
Policy Number:	P0325C
Department:	Corporate & Community Services
Authority:	Council (M2025.384)
Effective Date:	October 6, 2025
Review Date:	October 6, 2028
Supersedes	#CDSP-C-01

1. PURPOSE

- 1.1. The *Town of Drumheller*, in partnership with the Province of Alberta, delivers the *Family and Community Support Services (FCSS) Program* to foster the social well-being of the community.
- 1.2. The purpose of this *Policy* is to:
- a) authorize the *Town's* participation in the *FCSS Program* under the *Family and Community Support Services Act* to provide or fund preventive social programs based on locally identified needs;
 - b) serve as a guiding framework for program delivery; and
 - c) clarify the roles of *Council*, the *FCSS Committee* (where applicable), and Administration in administering the *FCSS Program*.

2. POLICY STATEMENT

- 2.1. Guided by the *Family and Community Support Services Act*, the *Town* shall provide or support preventive social programs that address locally identified needs.
- 2.2. This Policy establishes the framework for the delivery of an *FCSS Program* in Drumheller and defines the respective roles of *Council*, the *FCSS Committee*, and Administration in the effective governance and operation of the program.

3. SCOPE

- 3.1. This Policy applies to *Town of Drumheller Council*, the *FCSS Committee* and Administration.

4. DEFINITIONS

4.1. For the purposes of this Policy, the following definitions shall apply:

- a) “*Chief Administrative Officer*” or “*CAO*” means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- b) “*Council*” means the *Mayor* and *Councillors* of the *Town of Drumheller*;
- c) “*Direct Service Delivery*” means programs and services delivered by the *Town’s FCSS Department*;
- d) “*External Grants*” means the *FCSS* funds awarded to external agencies to deliver preventive programs for a set term, following a competitive process;
- e) “*Family and Community Support Services Act*” or “*FCSS Act*” means the *Family and Community Support Services Act, R.S.A. 2000, c. F-3.1* and its regulations, as amended from time to time, and its successor legislation, which is provincial legislation that allows municipalities and *Métis Settlements* in Alberta to partner with the Government of Alberta to deliver preventive social services that enhance individual, family, and community well-being;
- f) “*Family and Community Support Services*” or “*FCSS*” means the *FCSS Administrative Department* of the *Town of Drumheller*, and/or programming with focus on preventive social services delivered under the *Town’s* cost-sharing agreement with the Province, supplemented where possible by other revenue sources;
- g) “*FCSS Committee*” means the advisory body appointed by *Council* to provide recommendations on *Town’s FCSS* programming in accordance with the *FCSS Committee Bylaw*;
- h) “*FCSS Committee Bylaw*” means the *Town of Drumheller FCSS Committee Bylaw #34.24*, as amended from time to time, and its successor legislation;
- i) “*Preventive Social Program*” means programs that enhance individual, family, or community well-being, and focus on prevention of social issues;
- j) “*Social Well-Being*” means state of positive social relationship(s) characterized by inclusion, support, contribution, and access to resources; and
- k) “*Town of Drumheller*” or “*Town*” means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

5. RESPONSIBILITIES

5.1. *Council* is responsible for:

- a) authorizing agreements with the Province of Alberta;
- b) appointing members to the *FCSS Committee* in accordance with the *FCSS Committee Bylaw*;
- c) approving the annual *FCSS* budget, contributing a minimum of 20% of the program costs;
- d) considering recommendations from the *CAO*, *FCSS Committee*, and Administration;
- e) setting social service and program priorities; and
- f) approving policies related to the operation of *FCSS*.

5.2. The *FCSS Committee*, in accordance with section 4.1 of the *FCSS Committee Bylaw*, is responsible for:

- a) reviewing and approving *external grant* applications submitted by local preventive social program agencies ensuring compliance with legislation, budget limitations, and alignment with *Council* priorities;
- b) working with Administration to provide recommendations on the current social condition, community needs and priorities for use in annual *FCSS* programming and budget;
- c) reviewing funded programs for alignment with community social well-being; and
- d) advocating for *FCSS* in the community.

5.3. The *Chief Administrative Officer* is responsible for:

- a) presenting the annual program plan and budget to *Council*, incorporating *FCSS Committee* input on the current social condition, community needs and priorities;
- b) serving as the key contact for *FCSS Committee* communication;
- c) providing training and support to enhance *FCSS Committee* understanding of the *FCSS* Program and their role within it; and
- d) ensuring funded programs align with provincial outcome measures and community wellbeing.

5.4. The *FCSS* Department is responsible for:

- a) managing agreements with the Province of Alberta under the 80/20 cost-sharing partnership;
- b) developing, overseeing, and evaluating service delivery agreements with Starland Regional FCSS (where applicable) including annual grant transfers with funding, services, and reporting defined through a Memorandum of Understanding;
- c) developing an annual program plan and budget for CAO approval, considering *FCSS Committee* input, existing agreements, and community priorities;
- d) maintaining strong working relationships with local and regional interagency organizations; and
- e) completing daily operations of the *Town's FCSS Program* including but not limited to the following:
 - i) providing supports and resources for older adults including information and referral, providing assistance in accessing services, coordinating programs that reduce isolation, and initiatives that promote aging in place and overall well-being; and
 - ii) leading initiatives that strengthen community capacity, foster volunteerism, and build partnerships as well as providing and supporting preventive social programming that responds to identified local needs.

6. TRANSITIONAL

- 6.1. This policy comes into effect on the day it is approved by a resolution of *Council* and signed by the Mayor and the *Chief Administrative Officer*.
- 6.2. This Policy shall be reviewed at least every three (3) years.
- 6.3. This Policy repeals Policy #CDSP-C-01.

REFERENCES

Legal Authority:	<i>Municipal Government Act Family and Community Support Services Act</i>
Related Statutory Documents:	<i>FCSS Committee Bylaw #34.24</i>
Related Procedures:	
Related Forms:	
Other Related Documents:	Starland Regional FCSS Memorandum of Understanding

REVISION HISTORY

Revision	Motion	Date	Description
Adoption	2025.XX	October 6, 2025	Adoption of the Policy and the repeal of Policy #CDSP-C-01
Review			
Amendment			
Review			