

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences

FCSS-1 Family and Community Support Services Policy

Department: Family and Community Support Services

POLICY OBJECTIVE:

The County of St. Paul desires to set expectations for Family and Community Support Services (FCSS) programming. FCSS is an 80/20 funding partnership between Municipalities or Metis Settlements, and the Province, provided through the FCSS Act and Regulations. Under FCSS legislation, Communities “design and deliver social programs that are preventive in nature, provided at the earliest opportunity, to promote and enhance the well-being among individuals, families, and communities”. FCSS is not intended to provide crisis intervention or rehabilitative services.

POLICY STATEMENTS:

1.0 Philosophy and Principle of Service Delivery

1.1 FCSS programs depend on community resources often involving volunteers in the delivery of services. We work in partnership with other service providers in the community to try to prevent the need for crisis intervention or rehabilitative services.

1.2 The FCSS program provides funding but it's up to each Municipality to decide how to allocate the funding to best meet the needs and priorities of that community within the FCSS mandate.

Mission Statement

1.3 To provide our communities with a wide range of programs and services that are preventive in nature in order to enhance the social well-being of individuals in our communities.

Program Objectives and Goals

1.4 That the service we offer provides the individuals with a sense of integrity, self-worth and independence.

1.5 Community members adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and to deal with crisis situations should they arise.

Program Definition

- 1.6 “Program” means an arrangement for the delivery of family and community support services that are of a preventive nature in accordance with an agreement entered into pursuant to Section 3 of the *FCSS Act*.

2.0 Service Requirements

- 2.1 Services provided under a program **MUST** be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and do one or more of the following:

- (a) help people to develop independence, strengthen coping skills and become more resistant to crisis;
- (b) help people to develop an awareness of social needs;
- (c) help people to develop interpersonal and group skills which enhance constructive relationship among people;
- (d) help people and communities to assume responsibility for decisions and actions which affect them; and
- (e) provide supports that help sustain people as active participants in their community.

- 2.2 Services provided under a program **MUST NOT:**

- (a) provide primarily for the recreational needs or leisure time pursuits of individuals;
- (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family;
- (c) be primarily rehabilitative in nature, or
- (d) duplicate services that are ordinarily provided by a government or government agency.

- 2.3 Expenditures of the program **SHALL NOT INCLUDE:**

- (a) the purchase of land or buildings;
- (b) the construction or renovations of a building;
- (c) the purchase of motor vehicles;
- (d) any costs required to sustain an organization that do not relate to direct service delivery under the program;
- (e) municipal property taxes and levies, or

- (f) any payments to a member of a board of committee other than reimbursement of incidental expenses necessarily incurred in providing volunteer services to the program.

3.0 Responsibility of the Municipality

3.1 In providing for the establishment, administration and operation of a program, a municipality must do all the following:

- (a) promote and facilitate the development of stronger communities;
- (b) promote public participation in planning, delivering and governing the program and services provided under the program;
- (c) promote and facilitate the involvement of volunteers;
- (d) promote efficient and effective use of resources;
- (e) promote and facilitate cooperation and coordination with allied service agencies operating within the municipality.

Accountability

3.2 Each municipality participating in the FCSS program is expected to address accountability at the local level by finding ways to measure performance for their projects and services. The municipality has certain obligations under the conditional agreement regulations, and it is required to identify performance measures to address each of the concepts from the obligations.

3.3 The obligations and concepts are:

- (a) promote, encourage and facilitate the involvement of volunteers;
- (b) promote efficient and effective use of resources;
- (c) encourage and facilitate cooperation and coordination with other service agencies operating within the municipality;
- (d) promote, encourage and facilitate the development of stronger communities; and
- (e) promote citizen participation in the planning, delivery and governance of the program and services provided under the program. The FCSS director will implement outcome measures on all applicable services provided within the municipality.

4.0 Advisory Board

4.1 The Board holds a minimum of six meetings each year. The chairperson may call special meetings.

Decision Making and Voting

- 4.2 Members are encouraged to listen and consider other member's points of view as they work towards reaching a consensus. Every effort should be made to reach a decision that all can support. If consensus cannot be reached, members will vote.
- 4.3 Each member including the chairperson is entitled to one vote.

Role of Chairperson

- 4.4 The chairperson is appointed by the Board annually for a one-year term at the October meeting.
- 4.5 In conjunction with the FCSS Director, plan meetings, chair meetings, appoint representatives or sub-committees and call special meetings if required. This person would also assume all the board members roles and responsibilities.

Role of Vice-Chair

- 4.6 The Vice-Chair is appointed for a one-year term by the Board members at the October meeting.
- 4.7 This person shall assume the Chairperson's role in the absence of the chair. This person would also assume all the board members roles and responsibilities.

Roles of Board Members

- 4.8 The Advisory Board shall be composed in accordance with the Family and Community Support Services Board Bylaw, as amended from time to time. All members are appointed for a four (4) year term.

Board Responsibilities

- 4.9 All appointed FCSS Board members will serve as a peoples' representative for the municipality as a whole and:
 - (a) work with the FCSS director in order to meet the Communities needs as a whole;
 - (b) represent the program with integrity, honesty and professionalism;
 - (c) know what's happening in the Community and what services are lacking. Report back to the FCSS Director.

5.0 Role of the FCSS Director

- 5.1 The role of the FCSS Director consists of the following:
 - (a) Being a Municipal employee;
 - (b) Being responsible for managing the day to day operations of the FCSS program;

- (c) Developing a good relationship with the provincial FCSS office and FCSS Association;
- (d) Establishing and maintaining excellent working relationships with all Community partners and government organizations;
- (e) Being an ambassador for the FCSS program, so must represent the program with integrity, honesty and professionalism;
- (f) Working with the Board to develop annual program budget;
- (g) Reporting to the Board monthly on the activities and programs;
- (h) Being responsible for hiring, supervising and firing FCSS staff in consultation with the CAO;
- (i) Reporting to the CAO; and
- (j) Demonstrating an awareness of what's happening in the communities, regionally and provincially, that might impact FCSS program delivery.

6.0 Volunteers

- 6.1 Volunteers are an integral part of the team, and we believe that volunteers are essential to the success of the County of St. Paul FCSS in working towards our vision. We treat our volunteers in a fair and equitable manner in order to recruit and retain qualified individuals who meet the needs of the Communities and the FCSS programs.