



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: August 10, 2026 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

Item D1: Public Hearing for Land Use Bylaw Amendment (*Bylaw 004:2026*)

E. MINUTES

Item E1: Minutes from July 20, 2026 Regular Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Land Use Bylaw Amendment – Subsequent Readings (*Bylaw 004:2026*)

Item I2: Irricana FCSS Program & Funding Resource Package

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

Item L1: Municipal Land Disposition (Response to Motion 161:25), Closed per Sections 29(1) and 30(1) of the Access to Information Act

Item L2: Municipal Land Acquisition, Closed per Sections 29(1) and 30(1) of the Access to Information Act

Item L3: CAO Mid-Year Performance Discussion, Closed per Sections 20 and 22 of the Access to Information Act

M. ADJOURN

Item E1

Minutes from July 20, 2026 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: July 20, 2026 Time: 7:00PM

A. ATTENDANCE

Mayor: Colleen MacLeod
Deputy Mayor: Julie Sim
Councillors: Nathaniel Fleming, Megan Hoefnagels, Dawna Polson
CAO: Doug Hafichuk
Staff: Patty Malthouse

B. CALL TO ORDER

The meeting was called to order by Mayor MacLeod at 6:59 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
91:26 Moved by Councillor Hoefnagels to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) None

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for June 15, 2026
92:26 Moved by Councillor Fleming to accept the Minutes from the Regular Meeting of Council for June 15, 2026, as presented.
CARRIED

F. CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

G. COMMITTEE REPORTS

- (i) 2025-2026 Community Futures Impact Report

H. OLD BUSINESS

- (i) None

I. NEW BUSINESS

- (i) Item I1: 2026 Education Property Tax – Implementation Update

93:26 Moved by Councillor Fleming that Council receive Administration's report as information.
CARRIED

- (ii) Item I2: Chief Administrative Officer Report

94:26 Moved by Deputy Mayor Sim that the Chief Administrative Officer Report be received for information.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) None

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

Deputy Mayor Sim

- 1) Irricana Lions 50th Anniversary Celebration

Deputy Mayor Sim commented on the recent Lions Club 50th Anniversary Celebration, recognizing the event as a well-attended community gathering. She noted the Lions Club and Ladies Club's generosity in providing free food and entertainment as a way of giving back to the community and acknowledged the positive turnout and community participation.

Councillor Polson

- 1) Councillor Polson inquired about the status of the Audit and also requested that the 2026 Work Plan updates be included in CAO monthly reports. This prompted further discussion among Council regarding the proposed reporting process.

Councillor Hoefnagels

- 1) Councillor Hoefnagels commented on attending *ATCO Energy Systems Spruce Meadows 'North American' Tournament* on July 4 with Deputy Mayor Sim and Councillor Polson.
- 2) She also expressed her appreciation to Manager Operations and Public Works staff for their efforts in maintaining the community flower planters throughout the summer. Mayor MacLeod also acknowledged and thanked Councillor Hoefnagels for her volunteer

efforts in planting additional seeds, recognizing her contribution to enhancing the community's appearance.

Councillor Fleming

- 1) Councillor Fleming provided an update on the recent Aqua 7 meeting. He also provided some comments on the 2026 Work Plan review and inquired about the status of the Audit.

Mayor MacLeod

- 1) Mayor MacLeod requested that name tags be provided for all members of Council prior to the next community event. She also requested business cards for herself and Councillor Polson.
- 2) Mayor MacLeod also provided an update on her attendance at the recent Pioneer Acres event, where she had the opportunity to speak and meet with the Reeve of Rocky View County.

L. CLOSED SESSION

- (i) None

M. ADJOURN

- (i) Adjournment

95:26 Moved by Councillor Fleming to adjourn the meeting at 7:57 pm.
CARRIED

Colleen MacLeod
Mayor

Doug Hafichuk
Chief Administrative Officer



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: August 10, 2026
Purpose: Request for Decision
Subject: Land Use Bylaw Amendment – Subsequent Readings

Summary:

Following First Reading of Bylaw 004:2026, Administration completed the statutory advertising requirements prescribed by the Municipal Government Act.

Background and Discussion:

At its June 15, 2026 Regular Meeting, Council gave First Reading to Bylaw 004:2026, being a bylaw to amend Land Use Bylaw 007:2023 by restoring Dwelling, Single Detached as a Discretionary Use within the Residential – Manufactured Home District (R-MH) and establishing associated development standards.

Following First Reading, Administration completed the statutory advertising requirements in accordance with the Municipal Government Act. Advertising was completed through advertising in the Rocky View Weekly (July 14, 2026 and July 21, 2026 editions, respectively).

Subsequently, Council conducted a Public Hearing respecting the proposed amendment on August 10, 2026.

Strategic Alignment

The proposed amendment remains consistent with Council's earlier direction to address a narrowly scoped regulatory alignment issue while maintaining the overall intent of the R-MH District

Policy / Legislative Implications

The Municipal Government Act requires that amendments to a Land Use Bylaw receive a public hearing prior to Third Reading. That requirement has now been satisfied.

Should Council grant Second and Third Reading, Bylaw 004:2026 will come into force in accordance with its provisions

Financial Implication(s):

There are no financial implications associated with this report.

Recommendation:

Barring Council direction related to the Public Hearing, Administration recommends that Council provide Second and Third Readings to Bylaw 004:2026.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** That Council give Second Reading to Bylaw 004:2026, being a bylaw to amend Land Use Bylaw 007:2023.

Motion #2: **THAT** That Council give Third Reading to Bylaw 004:2026, being a bylaw to amend Land Use Bylaw 007:2023.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Land Use Bylaw Amendment – R-MH District (Bylaw 004:2026)

Item I1

Attachment 'A' – Land Use Bylaw Amendment – R-MH District

BYLAW 004:2026

A Bylaw of the Town of Irricana, in the Province of Alberta, to amend Bylaw 007:2023, being the 2023 Land Use Bylaw.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, Council may adopt and amend a Land Use Bylaw;

AND WHEREAS the Council of the Town of Irricana adopted Bylaw 007:2023 on November 6, 2023, being the Irricana Land Use Bylaw;

AND WHEREAS Council has identified the need to amend the Residential – Manufactured Home District (R-MH) regulations to restore "Dwelling, Single Detached" as a Discretionary Use and establish associated development standards;

AND WHEREAS Council has held a Public Hearing in accordance with the requirements of the Municipal Government Act on the 10th day of August 2026;

AND THEREFORE under the authority of the Municipal Government Act, the Council of the Town of Irricana, in the Province of Alberta, enacts as follows:

Title

1. This Bylaw may be cited as the "***Land Use Bylaw Amendment – R-MH District.***"

Amendments

2. Section 7.5.3 – Discretionary Uses is amended by adding the following subsection:

(g) Dwelling, Single Detached

3. Section 7.5.5 – Minimum Lot Dimension Requirements are amended by adding the following row:

	Lot Area	Lot Width
(c) Dwelling Single Detached	(i) 400m ²	(ii) 13 Metres

Continuity

4. Except as expressly amended by this Bylaw, all provisions of Bylaw 007:2023 remain unchanged and in full force and effect.

Severability

5. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

Effective Date

6. *Bylaw 004:2026*, being the *Land Use Bylaw Amendment – R-MH District*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 15th day of June 2026.

READ A SECOND TIME this ____ day of _____ 2026.

READ A THIRD TIME this ____ day of _____ 2026.

Colleen MacLeod
Mayor

Doug Hafichuk
Chief Administrative Officer



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: August 10, 2026
Purpose: **Provided For Information**
Subject: Irricana FCSS Program & Funding Resource Package

Summary:

Administration has completed the Irricana FCSS Program & Funding Resource Package, a 2026 Work Plan initiative that modernizes and standardizes the Town's approach to FCSS program administration and community funding.

Developed from lessons learned through previous funding cycles, evolving provincial expectations, and practical administrative experience, the package establishes a comprehensive framework supporting community organizations throughout the planning, application, implementation, and reporting lifecycle.

Building upon an established area of organizational and community strength, the initiative supports Council's 'Thriving Community Culture' Area of Focus by strengthening the capacity of volunteer groups to design, deliver, and sustain high-quality preventative programming.

Through clearer guidance, standardized administrative practices, and practical planning resources, the package also advances Council's objective to 'Increase Local Volunteerism' by helping volunteer-led organizations spend less time navigating process and more time delivering meaningful community programs.

