



County of Grande Prairie No.1

FCSS Advisory Board Meeting

Agenda

Tuesday, April 21, 2020
1:30 PM

County of Grande Prairie No. 1 Administration Building

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County of Grande Prairie No. 1

FCSS Advisory Board Meeting Minutes

Date: Tuesday, February 18, 2020
Time: 1:30 p.m.
Location: County of Grande Prairie No. 1 Administration Building

BOARD MEMBERS PRESENT
Karen Rosvold, Vice-Chair
Leanne Beaupre
Linda Waddy
Corey Beck
Harold Bulford
Ross Sutherland
Bob Marshall

BOARD MEMBERS ABSENT
Daryl Beeston, Chair
Peter Harris

STAFF PRESENT
Dan Lemieux, Director of Community Services
Kathleen Turner, Manager of FCSS
Coree Ladwig, Seniors, Adult and Community Programs Team Lead
Lisa Watson, Child, Youth and Family Team Lead
Jolene Nellis, Family & Child Development Coordinator
Dale Bond, Home Support Coordinator
Danielle Callihoo, Community School Liaison Counsellor
Jeanne Johnston, Administrative Assistant
Melissa Wideman, Administrative Assistant

RECORDING SECRETARY Tatiana Catana, Legislative Services Clerk

CALL TO ORDER, QUORUM The meeting was called to order at 2:53 p.m.

ADOPTION OF AGENDA 2.1 Adoption of the Agenda

Resolution # FCSS20200218.001 **MOVED** by Board Member L. Beaupre
That the agenda for the February 18, 2020 FCSS Advisory Board Meeting be adopted with the following addition:

- Item 7.5 - FCSSAA Provincial update.

CARRIED

NEW BUSINESS

5.1 Sunrise House Youth Emergency Shelter Appointment - Kathleen Turner, Manager of FCSS

Tanya Wald, Executive Director, and Richard Vanderzee, President of Sunrise House Youth Emergency Shelter were in attendance to request capital funding for a new building for \$500,000 to be funded over one or two years.

MINUTES APPROVAL

3.1 November 22, 2019 FCSS Advisory Board Meeting Minutes

**Resolution #
FCSS20200218.002**

MOVED by Board Member C. Beck

That the minutes of the November 22, 2019 FCSS Advisory Board Meeting Minutes be approved as presented.

CARRIED

UNFINISHED BUSINESS

4.1 County Connector - Coree Ladwig, Team Lead Adult, Seniors and Community Programs

**Resolution #
FCSS20200218.003**

MOVED by Board Member L. Beaupre

That the FCSS Advisory Board direct Administration to explore options for the County Connector pilot project and present the options to County of Grande Prairie Council.

CARRIED

NEW BUSINESS

5.1 Sunrise House Youth Emergency Shelter Appointment - Kathleen Turner, Manager of FCSS

**Resolution #
FCSS20200218.004**

MOVED by Board Member L. Beaupre

That the capital support request from the Grande Prairie Youth Emergency Shelter (Sunrise House) be funded over two (2) years with amount and funding source to be determined at the 2020 final budget deliberations.

CARRIED

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5.3 Provincial Budget Update - Kathleen Turner, Manager of

FCSS

**Resolution #
FCSS20200218.005**

MOVED by Board Member L. Beaupre

That the FCSS Advisory Board accepts the 2019 Provincial Budget update for information as presented.

CARRIED

MOVED by Board Member L. Beaupre

That the FCSS Advisory Board be recessed for a short break and to reconvene at 3:15 p.m.

CARRIED

The meeting was called back to order at 3:18 p.m.

PROGRAM REPORTS

7.1 Community Program Update - Coree Ladwig, Team Lead Adult, Seniors and Community Programs

**Resolution #
FCSS20200218.007**

MOVED by Board Member B. Marshall

That the FCSS Advisory Board accept the Community Program report for information as presented.

CARRIED

7.2 Home Support Program Update - Dale Bond, Home Support Coordinator

**Resolution #
FCSS20200218.008**

MOVED by Board Member L. Waddy

That the FCSS Advisory Board accept the Home Support Program report for information as presented.

