Solicitor
  - a) review and approve any bylaw prepared for submission to Community Services Committee and Council pertaining to F.C.S.S.
- 2.04 City Manager
  - a) oversee the administration of the F.C.S.S. program.
  - b) review all reports and recommendations prior to consideration by Community Services Committee or Council.
- 2.05 General Manager or Designate, Community Services
  - a) review and recommend disposition of operating agreements with Government of Alberta.
  - b) prepare and submits annual budgets for the program.
  - c) prepare and recommend operational procedures for City Manager, Community Services Advisory Board and/or City Council consideration.
  - d) administer the F.C.S.S. Program.
  - e) prepare and submits to Council an annual report.



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## 2.06 Community Services Advisory Board

- a) recommend grant funding allocations to Community Services' General Manager or designate.
- b) has a key role in developing a long-term plan for community services in Edmonton.
- c) advocate for social issues to Council.
- d) establish an FCSS Committee for the purposes of providing advice to the CSAB and the General Manager of Community Services about the allocation of FCSS funds and funding-related issues (e.g. funding priorities, funding to new programs).

## 2.07 FCSS Liaison Consultants

- a) inform City Councillors, CSAB and administration on social issues and FCSS related issues.
- b) advocate for social issues.
- c) use information from FCSS funded programs and other relevant research in the planning and priority setting process for FCSS.
- d) liaise with funded agencies and community partners to address community solutions.
- e) facilitate agencies and funders to work together to address community issues.
- f) conduct and disseminate research on trends and issues related to preventive social services.

## 2.08 Sector Groups

- a) bring funders and agencies together to identify needs and find solutions.
- b) identify gaps in services, emerging issues, needs, strengths and opportunities.
- c) identify other funding opportunities beyond FCSS.
- d) help build capacity among partners.
- e) ensure that client/citizen voices are included in the sector group discussions.

## 3. FCSS PRIORITY SETTING PROCESS

- a. FCSS funding priorities will be set every 3 – 5 years.



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- b. Community Services will conduct research and do broad-based community consultations with funded agencies, stakeholders, clients, community members every three to five years based on expressed need.
- c. Sector Groups will be created to provide input annually to FCSS.

## 4. PRINCIPLES OF THE ALLOCATION OF NEW FUNDS

Community Services principles for the use of new FCSS funds are:

- a. Prevention
- b. Sustainability
- c. Emerging Needs
- d. Based on Research

## 5. ASSESSING RISKS AND OPPORTUNITIES

All FCSS funded programs will be assessed in accordance with a set of core standards for prevention, governance, level of service, financial stability, efficient and effective use of resources, and outcome performance.

If an FCSS funded program does not adequately meet the core standards the General Manager or designate will consider reducing and/or terminating funds to that program over a transitional period.

If an agency is contravening the intentions or directive in respect to the FCSS Program, or if there is sufficient reason to believe that the Agency's operation is not being conducted in an appropriate ethical and/or legal manner, the General Manager or designate, may suspend funding at anytime.

## 6. ACCOUNTABILITY

FCSS funded agencies will report annually. Reports will include:

- A discussion of progress towards outcomes.
- A plan for continuous improvement.
- A summary of constraints and future trends.
- An audited financial statement.

Community Services will aggregate data and report outcome information to City Council, CSAB, administration, funded agencies, stakeholders and community.

Community Services objective is to streamline funding processes.



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In the event an applicant is denied FCSS funding, Administration will advise the agency affected by a decision of the right of appeal to the Community Services General Manager or their designate.

Community Services will report annually to the Province of Alberta, including program and financial data.

Community Services will review the FCSS Policy C417A every three years and amend as required.