Background and Discussion:

Family and Community Support Services (FCSS) has long represented an area of strength within the Town of Irricana. Through both municipally delivered initiatives and strong partnerships with local organizations, Irricana FCSS routinely supports a diverse range of preventative programs, services, and community events that contribute meaningfully to the well-being of individuals, families, and the broader community.

Through continued administration of the Town's FCSS funding program, opportunities for continuous improvement have become apparent. Funding applicants have consistently demonstrated a strong commitment to delivering meaningful programming; however, applicants frequently sought clarification regarding eligibility requirements, provincial alignment, program planning, reporting expectations, and application requirements.

While Administration routinely provided this guidance, much of the information existed through individual discussions, accumulated experience, and established administrative practice rather than within a single, comprehensive resource.

Development of the '*Irricana FCSS Program & Funding Resource Package*' was therefore identified as a 2026 Work Plan initiative intended to consolidate lessons learned, formalize administrative practices, and provide community organizations with a consistent framework supporting every stage of the funding process.

The timing of this initiative also aligned well with the Province's ongoing modernization of the FCSS Accountability Framework and Prevention Priorities. This provided an appropriate opportunity to incorporate current provincial direction while refreshing the Town's local administrative framework based upon practical experience gained through previous funding cycles.

The completed resource package consists of several integrated documents designed to support applicants from the earliest stages of program development through implementation and final reporting, including:

- Irricana FCSS Brochure
- FCSS Funding Brochure
- FCSS Funding & Application Package
- FCSS Funding Application Form
- FCSS Funding Distribution Guideline

Collectively, these resources establish a formalized framework supporting program planning, application development, implementation, funding administration, accountability, and reporting.

Beyond documenting administrative requirements, *the materials are intentionally designed to guide organizations toward planning successful, achievable, and prevention-focused initiatives* by encouraging thoughtful consideration of community need, organizational readiness, measurable outcomes, implementation planning, and long-term sustainability before an application is submitted.

Administration anticipates the modernized framework will support more complete applications, improve consistency throughout the funding process, reduce unnecessary administrative clarification, and strengthen alignment between proposed initiatives and both local and provincial FCSS priorities.

Equally important, the standardized resources establish a common foundation for all applicants – whether new or experienced – by providing the same practical guidance, planning tools, and administrative expectations from the outset. In doing so, the Town is helping community partners develop stronger proposals while continuing to support fair, transparent, and consistent stewardship of public funding.

This initiative represents more than the creation of new communication materials. It establishes the Town's renewed administrative framework for FCSS funding while serving as another example organizational maturity, continuous improvement, and strong community partnerships. By strengthening the tools available to community organizations, the Town is investing not only in improved administration, but also in the long-term capacity of local partners to design and deliver meaningful preventative programming that benefits the entire community.

Strategic Alignment

Beyond the Town's commitment to organizational maturity and continuous improvement, this initiative directly supports Council's '*Thriving Community Culture*' Area of Focus by strengthening the capacity of local community organizations to develop, deliver, and sustain high-quality preventative programming.

By providing structured guidance, clearer expectations, and practical planning resources, the Town is helping community partners focus more of their time and energy on delivering programs that strengthen community well-being.

The resource package also supports Council's specific goal to 'Increase Local Volunteerism' by reducing administrative barriers for volunteer-led organizations, improving access to FCSS funding, and equipping community groups with the tools necessary to successfully plan, implement, and evaluate community-based initiatives.

Financial Implication(s):

There are no financial implications associated with this report.

Recommendation:

Administration recommends that Council receive this report for information.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council accept the report for information.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Irricana FCSS Brochure

Attachment ‘B’ – Irricana FCSS Funding Brochure

Attachment ‘C’ – Irricana FCSS Funding Application Package

Attachment ‘D’ – Irricana FCSS Application

Attachment ‘E’ – Irricana FCSS Funding Distribution Guideline

Item 12

Attachment 'A' – Irricana FCSS Brochure



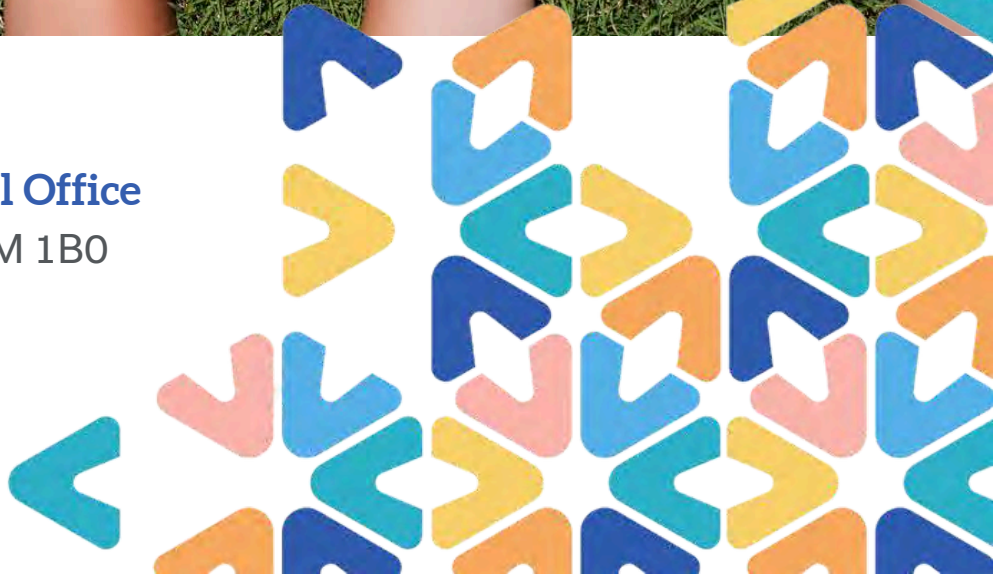
Town of Irricana Municipal Office

222 2nd St., Irricana, AB T0M 1B0

(403) 935-4672

FCSS@irricana.com

www.irricana.com



Stronger Together

The Irricana Family and Community Support Services (FCSS) program promotes and enhances the well-being of individuals, families and communities. FCSS programs are intended to help individuals adopt healthy lifestyles, improve their quality of life and build capacity to prevent and deal with crisis situations should they arise.



When you see these logos, these programs, events and or services are hosted, sponsored or funded by Irricana FCSS and Rocky View County FCSS. Family and Community Support Services (FCSS) is a joint Municipal/Provincial partnership that funds preventive social service programs.



Some examples of local FCSS programming are:

- providing information and supporting access to available social supports in the local community;
- promoting, encouraging and supporting volunteer work in the community;
- developing the skills of individuals and families for greater resiliency, such as through mentoring programs;
- supporting the social development of children and their families;
- supporting seniors to remain connected to their communities;
- support people in developing skills to have healthy relationships with others;
- help individuals and communities assume responsibility for decisions and actions that affect them

The mandate of Family and Community Support Services (FCSS) is for communities to design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.



FCSS Programs

The majority of FCSS programs, events, and services in Irricana are free or offered at a subsidized rate.

Irricana Programs

FCSS-funded programs in the Town of Irricana and surrounding rural areas support a variety of individuals and families of all ages. Each year, Irricana FCSS and Rocky View County FCSS funds local non-profit groups and partners to establish local programs that suit the social and mental needs of our community members.



Irricana Events

FCSS-funded events are family-focused, community-driven, and provide a sense of community for all who attend. By bringing people together, we strive to connect everyone with the joy of local events while providing support resources for all ages. Big and small, successful events rely on amazing community volunteers.

Irricana Services

Irricana FCSS and Rocky View County FCSS supports many local services, non-profits and organizations in our community. These non-profits provide vital community support services targeting different age groups and social needs.



FCSS Prevention Priorities

The Irricana Family and Community Support Services (FCSS) is committed to strengthening individuals, families, and the community through prevention-focused programs that promote connection, well-being, resilience, and support across all stages of life. By aligning with Alberta's Provincial Prevention Priorities, FCSS Irricana helps create a healthy, inclusive, and supportive community where residents feel connected, empowered, and supported.

Provincial Prevention Priorities & Alignment with FCSS Irricana

The Family and Community Support Services focuses on prevention and early intervention strategies that strengthen individuals, families, and communities before challenges become crises. Through community-driven programming, partnerships, and supports, FCSS Irricana works to build resilience, social connection, and overall well-being for residents of all ages.