CARRIED

7.3 Community School Liaison Counsellor (CSLC) Program Update - Danielle Callihoo, CSLC

**Resolution #
FCSS20200218.009**

MOVED by Board Member B. Marshall

That the FCSS Advisory Board accept the Community School Liaison Counsellor Program report for information as presented.

CARRIED

7.4 Early Childhood Development Program Update - Jolene Nellis, Family and Child Development Coordinator

**Resolution #
FCSS20200218.010**

MOVED by Board Member H. Bulford
FCSS Advisory Board accept the Early Childhood Development Program report for information as presented.

CARRIED

7.5 FCSSAA Provincial Update – Board Member Karen Rosvold

MOVED by Board Member B. Marshall
FCSS Advisory Board accept the FCSSAA Provincial Update for information as presented.

CARRIED

ADJOURNMENT

10.1 Adjournment

**Resolution #
FCSS20200218.011**

MOVED by Board Member B. Marshall
That the meeting be adjourned at 3:46 p.m.

CARRIED

These minutes approved the _____ day of _____ 2020.

Reference # _____

Chair

FCSS Manager



Request for Decision

Report Title – Presenter, Position

Item 5.1 - FCSS Involvement with GPREP COVID-19 Response, Kathleen Turner, Manager of FCSS

Supported By: Kathleen Turner, Manager of FCSS

Meeting: FCSS Advisory Board Meeting

Meeting Date: April 21, 2020

Agenda Category: New Business

Executive Summary

FCSS programs have been hugely impacted by the COVID-19 Health Crisis and has played various roles in the GPREP response.

Background / Proposal

The COVID-19 Health Crisis has forced the suspension of many of our programs. With the school closures the School Liaison Program the Playschool Programs were suspended. The decision was also made to suspend the Home Support Program to limit client and staff exposure to potential risk. Any sessions or activities that involved public gatherings have been cancelled or postponed as well. Wellington Resource Centre closed to the public as well. This meant that we had many staff available to assist with the GPREP response. Initially Kathleen was involved with the ECC but had to curtail that when asked to self-isolate because of a possible extended contact with a positive individual. She continued to work from home to help get the Community Care Initiative up and running. Several staff have been working on this initiative either doing assessor or logistic lead positions. Lisa has been working on the Hotel Isolation plan which provides accommodation for homeless individuals who are symptomatic but not hospitalized. The shelters cannot accept them so alternate arrangements have to be made. Coree and Jolene have also been involved in this operation. All staff have been working from home and or the office as the situation allows. We are hopeful that schools and playschools will be open again in the fall but it's too early to say that for sure at this time.

Options & Benefits

That the FCSS Advisory Board accept the report for information.

Costs & Source of Funding

No additional costs.

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not Applicable

Administrative Recommended Action

That the FCSS Advisory Board accept the report for information.

Attachments

Not applicable.



Request for Decision

Item 5.2 - Playschool Program Fees - Jolene Nellis, Family & Child Development Coordinator

Supported By: N/A
Meeting: FCSS Advisory Board Meeting
Meeting Date: April 21, 2020
Agenda Category: New Business

Executive Summary

The County of GP operates seven playschools within the County, three urban and four rural. Each playschool has a parent board that supports the program with planning of parent education and decisions on larger purchases. Currently the fees are collected by the parent boards and used to purchase equipment for the room, consumable supplies, field trips and celebrations for special days and year end. Administration is seeking the Advisory Board's recommendation on changing this process and having all fees collected by FCSS and purchases managed through FCSS staff.

Background / Proposal

Several years ago, the Clairmont Playschool was oversubscribed, and an additional class was needed. In order to limit the expense to the County, an agreement was struck with the parent board to cost share the assistant position. FCSS pays the assistant and invoices the board for half of her salary and benefits. This arrangement has worked well. With the addition of Whispering Ridge and Harry Balfour programs we believe it is time to implement this change across all of our programs. This will ensure consistency and appropriate use of funds.

Administration is proposing that all playschool program fees be collected by FCSS to ensure consistency of use and to remove this responsibility from instructors and the parent boards. Currently FCSS budgets for salaries, benefits, mileage for meetings, program insurance, advertising, training and licensing. We would need to add supplies, furniture and equipment and possibly contracts as expense categories.

