

Subject: **Kneehill Regional Family and Community Support Services Agreement**
 Meeting Date: Tuesday, August 20, 2024
 Prepared By: Mike Haugen, CAO
 Presented By: Mike Haugen, CAO

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

| | | | | | | | | | |
|---|--------------------------|---|--------------------------|---|-------------------------------------|---|--------------------------|---|-------------------------------------|
|  | <input type="checkbox"/> |  | <input type="checkbox"/> |  | <input checked="" type="checkbox"/> |  | <input type="checkbox"/> |  | <input checked="" type="checkbox"/> |
| High Quality Infrastructure | | Economic Resilience | | Quality of Life | | Effective Leadership | | Level of Service | |

RELEVANT LEGISLATION:

Provincial (cite)- N/A

Council Bylaw/Policy (cite)- N/A

BACKGROUND/PROPOSAL:

Kneehill County and other regional municipalities have jointly partnered to deliver Family and Community Support Services (FCSS) regionally since 1998. From time to time, the Board reviews the FCSS agreement and recommends changes/updates to the municipal members.

On July 9th, 2024 the FCSS Board approved a revised agreement for recommendation to the municipal members. The existing agreement is from 2012 and is attached for information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The revised agreement cleans up some language from the previous agreement and does not significantly alter FCSS's current operations or functions. However, it does update some areas, such as removing the Town of Three Hills from functions currently performed by Kneehill County.

In the agreement, duties assigned to Kneehill County as the Corporate Administrator are:

1. To act as the signing authority for funding applications under the FCSS Act and Regulations submitted to the Minister.
2. To enter into an agreement with the Minister to provide for the administration and operation of a Family and Community Support Services program as outlined in the FCSS Act and Regulations.
3. To receive funding from the Minister as granted under the FCSS Act and Regulations, or any other source, and designate for purposes related to the Program.
4. To sign such legal agreements as are needed for the Program, as requested by the Board or their delegate.
5. To be responsible for the timely payment of expenses incurred by the Program within the Program's approved budget.
6. To be responsible for the collection, receipt, and safety of all monies belonging to or accruing to the program.



7. To be responsible for depositing all monies received by the Board in a chartered bank or other financial institution and shall as much as feasible or practicable, keep such funds invested in interest bearing accounts.
8. To provide payroll service.
9. To provide assistance with the review engagement report.

Kneehill County currently performs all of the listed functions of the Corporate Administrator. The proposed agreement does not require a resource increase.

The proposed agreement also outlines additional roles for Kneehill County, to be provided for a minimum of ten (10) years:

1. IT support and server use.
2. HR Support
3. Access to the County’s financial system for the purposes of running financial reports.
4. After hours access to the Kneehill County Administration Office.
5. Use of meeting room space, if necessary.
6. Storage of minutes.
7. Provision of office space as determined by Kneehill County.
8. Utilities associated with the provision of office space while the Program is a tenant.
9. Phone and internet services connected to the office space while the Program is a tenant.
10. Custodial and general maintenance work related to the office space while the Program is a tenant.

Kneehill County currently performs all of these functions and would not require an increase in resources.

FINANCIAL & STAFFING IMPLICATIONS:

The agreement represents an update to an existing agreement. There are no anticipated additional costs or staff time required beyond current practice.

RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

| | | | |
|--------|-------------------------|--------|--|
| Tools: | Individual Notification | Other: | |
|--------|-------------------------|--------|--|

ATTACHMENTS:

1. 2012 FCSS Agreement
2. 2024 Proposed Agreement
3. FCSS Letter – July 24th, 2014

COUNCIL OPTIONS:

1. Council may approve the agreement as presented.
2. Council may make FCSS aware of any concerns it may have with the agreement.
3. Council may opt to deliver FCSS services independently.



RECOMMENDED MOTION:

That Council approve the proposed 2024 Kneehill Regional FCSS Agreement and authorize the Reeve and CAO to sign said agreement.

FOLLOW-UP ACTIONS:

Administration will communicate Council's decision to FCSS.

APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