FCSS Irricana aligns its programming with Alberta's Provincial Prevention Priorities in the following ways:

Homelessness & Housing Insecurity

FCSS Irricana supports individuals and families by connecting residents to local resources, services, and community supports that promote stability and reduce barriers to safe housing.

Mental Health & Addictions

FCSS Irricana promotes mental wellness through inclusive programs, social connection, community engagement, and access to supportive resources that help reduce isolation and strengthen well-being.



Employment

FCSS Irricana supports skill-building, confidence, leadership, and community involvement to help residents build resilience and increase opportunities for future success.

Family & Sexual Violence Prevention

FCSS Irricana promotes healthy relationships, inclusion, and safe community connections through family-focused programs, education, and early intervention supports.

Aging Well in Community

FCSS Irricana helps seniors remain active, connected, and supported through programs that encourage social engagement, wellness, and community participation.



FCSS Prevention Strategies

FCSS Irricana puts these prevention strategies into action by thoughtfully planning programs, activities, and community events that encourage connection, inclusion, skill-building, and overall well-being. Through opportunities for residents of all ages to participate, learn, and build relationships, FCSS Irricana helps strengthen a healthy, supportive, and resilient community.

Promote Active Engagement

FCSS Irricana encourages residents to participate in programs, events, and volunteer opportunities that strengthen community connection and involvement.

Foster a Sense of Belonging

FCSS Irricana creates welcoming and inclusive spaces where residents feel valued, supported, and connected within the community.

Promote Social Inclusion

FCSS Irricana provides opportunities for individuals and families of all ages and backgrounds to connect, participate, and build meaningful relationships.

Build Healthy Relationships

FCSS Irricana supports positive relationships through family-focused programming, community engagement, and opportunities for social connection.



Enhance Access to Social Supports

FCSS Irricana helps connect residents to local services, resources, and supports that promote overall well-being and community wellness.

Build Resilience

FCSS Irricana helps individuals and families develop confidence, coping skills, and support networks that strengthen their ability to navigate life's challenges.

FCSS Funding

FCSS funding is for non-profit organizations. Programs and services that are requesting funding must benefit the community of Irricana.

Types of services eligible for FCSS funding:

- Services that promote the social development of children and their families.
- Services that enrich and strengthen family life by developing skills so people can function more effectively within their own environment.
- Services that enhance the quality of life of the retired and semi-retired.
- Services to promote, encourage and support volunteer work in the community.
- Services to assist communities to identify their social needs and develop responses to meet those needs.
- Services to inform the public of available services.

Types of services that may not be eligible for funding:

Services provided under a program must not:

- Provide primarily for the recreational needs or leisure time pursuits of individuals.
- Offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family.
- Be primarily rehabilitative in nature; nor duplicate services that are ordinarily provided by a government or government agency.

FCSS Funding Applications

Applications for local non-profit funding open in July and close on November 1st of each year. Successful applicants receive funding based on the current needs of the community. Programs and services can include training seminars, after-school or PD programs, crafting and social groups, outdoor recreation social groups, newborn and toddler social groups, and family education. If you're a non-profit organization that has a great idea about a preventative-based program, service or event in Irricana and are looking for funding, contact our FCSS Coordinator.

For any questions about the FCSS program or for assistance with the application process or program eligibility, please email FCSS@irricana.com.



Local Supports



Do you know where to find local support for childcare, employment, education, mental health, abuse, or food insecurity?

Emergency & Crisis

Emergency: 911
Alberta Mental Health Help Line: 811
Poison Control: 1 (800) 332-1414
Crime Stoppers: 1 (800) 222-8477
Kids Help Phone: 1 (800) 668-6868
Airdrie & District Victim Assistance: (403) 945-7290

Mental Health & Addictions

Distress Center: (403) 266-4357
Togetherall: www.togetherall.com
AHS Mental Health Helpline: 1 (877) 303-2642
Access Mental Health: (403) 948-3878
Alcoholics Anonymous: (403) 777-1212

Food & Clothing

Irricana Food Bank: (403) 935-4911
Airdrie Food Bank: (403) 948-0063
Good Food Box Program: (403) 275-0258
Community Links: (403) 945-3900



Children & Youth Services

Kids Help Phone
1 (800) 668-6868

Child Abuse Hotline
1 (800) 387-5437

Distress Center Connecteen
(403) 264-8336

Kidsport Canada of Jumpstart
(587) 434-5428

Hope Homes (Youth 15-18)
(403) 280-6293

Big Brothers & Big Sisters
(403) 777-3535

Irricana Playschool Association
(403) 935-4727

Seeds to Sprouts Kindergarten
(403) 945-0028

RVS Mental Health Capacity Building
(403) 945-4000

Family Services

Closer to Home Community Services
(403) 543-0550

Community Links
(403) 945-3900

Airdrie & District Victim Assistance
(403) 945-7290

Child Maintenance Enforcement
(780) 422-5555

Childhood Development Concerns/Pediatric Rehabilitation Line Health Link
811

Best Beginnings Pregnancy Support
(403) 228-8221

Airdrie Disability Resource and Awareness Centre
(403) 926-5240

Senior Services

Rocky View Regional Handibus
(403) 948-2887

Seniors Outreach Services
(403) 443-2555

Service Canada
1 (800) 277-9914

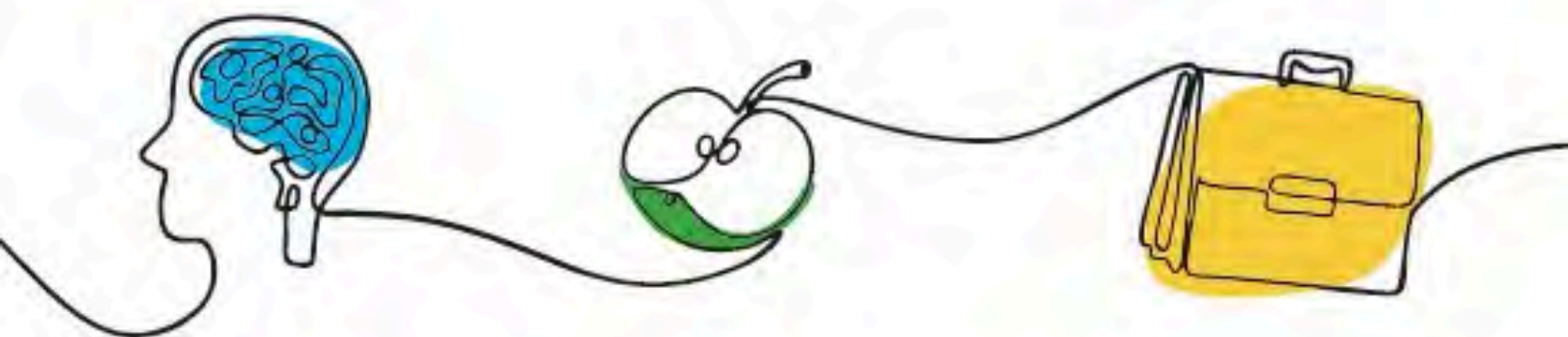
Alberta Supports Contact Center
1 (877) 644-9992

Rocky View Foundation (Seniors)
(403) 945-9724

Kerby Center Senior Abuse Line
(403) 705-3250

Community Links
(403) 945-3900

Irricana FCSS
(Family and Community Support Services)
Reach out with any questions or concerns:
FCSS@irricana.com



211 Alberta is here to connect you to the support you need—mental health, food, employment, and more.

Free. Confidential. Available 24/7.