The estimated annual fee revenue with the current programs would be \$105,000. This would fluctuate based on number of students enrolled. The estimated expenditures for the new expense categories would be roughly \$35,000.00 per year. Any surplus revenue over new expenditures would reduce the County's budget. If a new class is added to another program, for example a fourth program to Whispering Ridge, those fees would offset additional staff time and expenses.

The table below identifies the staffing and fees for each of our playschools as well as the estimated annual

revenue from program fees.

Playschool Programs	Students	Monthly fee	Number of staff	wait list	Est Annual Revenue
Whispering Ridge	43		2	none	\$32,000.00
M/W morning		75			
T/TH morning		75			
T/TH afternoon		75			
Clairmont	48		2	none	\$36,000.00
M/W/F morning		100			
T/TH morning		75			
T/W/TH afternoon		100			
Harry Balfour	29		2	none	\$21,750.00
M/W morning		75			
T/Th morning		75			
Bezanson M/W morning	16	40	1	7	\$5,760.00
Elmworth M/W morning	7	40	1	none	\$2,520.00
Valhalla T/TH afternoon	8	40	1	none	\$2,880.00
LaGlace M/W morning	13	40	1	none	\$4,680.00

Options & Benefits

Option 1: That FCSS Advisory Board direct Administration to collect playschool program fees from all playschool programs starting September 2020 and be responsible for paying supplies, equipment and contract costs in addition to those expenses already budgeted for.

Having all fees collected by FCSS would:

1. Take this responsibility off of the playschool staff and the volunteer parent board;
2. Allow for consistent and transparent management of all fees and expenditures; and
3. The ability to meet increased community needs for additional classes with minimal impact to the overall budget.

Option 2: That parent boards continue to collect fees and make purchases.

This would involve retaining the current cost sharing agreement with Clairmont and developing potential new agreements with Whispering Ridge and/or Harry Balfour.

Costs & Source of Funding

The potential revenue for the County would be \$105,000.00. This would help pay for staff and increase in classes if needed to meet demand, as well as the day to day costs to run each program. The average monthly cost for the new expenses is estimated to be \$500.00 per program. If there was a need to increase the number of classes offered by a program, the extra salary and benefits would then come out of this revenue and would reduce the impact to the FCSS budget. If there was a need to add an additional class to a program it would still come to council for budget decision.

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not applicable

Administrative Recommended Action

Option 1: That FCSS Advisory Board direct Administration to collect playschool program fees from all playschool programs starting September 2020 and be responsible for paying supplies, equipment and contract costs in addition to those expenses already budgeted for.

Attachments

Not applicable.



Request for Decision

Report Title– Presenter, Position

Item 8.1 - Home Support Program Update – Dale Bond, Home Support Coordinator

Supported By: Dale Bond, Home Support Coordinator

Meeting: FCSS Advisory Board Meeting

Meeting Date: April 21, 2020

Agenda Category: Program Reports

Executive Summary

Home Support Program update for information.

Background / Proposal

2020 got off to a busy start for the Home Support Program. It began with two less staff who transferred over to Beaverlodge with the transition of the program back to the town and some reorganization on the West County staff caseloads.

The program did suspend Home Support Services effective March 17th and that suspension remains in effect at this time. All staff continue to contact their clients via telephone to check in on a weekly basis unless the clients requests more or less frequent contact.

Within this reporting period, we completed 14 new assessments, 10 of whom signed on for services. 12 reassessments/reviews were also completed during this reporting period, all but one of the reassessments have continued to qualify for service.

In the first quarter, Home Support Staff spent 1975.5 hours with 875 visits to 130 clients throughout the County of GP and Wembley.

They travelled 23,486 kms to reach our clients and spent 888kms transporting clients to various outings.

Approval was granted on April 8, 2020 to reinstate the Home Support program to meet the needs of our clients who we deem high risk without any supports. This process continues to be developed and will be rolled out over the next few weeks. We have kept two staff members on to go into these homes.

An additional two staff members are providing additional cleaning support to the County Administration, Public Works, CSB and FCSS offices Monday to Friday. The remaining 9 home support staff have been placed on Job Protected temporary layoffs effective April 17th.

