



STAFF REPORT

Title: Policy No. 230-FC-23 - Cold Lake and District Family and Community Support Services Facility Booking Policy

Meeting Date: August 8, 2023

Executive Summary:

FCSS promotes, enhances and strengthens the protective factors of individuals and families to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life. Their services and programs are focused on helping individuals adopt healthy lifestyles, improve their quality of life and build capacity to prevent and deal with crisis situations, should they arise.

Administration has identified the need to provide a transparent process around the eligibility criteria for booking 'safer space' within the Cold Lake and District Family and Community Support Services (FCSS) facility.

Background:

Cold Lake and District Family and Community Support Services (FCSS) is committed to supporting social services orientated community organizations and other registered societies through the delivery of affordable, accessible, safer meeting spaces within the FCSS facility. When responding to social issues and the impact on individuals and families with higher levels of vulnerability, local FCSS programs, alongside other social programs, play an important role in prevention and dealing with crisis situations.

Primary prevention focuses on who may be at higher risk, with the intent of strengthening protective factors of individuals, families, and communities. This results in the promotion of well-being, reduction in vulnerabilities, enhancement of the quality of life, and empowerment to meet challenges in life. Additionally, prevention focuses on specific groups or at-risk populations to address issues at an early stage. This may include the groups identified above as having higher levels of vulnerability.

The term 'safer space' is used to acknowledge that safety is relative; not everyone feels safe under the same conditions. By acknowledging the experiences of each person in the room, the hope is to create as safe an environment as possible. The creation of *safer space* is important when addressing sensitive issues for people experiencing deeply personal or traumatic experiences. It allows individuals to feel supported and respected for exactly who they are while providing an opportunity to discuss, process, and heal from



the trauma and stress caused by discrimination, racism, oppression and other forms of violence.

The purpose of the proposed Cold Lake and District FCSS Facility Booking Policy is to provide guidelines on eligibility criteria and approved uses of available safer spaces within the FCSS facility, and provide a transparent process for the booking of safer spaces to community groups.

FCSS programming runs from January 1st to June 30th, and from July 1st to December 31st each year. Prior to the start of each programming term, City staff will book and block out the necessary space and times required to accommodate scheduled programming. After the start of each programming term, available space and times will be considered vacant and available for use by social services orientated community organizations and other registered societies.

Administration has developed a standardized application process applying two annual deadlines, as follows:

1. Policy guidelines shall be established to ensure transparent and consistent administration of the meeting spaces:
 - Eligible criteria for community organizations
 - Eligible criteria for use of meeting space
 - Application process
 - Application Evaluation Criteria
 - Terms and conditions of booking
2. Space available for use at the FCSS facility are:
 - Classrooms 1, Classroom 2
 - Boardroom
 - Loft
 - Theatre
3. Organizations eligible to apply for facility rental shall be a registered non-profit society.
4. Applications made for the current term will be reviewed for eligibility and availability of requested space, after all FCSS programs or co-sponsored programming. Scheduling will be conducted in order from highest priority to lowest, as follows:
 - Organizations operating under the Ministry of Seniors, Community and Social Services, the Ministry of Children's Services, and registered societies furthering the mandate of FCSS in accordance with the FCSS Accountability Framework.



- social services orientated community organizations and other registered societies.
- All other community groups seeking space for regular meetings

Alternatives:

Council may consider the following options:

1. That Council approve Policy No. 230-FC-23 - Cold Lake and District Facility Booking Policy, as presented.
2. That Council approve Policy No. 230-FC-23 - Cold Lake and District Facility Booking Policy, as amended.
3. Direct Administration to present Policy No. 230-FC-23 - Cold Lake and District Facility Booking Policy at the next Corporate Priorities Committee meeting of September 19, 2023.
4. That Council receive Administration's report titled "Policy No. 230-FC-23 - Cold Lake and District Facility Booking Policy" as information.

Recommended Action:

That Council approve Policy No. 230-FC-23, being the Cold Lake and District Family and Community Support Services Facility Booking Policy, as presented.

Budget Implications (Yes or No):

Yes

Submitted by:

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