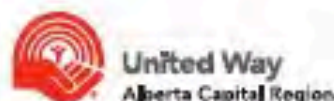
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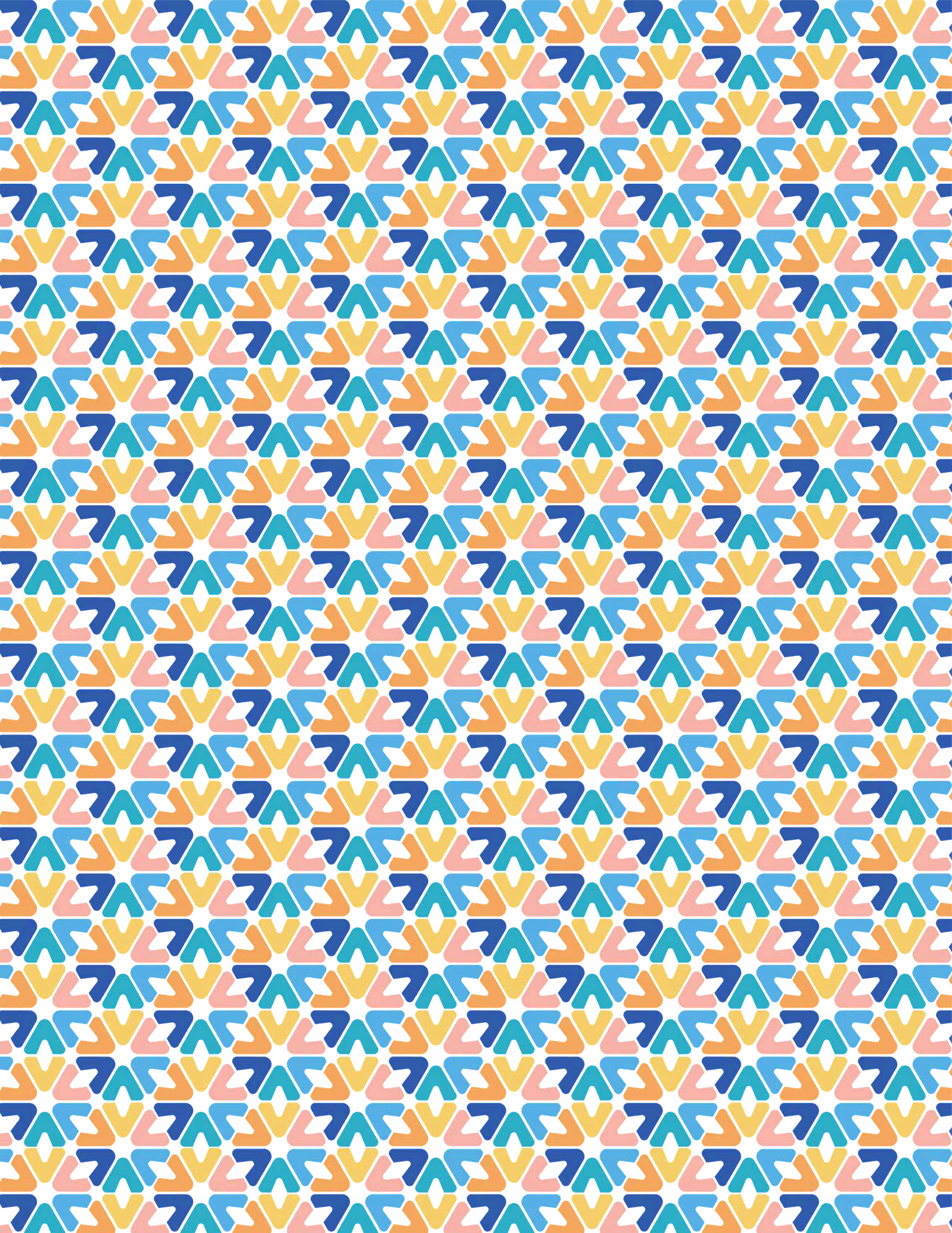
 Text INFO to 211

 Visit ab.211.ca

HELP STARTS HERE.

211 Alberta is provided in partnership by:





Item 12

Attachment 'B' – Irricana FCSS Funding Brochure

What is FCSS?

Family and Community Support Services (FCSS) is a partnership between the Government of Alberta and local municipalities or Métis Settlements. Together, they fund and support programs that strengthen individuals, families, and communities through prevention.

FCSS programs are designed locally. They focus on early intervention, community involvement, and long-term well-being. The province provides a set grant and provides 80% of the funding, then municipalities contribute the other 20% of the funding. This shared investment encourages innovation and local leadership.

How Do I Apply?

Are you a local Organization, Community Group or Not for Profit and have a great idea about a program, event, or service?

- Step 1:** Contact your Irricana FCSS Department and they would be happy to chat with you about your idea!
- Step 2:** Refer to Key Milestones and Timelines for FCSS Applications on page 8 of the FCSS Application Package
- Step 3:** Review Program Expectations and Eligibility Requirements in the FCSS Application Package
- Step 4:** Develop/Design your Program
- Step 5:** Review the FCSS Application Package:
 - <https://ow.ly/11QV50ZiM0h>
- Step 6:** Complete FCSS Irricana Application Form:
 - <https://ow.ly/iKIH50ZiM2A>



Scan for
FCSS
Brochure

Scan for
Application
Form



Contact us!

FCSS@irricana.com
www.irricana.com



2027 FCSS Funding Information

Applications Open:
July 1, 2026

Applications Close:
Nov. 1, 2026 at 9:00 AM



How are Applications Selected?

A scoring and evaluation rubric is used to support fair, transparent, and evidence-based assessment of applications submitted for funding through the Family and Community Support Services (FCSS) program. It aligns with FCSS principles by prioritizing prevention, early intervention, collaboration, and measurable community impact.



[View Scoring Rubric](https://ow.ly/zA2B50Zijgq)

Scan QR code or visit
<https://ow.ly/zA2B50Zijgq>

Purpose:

- Consistent and equitable.
- Aligned with FCSS legislation and provincial requirements.
- Focused on prevention and early intervention.
- Responsive to local community priorities.
- Based on measurable outcomes and demonstrated need; and
- Supportive of strong stewardship of public funds.

Process:

Stage 1: Screening and Evaluation

Stage 2: Scoring

Stage 3: AdminGroup Review and Discussions

Stage 4: Funding Recommendations

Stage 5: Council FCSS Budget Approval

You're Approved! Now What?

You will receive an email acknowledgement from Irricana FCSS if Funding has been approved or not approved.

1. Sign Funding Agreement + Terms & Conditions
2. Receive payment according to the approved schedule
3. Deliver your approved program
4. Track outcomes and program statistics
5. Participate in required check-ins
6. Submit required reports
7. Advertise program, event, or service locally; using the supplied FCSS Irricana logo on all advertising

Being approved means FCSS believes your program contributes to a stronger, more resilient community. Maintaining good communication, thorough documentation, and a focus on preventive outcomes will help ensure a successful partnership and position your organization well for future funding opportunities



Irricana FCSS Statement

Irricana FCSS strengthens the well-being of individuals, families, and the community by supporting prevention-focused programs, partnerships, and initiatives that foster connection, inclusion, resilience, and a strong sense of belonging. Through collaboration and community-driven approaches, FCSS helps create a caring, supportive community where people of all ages can thrive.



Conditions of Funding

Conditions of Funding are an essential component of the Family and Community Support Services (FCSS) funding process because they establish the expectations, responsibilities, and accountability measures between the FCSS program and the funded organization. They help ensure that public funds are used appropriately and that funded initiatives achieve meaningful outcomes for the community.

Reporting

FCSS reporting is designed to demonstrate that funding was used responsibly and that the program achieved positive, preventive outcomes for the community. Funded organizations are typically required to provide:

Program Activities: A summary of the programs, services, and activities delivered.

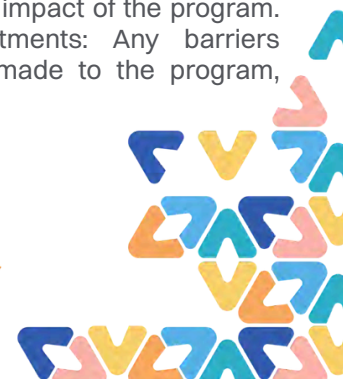
Participant & Volunteer Data: The number of individuals served, including participant demographics and volunteer involvement.

Outcome Results: Evidence of how the program benefited participants and contributed to stronger individuals, families, and communities.

Financial Reporting: A record of how FCSS funds were spent, including budget-to-actual expenditures and explanations for significant variances.

Success Stories: Examples, testimonials, or stories that highlight the impact of the program. Challenges and Adjustments: Any barriers encountered, changes made to the program, and lessons learned.

*stronger
together*



Item 12

Attachment 'C' – Irricana FCSS Funding Application Package



2027 FCSS Funding & Application Package

Town of Irricana

Funding Period: January 1, 2027 – December 31, 2027

Applications Open: July 1, 2026

Applications Close: November 1, 2026 at 9:00 AM

Address:

Box 100
222-2 Street, Irricana
AB T0M 1B0

Email:

FCSS@irricana.com

Website:

www.irricana.com

What is FCSS?