At this time, planning has been postponed for the bi-annual tea and we will continue to monitor the situation as time progresses.

Options & Benefits

That the FCSS Advisory Board accept the Home Support Program update as information.

Costs & Source of Funding

N/A

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not Applicable

Administrative Recommended Action

That the FCSS Advisory Board accept the Home Support Program update for information.

Attachments

N/A



Request for Decision

Report Title – Presenter, Position

Item 8.2 - Community Program Update - Coree Ladwig, Team Lead Adult, Seniors and Community Programs

Supported By: N/A
Meeting: FCSS Advisory Board Meeting
Meeting Date: April 21, 2020
Agenda Category: Program Reports

Executive Summary

Update provided by administration to the FCSS Advisory Board on behalf of Wellington Resource Centre (WRC) Community Program staff.

Background / Proposal

Wellington Resource Centre Program Update:

Children and Family Programs

- Babies Best start ran in partnership with the Grande Prairie Friendship Centre continues to run a virtual group and are actively promoting in Clairmont.
- Family Day Unplugged Challenge took place February 17th, the winning class was a grade 3 classroom.
- Bike rodeo, and spring camps have been cancelled until next year.

Community Resources and Financial Supports

- Service Canada hosted outreach sessions, and held two sessions across the County, one at the WRC and one at the LaGlace Library.
- Jeanne is registered for the Community Volunteer Income Tax Program, we are waiting on information from the program, and plan to commence tax returns as soon as possible.

United Way Emergency Fund

- We continue to support individuals and families with Housing Stability, Food Security, Employment and Individual Support.
- We experienced an increase in requests during the last quarter.

Food Bank

- Due to COVID-19 the Clairmont Food Bank location has not been using volunteers at the portable.
- The number of individuals fed between January and March was 48
- In March the Sexsmith and Area Food Bank moved its Sexsmith location from the Town office to a community building, and administration is being transferred to a community board.

Older Adult Programs:

- Seniors Walk and Talk at County Sportsplex and Bezanson have been suspended.
 - The program has been well received in Bezanson.
 - Seniors Intergenerational Tea was planned for May 12th has been cancelled.
 - Seniors Biannual tea scheduled for June 4th is also on hold.

Volunteer of the Year

- We have extended the nomination deadline, until May 22, 2020

GPREP

- Melodie has been working one-week rotations with GPREP as a logistics lead in the Community Care Program
- Jeanne is trained to work as a driver for the Community Care program should they need her in the meantime she continues to provide supports through the center.

Options & Benefits

That the FCSS Advisory Board accept the Community Program update for information.

Costs & Source of Funding

N/A

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one-way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two-way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not Applicable

Administrative Recommended Action

That the FCSS Advisory Board accept the Community Program update for information.

Attachments

N/A



Request for Decision

Item 8.3 - Community School Liaison Counsellor (CSLC) Program Update – Vaughn Dueck, CSLC

Supported By: Lisa Watson, Child, Youth and Family Team Lead
Meeting: FCSS Advisory Board Meeting
Meeting Date: April 21, 2020
Agenda Category: Program Reports

Executive Summary

Community School Liaison Program update for information.

Background / Proposal

CSLC Update Report

137 students currently on caseloads.

- 115 students are seen weekly
- 22 students are seen monthly

Trends

On March 13th, 2020, Peace Wapiti School Division cancelled school services due to the COVID 19 pandemic. The Community School Liaison Counsellor program transitioned into supporting school staff and students remotely through video conferencing and phone calls. Ongoing monitoring is being done as many students were identified as being impacted by the school closures and the sudden change to their daily schedules.

Counselling services via texting, phone calls and emails are being used. Some families have been referred to community therapists with Liaison counsellor follow-ups with students and parents. Ongoing contact with school personnel and Peace Wapiti School Division staff are being conducted using Zoom. Resources are being distributed to families requesting information on communication strategies with their children, how to manage their child's anxiety and general support to families.

County families are identifying as being under varying levels of stress as they try to manage their kid's schoolwork, uncertain employment stress, anxiety over the current pandemic and trying to maintain some sense of normality in an abnormal situation. Liaison counsellors report many families have expressed appreciation to counsellors for maintaining regular contact with themselves and their children. This contact will be ongoing.

