

TOWN OF COCHRANE
Development & Community Services

COCHRANE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD

AGENDA

DATE: June 10, 2020
TIME: 6:00pm – FCSS Advisory Board Meeting
PLACE: Virtually - [FCSS Advisory Board livestream YouTube link](#)

Chairperson & United Way Rep: Margaret Stevens
Vice Chairperson & Rural Rep: Rick Lancaster
Town Council Rep: Councillor Marni Fedeyko

Members: Gresal Tapulao
Valerie Borsos
Lyle Balmer
Lorraine Palmer

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

Regrets: Ryan Koudys-Stone

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1. **Call to Order – Margaret Stevens, Chair**
 2. **Agenda**
 - a) Agenda Additions/Deletions
 - b) Adoption of the Agenda
 3. **Adoption of Minutes from Previous Meetings**
 - a) May 6, 2020 – Regular Meeting
 4. **Delegations/Committee Reports**
 - a) Town Council Report – Councillor Fedeyko
 - b) Manager’s Report – Kim Krawec
 5. **New Business**
 - a) Discuss FCSS/United Way Grants that were deferred
 - b) Review the current Grant applications that were altered for a COVID-19 response
 - c) Recommend cancelling the Mid-term project reporting as groups are providing an update on their response to COVID-19
 - d) Recommend postponing the mix and mingle with FCSS Staff

6. Ongoing Business

- a) COVID-19 Response Update and Discussion

7. Correspondence

- a) FCSSAA May Newsletter 2020
- b) 2020 FCSSAA Achievement Awards

8. Next Meetings

- a) Sept 9, 2020 – 6:00pm



Family and Community Support Services 2020 Achievement Awards

FCSS Achievement Awards were created to recognize leaders in FCSS for their exceptional contribution to FCSS both locally and provincially.

Award of Excellence

The FCSS Achievement Awards Program acknowledges and celebrates **FCSSAA members** whose programs or projects help to strengthen the social fabric of their community.

Up to six Awards of Excellence will be presented:

- two to FCSS programs serving populations less than 20,000
- two to FCSS programs serving populations between 20,000 and 85,000
- two to FCSS programs serving populations over 85,000

Criteria

In order to be eligible for this award, FCSS programs or projects must be able to demonstrate they have supported their communities in one or more of the following ways:

- Exhibited innovation and creativity in meeting community needs
- Enhanced the social well-being of individuals, families, or communities through prevention
- Worked as a catalyst to bring together mutually beneficial partnerships with other community organizations to identify and address a community need
- Provided leadership in community development

Programs or projects must also demonstrate alignment with FCSS Strategic Directions.

Outstanding Individual Achievement Award

The Outstanding Achievement Award will honour an **individual** FCSS program staff member who, over the past fifteen years or more, has made significant contributions to FCSS. The Outstanding Individual Achievement Award recognizes long service and significant professional or personal involvement in support of FCSS on a provincial level.

Premier's Award

The Premier's Award honours a **volunteer** who, over the past fifteen years or more, has made significant contributions to FCSS. The Premier's Award recognizes long service and significant professional or personal involvement in support of FCSS on a provincial level.

Criteria

The nominees must have made a significant or outstanding contribution to FCSS. Local contributions are recognized; however, impact at the regional or provincial level, as well as the local level, is required. Volunteers or paid employees of FCSS funded agencies are not eligible for nomination.

Nomination Guidelines

1. Nominees must meet the eligibility criteria outlined in this nomination package.
2. Completed nomination packages are to be submitted to the FCSSAA office by the nomination deadline.
3. Nominations cannot be submitted without the written permission of the nominee(s); by signing the nomination form, the nominee(s) consents to the use of their name, community, photograph and nomination material in any awards related publicity carried out by the FCSSAA.
4. Nominations that are incomplete or do not comply with these guidelines may be disqualified.
5. Decisions made by the Achievement Awards Selection Committee are final.
6. Only FCSS programs that are members of the FCSSAA are eligible to receive the awards.
7. Nominations for the awards may be made by any of the following: staff or board members of the FCSS program, the municipality served by the FCSS program, or members of the community who have been impacted by the program.
8. **Award of Excellence:** The nomination shall include a completed and signed Nomination Form and a description (600 words maximum) of the FCSS program or project that is being nominated, highlighting how that program or project meets the identified criteria.
9. **Outstanding Individual Achievement Award and the Premier's Award:** The nomination shall include a completed and signed Nomination Form and a detailed letter (600 words maximum) that outlines the nominee's length of service with FCSS and a description of how the nominee has made a significant contribution to their community. The letter should highlight the specific ways in which the nominee's work helps to achieve the overarching goal of FCSS - to enhance the social well-being of individuals, families, and community through prevention. This information should demonstrate how the work of the nominee achieves the goals of FCSS at a regional or provincial level.
10. Two letters of support from community agencies or groups must accompany the nominations for the Award of Excellence, Outstanding Individual Achievement Award and the Premier's Award. These letters must show the impact of the nominee's work on their agency or community and should be no more than two pages in length.

The Selection Process

- The Achievement Awards Selection Committee will review the complete nomination packages and provide their recommendations to the FCSSAA Board.
- Should the Awards Selection Committee require additional information the nominator will be contacted by a staff member from the FCSSAA.
- All nominators will receive an email confirming their nomination was received; the decisions of the Achievement Awards Selection Committee will be conveyed in writing to both the nominators and the nominees.

FCSSAA Award Nomination Form

Deadline for nominations is Friday, September 11, 2020

We regret that we cannot accept nominations after the deadline

Award Category (please check appropriate box)

- Award of Excellence
- Premier's Award
- Outstanding Individual Achievement- FCSS Staff Member

Information about the Nominee:

Name: _____

Address: _____

Town/City: _____

FCSS Program: _____

- Serving Populations: less than 20,000
 between 20,000 and 85,000
 over 85,000

(Population size is necessary for Award of Excellence nominees only)

Phone: _____

E-mail: _____

Information about the Nominator:

Name: _____

Address: _____

Town/City: _____

Relationship to the Nominee: _____

Phone: _____

E-mail: _____

FCSS Program Director's Signature: _____

Declarations:

I have read and agree to the guidelines in this nomination package and confirm that the nominee meets all the necessary eligibility criteria.

Nominator's Signature: _____ Date: _____

Nominee's Signature: _____ Date: _____

Nomination package check list:

- Nomination form completed
- Award of Excellence** A description of the FCSS program or project (up to 600 words) that demonstrates how this FCSS program or project has enhanced the community in ways that meet the identified criteria
- Outstanding Individual Achievement Award** Detailed letter (up to 600 words) that describes the nominee's length of service with FCSS; the nominee's significant contribution to their community and/or to FCSS provincially is provided; please indicate if the individual is a volunteer or paid FCSS Staff member.
- At least two additional two letters of support (maximum two pages) from community agencies or groups that detail the nominee's impact on their programs or the community are included
- Nominee and nominator have signed and dated the nomination form
- A digital photo of the nominee(s) is included in the nomination package

Note:

The FCSSAA Achievement Awards Committee reserves the right to withhold an award if there are no qualified candidates. The decisions of the Committee, approved by the FCSSAA Board of Directors, are final. Nominees not selected for an award are eligible for re-nomination, using an updated nomination form, in subsequent years.

Please submit nomination packages and the nominee's photo **by e-mail** to Colleen Burton Ochocki at coordinator@fcssaa.org