Family and Community Support Services (FCSS) is a partnership between the Government of Alberta and local municipalities or Métis Settlements. Together, they fund and support programs that strengthen individuals, families, and communities through prevention.

FCSS programs are designed locally. They focus on early intervention, community involvement, and long-term well-being. The province provides a set grant and provides 80% of the funding, then municipalities contribute the other 20%. This shared investment encourages innovation and local leadership.



When you see this logo, these programs, events and or services are hosted, sponsored or funded by Irricana FCSS. **Family and Community Support Services (FCSS)** is a joint Municipal/Provincial partnership that funds preventive social service programs.

FCSS Application Introduction

1. Applications open July 1, 2026, and close on Nov. 1, 2026, for the 2027 Funding year.
2. Please read all the information in this package prior to your submission.
3. Ensure the budget template provided is used and that the completed budget form is included with the final application.
4. All Applications are scored against the FCSS Irricana Rubric to support consistency and transparency in project evaluation and recommendations.
5. Successful applicants will receive an approval letter from FCSS Irricana outlining grant conditions, and reporting requirements. The grant cheque will be provided in alignment with the program implementation dates. [\[Funding Distribution Guideline\]](#)

If you have questions about applying for funding or to discuss program ideas, please connect with Irricana FCSS by email at FCSS@Irricana.com.



Conditions of Funding

- #1 Funding received from Irricana Family and Community Support Services program must provide preventive social programs that directly benefit its residents.
- #2 All funds must be spent by December 31st of the funding year.
- #3 Final Reporting is due by December 31st of each calendar year, please refer to your Report Document outlining all required Data Collection for your project. If you require additional time to complete your report an extension may be granted by emailing FCSS@irricana.com.
- #4 Surveys will be provided to your organization through FCSS Irricana which will include outcome questions. Please feel free to add in any additional questions as an organization you would like to gather from your programming. We do ask that the surveys are provided to all participants attending your programs and then provided back to FCSS Irricana via a summarized overview.
- #5 If an organization receives funding and chooses to change the scope of their original application, they must receive approval from Irricana FCSS to ensure that their new project outcomes and budget align with the FCSS mandate.
- #6 FCSS Organizations must also commit to the following **(NEW)**:
 - Return correspondence at 6-month mark (June) must be received.
 - Virtual or in-person check-in meeting September/October.
 - Advertising the approved program/project/event locally and utilizing the supplied FCSS Irricana Logo on all advertising aligned to the program that you have received funding for.



Advertising Your Program

If it's FCSS-funded, it should look FCSS-funded

If an activity or program is funded with FCSS dollars, make sure the FCSS logo is front and centre. When you're supporting FCSS-funded work, please ensure the logo appears on posters, social media and other promotional materials. This is an important part of building recognition for how prevalent and impactful FCSS services are in the community.

We've made things easy—use our Canva FCSS templates!

[Canva.com](https://www.canva.com) is a free-to-use online design website where you can easily create advertising for your FCSS-Funded programs. FCSS Irricana has put together Brand Templates so you can easily utilize the required FCSS logo.



Poster Templates:

- [FCSS Poster 8.5"x11"](#)
- [FCSS Poster 11"x17"](#)
- [FCSS Poster 12"x18"](#)

Social Media Templates:

- [FCSS Instagram Post](#)
- [FCSS Social Media Story](#)

If you have any questions on how to use these templates, please email FCSS@irricana.com.



FCSS Eligibility & Assessment Framework

This framework is designed for municipal FCSS programs, FCSS Advisory Committees, and Council-appointed funding review committees to evaluate funding applications consistently, transparently, and in alignment with the Alberta FCSS Act, Regulation, and Accountability Framework. FCSS-funded programs must be preventative in nature.

Organizations must meet **all mandatory requirements** to submit an application.

Organizational Eligibility:

The applicant must:

- Be a registered local non-profit society, charity, municipality, school division, Indigenous organization, or other eligible community-serving organization
- Carry appropriate insurance coverage
- Demonstrate capacity to deliver the proposed program
- Provide required financial statements and governing documents if required

Eligible Programs:

- Focus on **prevention rather than intervention or treatment**
- Strengthen individuals, families, and communities
- Promote **mental wellness and healthy lifestyles**
- Build social connections and reduce isolation
- Encourage volunteerism and community involvement
- Develop leadership, life skills, and resilience
- Support healthy child and youth development
- Foster positive family relationships
- Increase community capacity and inclusiveness
- Help individuals develop independence and self-reliance
- Address identified local community needs
- Be delivered by an eligible not-for-profit organization

Ineligible Activities:

Applications shall be deemed ineligible if the primary purpose is:

- Direct financial assistance
- Provision of food, clothing, or shelter as the primary activity
- Medical treatment or health care services
- Clinical counselling or therapy
- Crisis intervention services
- Rehabilitation programs
- Services mandated under another government department
- Primarily recreational or leisure activities without preventative social outcomes
- Capital projects, buildings, land purchases, or major equipment
- Political or religious advocacy activities
- Fundraising activities



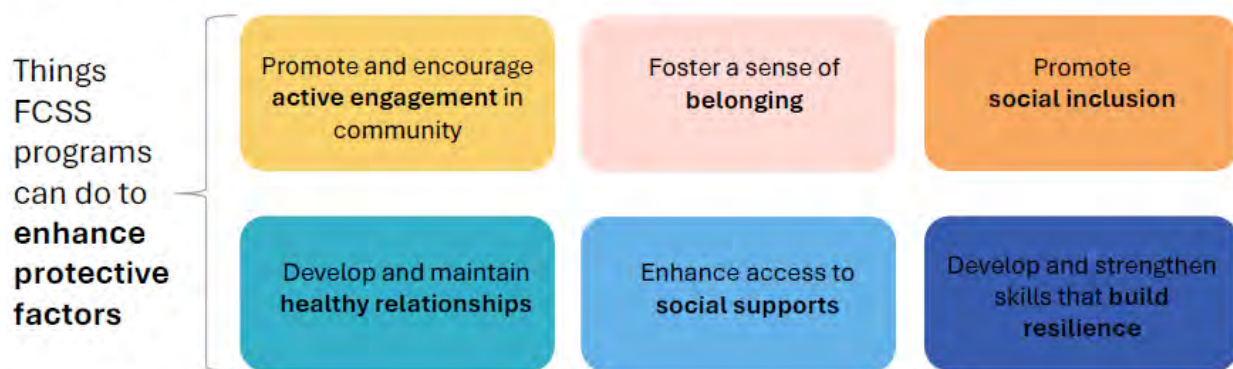
FCSS Outcome Alignment

The program must support one or more of the following in both categories:

FCSS Accountability Framework Provincial Prevention Priorities



FCSS Accountability Framework Provincial Prevention Strategies

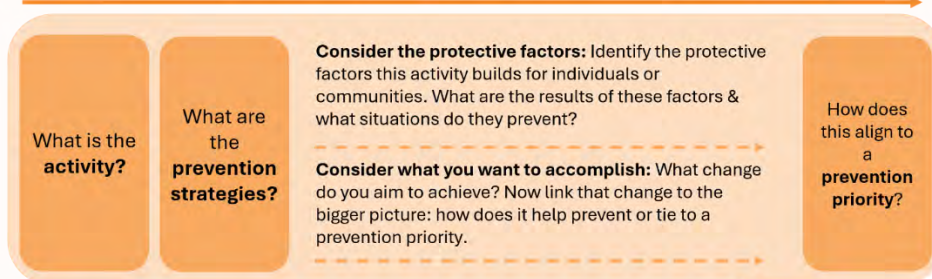


Program Planning & Alignment with FCSS

Identifying a Prevention Priority



The following questions can assist you in navigating the process from identifying the activity (point A) to understanding its alignment with a prevention priority (point B).



Classification: Public

 **More Information**
Training Package
Page 22

Prevention Continuum Table

FCSS Services	Primary Prevention	- Address root causes of social issues with focus on the general population or a specific population. - Promote protective factors in the physical and social environment (including social relationships). - Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism.
	Secondary Prevention	- Address issues at an early stage for specific groups or at-risk populations. - Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience. - Can include connecting those in need with appropriate resources and skill development.
Additional services permitted only during a public health emergency or extenuating circumstance, as determined by Minister.	Tertiary Prevention (Out of Scope)	- Address immediate needs with intent to prevent long-term impacts. - Support individuals or groups already affected by social issues by providing direct services. - Can include direct assistance such as food, clothing and shelter.

