POLICY NO. 11/05

Policy Title: **Community Services - Youth/Family/Adult Programs**

Date Adopted: **April 26ᵗʰ, 2005**

Policy Purpose: To provide guidelines for the funding, administration, coordination and/or facilitation of programs.

Background: Community Services staff have coordinated and/or facilitated programs for youth, families and adults resultant of a gap in available professionals and services in our area.

Areas of concern with regards to mandates, volunteers and community ownership or lack thereof are often topics of discussion.

Community Services staff requests the following policy for future planning and funding endeavors in an effort to alleviate misconceptions and build positive working relations with citizens and service providers.

Policy Statement:

1.   Community Services may:

    1.1   Fund external programs which meet the Provincial FCSS guidelines.

    1.2   Fund and/or coordinate/facilitate programs which meet the Provincial FCSS guidelines. Staff qualifications to determine structure and types of programs.

    1.3   Contract individuals to provide programs, on the preauthorized approval of the Chief Administrative Officer.

    1.4   Aid individuals/groups in the conception and maintenance of programs for an administration fee of 10% of user fees.

1.5 Aid individuals/groups through information, referral and office support for non-profit early intervention and prevention programs at the discretion of the Community Services Coordinator.

1.6 Require expense reimbursement or, in the case of a funding grant from FCSS, a portion of the grant be budgeted for expenses incurred by the Community Services office.

1.7 Require written demonstration of early intervention/prevention portions of programs that appear primarily recreation in nature.

1.8 Charge staff time in excess of regularly allotted time, to specific program funding dollars on the Chief Administrative Officer's preauthorized approval.

1.9 Charge a user fee for internal programs.

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Mayor

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Chief Administrative Officer