GPREP

Counsellors have also been assigned to the Community Care initiative under GPREP. They are filling the role as assessors and logistic lead to help address needs, primarily, food and medications to those who are unable to procure these necessities due to self isolating. This will be ongoing as the pandemic continues.

Groups Facilitated (while schools were operating):

- Gay Straight Alliance Support Group;
- Test Anxiety Sessions;
- Circle of Life Grief Series;
- Thera-Play Group Sessions;
- Community Helpers Series;
- Lunch Bunch (Clairmont School Lunch Drop-in Session);
- Lunch Drop-in Session (Beaverlodge Regional High School).

School Staff Support:

- Information and resource sharing with school staff around wellness, connection, and trauma;
- Attend school meetings;
- Co-facilitate the schools Wellness Anchor Team;
- Increased amount of consulting with school administrators.

Options & Benefits

That the FCSS Advisory Board accept the Community School Liaison Counsellor Program report for information.

Costs & Source of Funding

N/A

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not Applicable

Administrative Recommended Action

That the FCSS Advisory Board accept the Community School Liaison Counsellor Program report for information.

Attachments

N/A



Request for Decision

Item 8.4 - Early Childhood Development Program Update - Jolene Nellis, Family & Child Development Coordinator

Supported By: Jolene Nellis, Family & Child Development Coordinator
Meeting: FCSS Advisory Board Meeting
Meeting Date: April 21, 2020
Agenda Category: Program Reports

Executive Summary

Update from administration on playschool, parent and tot and Triple P programs

Background / Proposal

Playschool Program Update

- The County of Grande Prairie suspended playschool services effective March 16th, 2020 as per guidelines from the Alberta Government
- Programs have completed inventories and major cleaning of the classrooms, as well as posting ideas and resources to their families
- Effect April 17th all staff have been placed on temporary Lay-offs due to COVID19
- There will be registration dates in May and June via email

Parent & Tot Program Update

- The County of Grande Prairie suspended Parent & Tot programs effective March 16th as per guidelines from the Alberta Government
- Complete inventories and major cleaning of the programs has been completed
- Effect April 17th all staff have been placed on temporary Lay-offs due to COVID19

Triple P

- I have continued to do phone check ins with families during this time and they are able to contact me with questions/support etc.
- Sharing of resources when appropriate

Options & Benefits

That FCSS Advisory Board accept the Early Childhood Development Program update for information.

Costs & Source of Funding

N/A

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Administrative Recommended Action

That FCSS Advisory Board accept the Early Childhood Development Program update for information.

Attachments

N/A



Request for Decision

Item 8.5 - Summer Day Camps - Lisa Watson, Child, Youth & Family Team Lead

Supported By: Lisa Watson, Child, Youth & Family Team Lead
Meeting: FCSS Advisory Board Meeting
Meeting Date: April 21, 2020
Agenda Category: Program Reports

Executive Summary

Summer Day Camp Program update for information.

Background / Proposal

The Summer Day Camp program provides opportunity for children and youth ages 6 – 12, to enjoy social connection and activities during the summer months. Camps feature arts and crafts, outdoor activities and social connection games. Healthy morning and afternoon snacks are provided while campers will bring their own lunch. Registration is \$30 per child.

Development and planning for the Summer Day Camp Program has been suspended for the 2020 year, until clarification around group activities has been given from Government of Alberta regarding COVID-19 pandemic recommendations.

The Summer Day Camp Program has been tentatively booked for the following dates and locations:

Kleskun Hill: July 6-10
Bezanson: July 13-16
Clairmont: July 20-24
Rio Grande: July 27- 31
La Glace: August 10-15
Dimsdale: August 17-21

Options & Benefits

That the FCSS Advisory Board accept the Summer Day Camp report for information.

Costs & Source of Funding

Administration has applied to the Canada Summer Jobs program for the position of coordinator and assistant. Administration has not received confirmation of funding at this time.

Municipal Plans

1. **Strategic Plan:** N/A
2. **Other Municipal Plans:** N/A

Communication / Public Participation

Inform (one way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not Applicable

Administrative Recommended Action

That the FCSS Advisory Board accept the Summer Day Camp report for information.

Attachments

N/A