Classification: Public



FCSS Irricana is committed to supporting community organizations and partners in developing meaningful, preventative-based programs that strengthen our community. We encourage groups and organizations to reach out to discuss program ideas, concepts, and opportunities that align with FCSS priorities and community needs.

Our team is available to provide guidance, support, and resources throughout the program design, development, and application process. Whether you are exploring a new initiative or refining an existing program, FCSS Irricana welcomes collaboration and is always available to help community partners build strong, impactful programming for residents of all ages.

Contact FCSS Irricana at FCSS@irricana.com.



2027 Key Milestones & Timelines

The FCSS funding process follows an annual timeline to ensure organizations have clear expectations for applications, funding, reporting, and ongoing support.

January	1. Approval Letters are sent to Funded Organizations [Funding Distribution Guideline] 2. Cheque distribution
February	• Reporting Timelines and Survey info submitted to Funded Organizations
June	• Email check-in
July 1 st	• FCSS Funding Packages are available to learn about the FCSS Program, how to apply, outcomes and reporting
September	• In-person or virtual check-in meeting
November	• FCSS Funding Applications Due Nov. 1, 2027 • Administration Reviews applications against FCSS scoring matrix and creates recommendation report
December	• Funding Recommendation and report for the following year presented to Council and all organizations that have applied will be notified on their status for funding
December 31 st - January 15 th , 2028	• Final Funding Report needs to be submitted to the Town of Irricana



Submission of Application

- Step 1:** Complete an FCSS Grant Application Form.
- Step 2:** FCSS Irricana Staff will review the application to ensure the form is complete and includes all required information. As well, the project will be initially reviewed to ensure that it meets the FCSS mandate.
- Step 3:** FCSS Irricana Staff will use the FCSS Scoring Matrix to evaluate each application.
- Step 4:** FCSS Irricana Staff will create a recommendation for funding based on internal and external programming outcomes and present an overview to Town Council. Council will review and allocate funding based on the priority given to each project and the amount of funding available.
- Step 5:** Your organization will be notified in writing of the funding decision regarding your application.

Application Scoring Rubric

KEY MEASURES	5 (STRONG)	3 (AVERAGE)	1 (WEAK)
6 Key Prevention Strategies	☐ Meets 3+ Strategies	☐ Meets 2 Strategies	☐ Meets 1 Strategy
Provincial Prevention Priorities	☐ Meets 3+ Priorities	☐ Meets 2 Priorities	☐ Meets 1 Priority
Community Priorities ✓ Volunteerism ✓ Child & Youth Development ✓ Community Connectivity	☐ Meets 3+ Priorities	☐ Meets 2 Priorities	☐ Meets 1 Priority
HAS Data Supporting Community Need (Rationale)	☐ Directly correlates to relevant statistics from our community with evidence based rational for programming to meet the need	☐ Directly correlated to relevant statistics from our community	☐ Outcome Measure/ Community surveys
Time Resources & Budget	☐ Number of clients served match time and resources required to implement	☐ Equal program delivery to program planning time ☐ Moderate budget consideration	☐ Program delivery time limited by staff planning, organizing and non direct service delivery ☐ High budget considerations
Target Group	☐ Hits at risks groups and clients	☐ Targets specific Clients	☐ Targets General Public
Type of Prevention	☐ Primary & Secondary Prevention	☐ Primary or Secondary Prevention	☐ Promotions
Key Performance Measures (Outputs)	☐ Utilizes participants accessing services, partnerships and Volunteers	☐ Utilizes Partnerships or Volunteers and participants accessing services	☐ Utilizes participants accessing services



Statement

FCSS funding is intended to support preventative, community-based programs and services that enhance individual, family, and community well-being. Funding may be allocated to both community-led initiatives and internal FCSS programming that align with FCSS objectives and provincial legislation.

As available funding is limited and requests often exceed available resources, submission of an application does not guarantee funding approval. Funding decisions are made based on program alignment with FCSS priorities, demonstrated community need, anticipated outcomes, available resources, and overall funding availability. Consequently, not all applications or funding requests can be approved in full or in part.

Final Process

Applications are reviewed by staff to ensure all required elements are provided with the funding request.

Applicants will be notified regarding the outcome of the application by latest January 4, 2027 after it has been reviewed and approved by Council.



If I am selected as an Approved Funded Community Partner, what do I need to report on at the end of my program?

- #1: Number of Volunteers
- #2: Number of Volunteer Hours
- #3: Number of Participants
- #4: Budget Summary
- #5: Summary of Outcome Questions from provided survey (number of participants who reported satisfaction with programs or reported positive change)



FCSS Surveys

Our FCSS annual reporting requires us to survey program participants. This helps the province achieve a more thorough analysis of the impact of FCSS funded programs. We are required to report for programs, community events and community development & capacity building. Information and Referral interactions do not need to be surveyed.

There are 3 Survey based measurements FCSS programs are required to report on:

- #1: Ease of Access to FCSS program
- #2: Expressed Satisfaction with FCSS programs
- #3: The number who report positive changes after participating in local FCSS programs

You may include additional survey questions in your program/activity survey; however, you only need to report the required FCSS questions on your application and yearend report.

Two of the questions are pre-determined and should be asked as stated:

- #1: Overall, I am satisfied with this program/service
- #2: Overall, I found this program/service easy to access

The other questions about the number of individuals who report positive changes after participating in local FCSS programs need to be in relation to the Preventions Strategy you chose. FCSS Irricana will supply examples of survey questions that can be used in your program surveys.

FCSS Reporting

Reporting is designed to demonstrate that funding was used responsibly and that the program achieved positive, preventive outcomes for the community. Funded organizations are typically required to provide:

Program Activities:	A summary of the programs, services, and activities delivered.
Participant & Volunteer Data:	The number of individuals served, including participant demographics and volunteer involvement.
Outcome Results:	Evidence of how the program benefited participants and contributed to stronger individuals, families, and communities.
Financial Reporting:	A record of how FCSS funds were spent, including budget-to-actual expenditures and explanations for significant variances.
Success Stories:	Examples, testimonials, or stories that highlight the impact of the program. Challenges and Adjustments: Any barriers encountered, changes made to the program, and lessons learned.

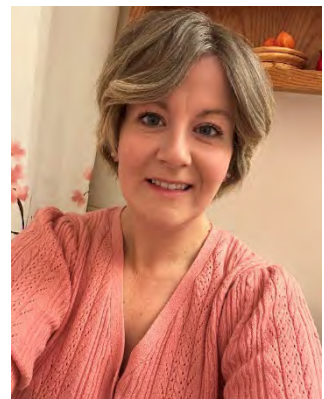


Thank YOU!

FCSS Irricana extends our sincere gratitude to all our funding partners for your continued support, collaboration, and commitment to strengthening our community. Your investment in preventative social programs, community initiatives, and local partnerships helps create opportunities for residents of all ages to connect, thrive, and build resilience.

Through your support, we are able to enhance community well-being, foster inclusion, support vulnerable populations, and deliver programs and services that make a meaningful difference in the lives of individuals and families.

We value the trust you place in our organization and recognize that the positive impact we achieve is made possible through our shared commitment to building a strong, healthy, and vibrant community. Thank you for being an essential part of this important work and for helping us create lasting benefits for the residents of Irricana and area.



FCSS Resources

- [2026 FCSS Brochure](#)
- [2027 FCSS Application & Information Brochure](#)
- [FCSS Funding Distribution Guideline](#)
- [Government of Alberta FCSS Page](#)

FCSS Contact

If you have any questions, or require support while completing this application, please contact us!

FCSS Team

Brook Swanson

FCSS Director and People and Community Coordinator

bswanson@irricana.com

Victoria Mikal

Community Programs Facilitator

vmikal@irricana.com

FCSS Email:

FCSS@irricana.com

stronger together



2027 FCSS Application Form

Submit the signed application and all required documents to FCSS@irricana.com by November 1, 2026 at 9:00 AM. Incomplete or late applications will not be accepted. If you have any questions about how to fill out this form, please email FCSS@irricana.com.

Required Attachments (all applicants):

- ☐ List of current Board of Directors
(names & roles only)

- Recent audited financial statement(s) may be requested

Application Declaration:

I certify that the information in this application and supporting documents is accurate and complete, and submitted with the organization's knowledge and consent. The organization will comply with the requirements set out in the Family and Community Support Services Act and Regulation. I understand that, if approved, a funding agreement outlining terms and conditions will be required.

