

**TOWN OF COCHRANE**  
**Protective & Community Services**

**COCHRANE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD**

**AGENDA**

**DATE:** Feb 8, 2023  
**TIME:** 6pm  
**PLACE:** FCSS basement meeting rooms

**Chairperson:**  
**Vice Chairperson:** Theresa Newland  
**United Way & Rural Rep:** Margaret Stevens  
**Town Council Rep:** Councillor Patrick Wilson

**Members:** Diana Lowe  
Kaitlin Chamberlain  
Gord Sarkissian  
Lisa Foster

**FCSS Staff:** Kim Krawec, Manager, FCSS  
Nicole Copses, Administrative Assistant

**Guest:** Leigh Sands, Legislative Assistant, Town of Cochrane

**Regrets:** Mitchell Hamm, Director, Protective & Community Services

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1. **Call to Order**
  2. **Agenda**
    - a) Agenda additions/deletions
    - b) Adoption of the agenda
  3. **Adoption of Minutes from Previous Meetings**
    - a) Jan 4, 2023 - regular meeting
  4. **Welcome new members**
  5. **Delegations/Committee Reports**
    - a) Town Council report- Councillor Wilson
    - b) Manager's report- Kim Krawec

**6. New Business**

- a) Seniors on the Bow 2022 grant extension
- b) Junior Achievement Society of Alberta 2022 grant extension
- c) Review final 2022 grant reports
- d) Council presentation 2023 grant recommendations

**7. Ongoing Business**

- a) Fundraising

**8. Round Table Items**

- a) Board members information sharing

**9. Correspondence**

- a) None

**10. Next Meeting**

- a) Mar 8, 2023 – 6pm
- b) Apr 12, 2023 – 6pm

**TOWN OF COCHRANE**  
**Protective & Community Service**

**COCHRANE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD**

**MINUTES**

**DATE:** Jan 4, 2023  
**TIME:** 6:30pm  
**PLACE:** FCSS basement meeting rooms

**Chairperson:**  
**Vice Chairperson:** Theresa Bolton  
**United Way & Rural Rep:** Margaret Stevens  
**Town Council Rep:** Councillor Patrick Wilson

**Members:** Diana Lowe  
Kaitlin Chamberlain

**FCSS Staff:** Kim Krawec, Manager, FCSS  
Nicole Copses, Administrative Assistant

**Guest:**

**Regrets:** Mitchell Hamm,  
Director, Protective & Community Services

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**1. Call to Order**

Called to order at 6:40pm

**2. Agenda**

- a) Agenda Additions/Deletions
  - i. None
- b) Adoption of the Agenda

**MOTION:** Moved by Margaret Stevens that the FCSS Advisory Board adopt the agenda for the Jan 4, 2023, Regular Board Meeting. All in favor.

**CARRIED**

**3. Adoption of Minutes from Previous Meetings**

- a) Dec 7, 2022 - Regular Meeting

**MOTION:** Moved by Margaret Stevens that the FCSS Advisory Board adopt the minutes from Dec 7, 2022, Regular Board Meeting. All in favor.

**CARRIED**

#### 4. Delegations/Committee Reports

a) Town Council Report – Councillor Wilson

- i. Councillor Wilson shared that the province announced that construction of the highway 1A and 22 intersection is set to start in spring 2023.

b) Manager's Report – Kim Krawec

- i. Kim provided an update on the surveys that have we sent out in the past month. We completed a communication survey which had 331 responses. We also completed a client survey; we received some incredible feedback on the support that clients received from our team.
- ii. Kim provided updates on staffing. Brianne Sachdev will be starting on Jan 16 in the Neighbourhood Community Development role and Chantal Barber's contract ends with us on Jan 6, but she is transitioning to a new role within Community Services.
- iii. Kim provided program updates. FCSS and the FRN are working with Cochrane Kiwanis to develop an anti-bullying initiative that will be launched in Feb. We are also working with community members to offer a Big Family Dinner on Feb 26, 2023.
- iv. Kim shared information on the Malanka Party, Ukrainian New Years Eve which will be held on January 14, 2023.
- v. Kim provided FRN Program Highlights. The FRN team is providing a large amount of programming over the next month, including Co-parenting after separation/divorce, a Book Club, Parent Talk and a Nurturing Parenting Series.
- vi. Kim provided an update on expanding senior supports by having a staff member, Tracy Tilma, available one morning per week to provide support to seniors with completing forms.
- vii. Kim shared that our community development team is very busy. Hillary is offering a lot of programming over the next few months. She is working with the DOT's Committee to offer Boost Your Marvelous Brain on Jan 27 at SOTB. We will also be offering Thriving in your Golden Years – to help seniors learn about the supports and resources to remain in their homes and community in Feb and Mar. We will also be launching a caregivers awareness campaign in Feb and offering Compass for the Caregiver in Mar.  
Kristen has Partnered with the Library to offer a financial series Jan-Mar.  
Meghan will be providing youth support programming. In the form of online Community Helpers Training in Jan and Mental Health First Aid in Mar.
- viii. Kim shared an update on the Income Tax Program for 2022. 2 volunteers provided 226 volunteer hours to complete 613 income tax returns which supported 346 seniors, 41 people receiving AISH, 213 low Income households, which impacted 128 children.
- ix. Kim shared that our FCSS/FRN Frontline team will be meeting with AISH/AB Supports on Feb 8 to discuss the challenges we are experiencing.

#### 5. New Business

a) Board Election – Chair & Vice Chair

- i. The Advisory Board voted Theresa Bolton as Chairperson and Diana Lowe as Vice Chairperson

b) Meeting times and dates

- i. The Advisory Board discussed the meeting times and dates. The meetings will be held on the second Wednesday of each month and start at 6pm.

c) Confidentiality agreements

- i. The Advisory Board reviewed and signed the confidentiality agreements.

d) Board member recruitment update

- i. Kim shared information regarding the Board member recruitment. We are waiting to receive final approval from Council at the next meeting on Jan 9, 2023.

**6. Ongoing Business**

a) Fundraising

- i. The Advisory Board provided feedback on the last Give a Little Love event and discussed upcoming fundraising ideas for this year.

**7. Round Table Items**

a) Board members information sharing

- i. Diana shared that it is National Ribbon Skirt Day. Diana also shared information on a new housing initiative that is taking off in the USA.
- ii. Margaret provided an update on the Cochrane Hospice Society.

**8. Correspondence**

a) FCSSAA News December 2022 (attached)

**9. Next Meetings**

- a) Feb 8, 2023 - 6pm
- b) Mar 8, 2023 - 6pm

**10. Adjournment:**

Adjournment 8:01pm

\_\_\_\_\_  
Date

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Theresa Bolton, Chair

\_\_\_\_\_  
Date

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Nicole Copses, Administrative Assistant