[\[https://www.alberta.ca/family-and-community-support-services-fcss-program.aspx\]](https://www.alberta.ca/family-and-community-support-services-fcss-program.aspx)

Applicant Understanding & Signatures:

Statement

Initials

I have read, understand, and used the FCSS Funding Application guide provided with this application.

I have completed all sections of the application and understand that incomplete applications will not be considered for funding.

If approved for funding, I agree to submit a year-end report, including participant data and survey outcomes as required by the FCSS Accountability Framework.

If funded, I understand the outcome measurement requirements (including mandatory survey questions) will be detailed in a Funding Agreement.

If approved for funding, I have read and understood the conditions of funding. (See page 3 of FCSS Funding Application Package)

Name:

Authorized Signature:

Date:

Total FCSS Funding Request:

1. Organization Information	
Organization Name:	
Primary Contact Name/Position:	
Phone:	
Email:	
Mailing Address:	
Website:	
Executive Director: (if applicable)	
Provide a brief overview of the organization, including vision, mission, and history: (200 words max)	
Organizational Status: Please check ALL that apply and provide the relevant registration number(s):	☐ Registered Non-Profit under the Alberta Societies Act - Registration Number: _____ ☐ Registered Charity - Charitable Number: _____ ☐ Government Agency ☐ Not a registered non-profit or charity but fiscally sponsored by one - Sponsoring organization name: _____ - Sponsoring organization's registration number: _____



2. Program Information	
Program Name:	
Indicate the type of program:	☐ New ☐ Pilot ☐ Continuous/ongoing
Program Overview: Provide a brief summary of the program: (75 words max)	
What type of support do you require from Irricana FCSS? (Check all that apply)	☐ Funding Only ☐ Advertising ☐ Program Delivery Partnership ☐ In-Kind Spaces to host programming ☐ Volunteer Support ☐ Registration Assistance ☐ Other _____

3. FCSS Mandate Alignment:
The FCSS Regulation states that services provided under an FCSS funded program must be of a preventative 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:
Please check all that apply to your program: ☐ Help people develop independence, coping skills, and resilience ☐ Increases awareness of social needs ☐ Develops interpersonal and group skills to enhance constructive relationships ☐ Assists people/communities to assume responsibility for decisions/actions ☐ Provides supports that help sustain people as active participants in the community

4. FCSS Provincial Prevention Priorities & Strategy Alignment:	
FCSS funding aligns with the Provincial Accountability Framework. This section ensures that your program meets the eligibility criteria under the FCSS Regulation and also aligns with current provincial priorities and strategies.	
Select a Prevention Continuum: <i>(Refer to the Prevention Continuum Table on page 6 of the FCSS Funding Application Package).</i>	☐ Primary Prevention ☐ Secondary Prevention ☐ Both Primary + Secondary Prevention
Select ALL FCSS Provincial Prevention Priorities that your program best aligns with:	☐ Homelessness & Housing Insecurity ☐ Mental Health & Addictions ☐ Employment ☐ Family & Sexual Violence (across the lifespan) ☐ Aging Well in Community
Select which of the following FCSS Provincial Prevention Strategies your program best aligns with: (check all that apply)	☐ Promote and encourage active engagement in the community ☐ Foster a sense of belonging ☐ Promote social inclusion ☐ Develop and maintain healthy relationships ☐ Enhance access to social supports ☐ Develop and strengthen skills that build resilience



5. Program Goal:	
Provide one sentence that clearly states the goal of the program. (30 words max)	
6. Program Outcome:	
What difference will your program make for the people it serves? (100 words max)	
7. Statement of Need:	
What social need is your program responding to? (refer to sections 3&4 above). (150 words max)	
8. Evidence of Need:	
What evidence do you have to support that this is an issue? (e.g. local data, trends, reports) (150 words max)	



9. Program Design & Delivery:	
Describe the key activities your program will use to address the need, and explain how they will be delivered. (Include program content, format, frequency, and duration). (200 words max)	

10. Community Partners:	
What existing or new partnerships will support your program and what roles will they play? (150 words max)	

11. Promotion:	
How will participants learn about your program (e.g. marketing, engagement events) and how will you acknowledge FCSS as a funder? (150 words max)	



12. Volunteerism:	
How will you engage volunteers in your program? (150 words max)	

13. Primary Audience (select one):		
Select the main age group and community group your program intends to serve.	Age Categories: ☐ Community (all ages) ☐ Children (<12) ☐ Youth (12-17)	☐ Adults (18+) ☐ Seniors

14. Community Group (select one):		
Select the main age group and community group your program intends to serve.	☐ No specific population group ☐ People with disabilities ☐ Indigenous peoples ☐ Racialized people ☐ 2SLGBTQQIA+people	☐ Language minority groups ☐ Newcomers ☐ Women/girls ☐ Men/boys

15. Anticipated Outputs:							
Projected Participation (actuals in year-end funding report). Provide projected numbers of participants and volunteers for your program.							
Children < 12	Youth 12-17	Adults 18-64	Seniors 65+	Total	Events	Volunteers	Volunteer Hours

16. Evaluation:	
Note: FCSS outcome measurement and survey requirements will be finalized in consultation with successful applicants after funding decisions. Funded agencies will be required to collect and report data.	
Describe how you will evaluate your program and measure success. (150 words max)	



17. Program Budget:		
Provide the anticipated program budget only (not the entire organization). FCSS funds are intended to support direct program delivery; indirect/admin costs must not exceed 15% of FCSS funding. Include ALL other program revenue sources (fundraising, grants, etc...).		
Revenue		Total
FCSS Funding Requested:		
Organization Contribution:		
Other Grants (specify):		
Donations:		
Fee for Service:		
Membership Dues:		
Other (specify):		
Total Revenue:		
Expenses		Total
Salaries & Wages:		
Staff Benefits:		
Staff Travel:		
Staff Training:		
Volunteer Appreciation:		
Volunteer Training:		
Program Materials & Supplies:		
Advertising/Promotion:		
Rent/Utilities:		
Insurance:		
Phone:		
Audit/Accounting:		
Other:		
Other:		
Other:		
Total Expenses:		
Total FCSS Funding Request:		

Personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the County's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the County's FOIP Coordinator at (780) 623-1747.



FCSS Contact

If you have any questions, or require support while completing this application, please contact us!

FCSS Team

Brook Swanson

FCSS Director and People and Community Coordinator

bswanson@irricana.com

Victoria Mikal

Community Programs Facilitator

vmikal@irricana.com

FCSS Email:

FCSS@irricana.com



Item 12

Attachment 'D' – Irricana FCSS Application

2027 FCSS Application Form

Submit the signed application and all required documents to FCSS@irricana.com by November 1, 2026 at 9:00 AM. Incomplete or late applications will not be accepted. If you have any questions about how to fill out this form, please email FCSS@irricana.com.

Required Attachments (all applicants):

- ☐ List of current Board of Directors
(names & roles only)

- Recent audited financial statement(s) may be requested

Application Declaration:

I certify that the information in this application and supporting documents is accurate and complete, and submitted with the organization's knowledge and consent. The organization will comply with the requirements set out in the Family and Community Support Services Act and Regulation. I understand that, if approved, a funding agreement outlining terms and conditions will be required.

[\[https://www.alberta.ca/family-and-community-support-services-fcss-program.aspx\]](https://www.alberta.ca/family-and-community-support-services-fcss-program.aspx)

Applicant Understanding & Signatures:

Statement

Initials

I have read, understand, and used the FCSS Funding Application guide provided with this application.

I have completed all sections of the application and understand that incomplete applications will not be considered for funding.

If approved for funding, I agree to submit a year-end report, including participant data and survey outcomes as required by the FCSS Accountability Framework.

If funded, I understand the outcome measurement requirements (including mandatory survey questions) will be detailed in a Funding Agreement.

If approved for funding, I have read and understood the conditions of funding. (See page 3 of FCSS Funding Application Package)

Name:

Authorized Signature:

Date:

Total FCSS Funding Request:

1. Organization Information	
Organization Name:	
Primary Contact Name/Position:	
Phone:	
Email:	
Mailing Address:	
Website:	
Executive Director: (if applicable)	
Provide a brief overview of the organization, including vision, mission, and history: (200 words max)	
Organizational Status: Please check ALL that apply and provide the relevant registration number(s):	☐ Registered Non-Profit under the Alberta Societies Act - Registration Number: _____ ☐ Registered Charity - Charitable Number: _____ ☐ Government Agency ☐ Not a registered non-profit or charity but fiscally sponsored by one - Sponsoring organization name: _____ - Sponsoring organization's registration number: _____



2. Program Information	
Program Name:	
Indicate the type of program:	☐ New ☐ Pilot ☐ Continuous/ongoing
Program Overview: Provide a brief summary of the program: (75 words max)	
What type of support do you require from Irricana FCSS? (Check all that apply)	☐ Funding Only ☐ Advertising ☐ Program Delivery Partnership ☐ In-Kind Spaces to host programming ☐ Volunteer Support ☐ Registration Assistance ☐ Other _____

3. FCSS Mandate Alignment:
The FCSS Regulation states that services provided under an FCSS funded program must be of a preventative 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:
Please check all that apply to your program: ☐ Help people develop independence, coping skills, and resilience ☐ Increases awareness of social needs ☐ Develops interpersonal and group skills to enhance constructive relationships ☐ Assists people/communities to assume responsibility for decisions/actions ☐ Provides supports that help sustain people as active participants in the community

4. FCSS Provincial Prevention Priorities & Strategy Alignment:	
FCSS funding aligns with the Provincial Accountability Framework. This section ensures that your program meets the eligibility criteria under the FCSS Regulation and also aligns with current provincial priorities and strategies.	
Select a Prevention Continuum: <i>(Refer to the Prevention Continuum Table on page 6 of the FCSS Funding Application Package).</i>	☐ Primary Prevention ☐ Secondary Prevention ☐ Both Primary + Secondary Prevention
Select ALL FCSS Provincial Prevention Priorities that your program best aligns with:	☐ Homelessness & Housing Insecurity ☐ Mental Health & Addictions ☐ Employment ☐ Family & Sexual Violence (across the lifespan) ☐ Aging Well in Community
Select which of the following FCSS Provincial Prevention Strategies your program best aligns with: (check all that apply)	☐ Promote and encourage active engagement in the community ☐ Foster a sense of belonging ☐ Promote social inclusion ☐ Develop and maintain healthy relationships ☐ Enhance access to social supports ☐ Develop and strengthen skills that build resilience



5. Program Goal:	
Provide one sentence that clearly states the goal of the program. (30 words max)	
6. Program Outcome:	
What difference will your program make for the people it serves? (100 words max)	
7. Statement of Need:	
What social need is your program responding to? (refer to sections 3&4 above). (150 words max)	
8. Evidence of Need:	
What evidence do you have to support that this is an issue? (e.g. local data, trends, reports) (150 words max)	



9. Program Design & Delivery:	
Describe the key activities your program will use to address the need, and explain how they will be delivered. (Include program content, format, frequency, and duration). (200 words max)	

10. Community Partners:	
What existing or new partnerships will support your program and what roles will they play? (150 words max)	

11. Promotion:	
How will participants learn about your program (e.g. marketing, engagement events) and how will you acknowledge FCSS as a funder? (150 words max)	



12. Volunteerism:	
How will you engage volunteers in your program? (150 words max)	

13. Primary Audience (select one):		
Select the main age group and community group your program intends to serve.	Age Categories: ☐ Community (all ages) ☐ Children (<12) ☐ Youth (12-17)	☐ Adults (18+) ☐ Seniors

14. Community Group (select one):		
Select the main age group and community group your program intends to serve.	☐ No specific population group ☐ People with disabilities ☐ Indigenous peoples ☐ Racialized people ☐ 2SLGBTQQIA+people	☐ Language minority groups ☐ Newcomers ☐ Women/girls ☐ Men/boys

15. Anticipated Outputs:							
Projected Participation (actuals in year-end funding report). Provide projected numbers of participants and volunteers for your program.							
Children < 12	Youth 12-17	Adults 18-64	Seniors 65+	Total	Events	Volunteers	Volunteer Hours

16. Evaluation:	
Note: FCSS outcome measurement and survey requirements will be finalized in consultation with successful applicants after funding decisions. Funded agencies will be required to collect and report data.	
Describe how you will evaluate your program and measure success. (150 words max)	



17. Program Budget:		
Provide the anticipated program budget only (not the entire organization). FCSS funds are intended to support direct program delivery; indirect/admin costs must not exceed 15% of FCSS funding. Include ALL other program revenue sources (fundraising, grants, etc...).		
Revenue		Total
FCSS Funding Requested:		
Organization Contribution:		
Other Grants (specify):		
Donations:		
Fee for Service:		
Membership Dues:		
Other (specify):		
Total Revenue:		
Expenses		Total
Salaries & Wages:		
Staff Benefits:		
Staff Travel:		
Staff Training:		
Volunteer Appreciation:		
Volunteer Training:		
Program Materials & Supplies:		
Advertising/Promotion:		
Rent/Utilities:		
Insurance:		
Phone:		
Audit/Accounting:		
Other:		
Other:		
Other:		
Total Expenses:		
Total FCSS Funding Request:		

Personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the County's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the County's FOIP Coordinator at (780) 623-1747.



FCSS Contact

If you have any questions, or require support while completing this application, please contact us!

FCSS Team

Brook Swanson

FCSS Director and People and Community Coordinator

bswanson@irricana.com

Victoria Mikal

Community Programs Facilitator

vmikal@irricana.com

FCSS Email:

FCSS@irricana.com



Item 12

Attachment 'E' – Irricana FCSS Funding Distribution Guideline



FCSS Funding Distribution Guideline: Program Commencement Model Town of Irricana

Address:

Box 100
222-2 Street, Irricana
AB T0M 1B0

Email:

FCSS@irricana.com

Website:

www.irricana.com

Purpose

The purpose of this guideline is to establish a clear and consistent approach to the distribution of approved Family and Community Support Services (FCSS) funding. This model recognizes that many preventative initiatives require access to funding at the beginning of program delivery to ensure successful implementation.

Funding Distribution Strategy

100% Funding Distribution at Program Commencement

Approved FCSS funding will be distributed in full based on the approved timeline of program commencement. Upon confirmation that a funded program is ready to begin implementation, 100% of the approved funding allocation will be released to the recipient organization.

This approach supports organizations in meeting the financial requirements associated with launching and delivering approved FCSS initiatives, including staffing, facility costs, supplies, promotion, and participant engagement activities.

Example

Program Commencement: January-March	Funds Distributed in January
Program Commencement: April-June	Funds Distributed in March
Program Commencement: July-September	Funds Distributed in June
Program Commencement: October-December	Funds Distributed in September

Distribution Requirements

Prior to the release of funding, the funded organization must provide:

- Acceptance of approval letter and acknowledgement of terms and conditions
- An approved program implementation timeline identifying the anticipated commencement date of programs and services;



Accountability and Reporting

Organizations receiving FCSS funding under this model remain accountable for the appropriate use of public funds and shall submit:

Progress Update

A progress check-in will occur in June and September of each year, one will be conducted via an email check-in and the other will be a virtual or in-person check-in. All funded groups will need to commit to Progress Update Check-ins.

The following will be reviewed:

- Activities undertaken;
- Progress toward intended outcomes;
- Participant information, Data Sharing
- Any significant changes affecting program delivery.
- Future State Application Discussions

Final Report

A final report submitted by December 31st of each calendar year (extensions maybe granted if required).

- A summary of program activities;
- Outcomes achieved and alignment with FCSS prevention objectives;
- Number of participants served;
- Number of Volunteers and Volunteer Hours;
- Financial reconciliation comparing actual expenditures to the approved budget; and
- Successes, challenges, and lessons learned.
- Survey Summar and Results

Unused or Unspent Funds

Any funds not used for approved purposes must be:

- Returned to FCSS no later than December 1st of each Calendar year.
- Reallocated only with prior written approval from FCSS.



Program Amendments

Funded organizations are required to notify FCSS promptly of any significant changes to:

- Program commencement dates;
- Scope of activities;
- Budget allocations; or
- Organizational capacity affecting implementation.

FCSS reserves the right to amend funding agreements or request additional information to ensure responsible stewardship of public resources.

Guiding Principle

FCSS recognizes that effective preventative programming often requires immediate access to resources at the start of implementation. Distributing 100% of approved funding at program commencement supports organizational readiness while maintaining accountability through ongoing reporting and financial reconciliation.

stronger together

