

**AGENDA
CLEAR HILLS COUNTY
POLICY & PRIORITY COUNCIL MEETING
TUESDAY APRIL 4, 2023**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, April 4, 2023, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

1. CALL TO ORDER

2. AGENDA

3. NEW BUSINESS

a. COUNCIL

1. Road Construction Policy 32012
2. Wolf Incentive Policy 63079
3. FCSS..... 12
4. TELUS Cellular Service/Broadband Internet52
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6. Secondary Highway 73576
7. Public Meeting Discussion77

4. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 4, 2023
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Road Construction Policy 3201
File:	11-02-03

DESCRIPTION:

Council is presented with Road Construction Policy 3201 as requested.

BACKGROUND:

ATTACHMENTS:

Clear Hills County Wetlands Expense History
Road Construction Policy 3201

RECOMMENDED ACTION:

RESOLUTION by...to receive the discussion regarding Road Construction policy 3201 for information as presented.

Initials show support - Reviewed by: **Manager:**

CAO:



Clear Hills County Wetlands Expense History

Year	Location	Approx RD Length	Wetland Assessment Paid	Compensation required	Completed/Not Completed
2015	Tender: 2015-12 SW-1-85-2-W6M Access Road	1.5 miles	\$30,000 Additional studies completed. Fish etc.	\$51,010.05 Paid	Completed
2018	SE 25-85-7-W6M	.5 miles	\$11,691.75	(\$316.63) Not paid	Not Completed
2019	Range RD 54 - Rebuild	2 miles	\$2,717.90	none	Completed
2019	Range RD 60 - Rebuild	2.2 miles	\$5,098.80	none	Completed
2019	SE 32-85-8-W6M	.5 miles	\$2,840.25	\$2,836.05	Completed
2020	SE 30-85-5-W6M	.5 miles	\$3,295.53	(\$27,639) Not Paid	Not Completed
2021	Range RD 84 TWP 860-854	1.5 miles	\$5,495.70	(8,636.86) Not Paid	Not Completed
2022	Range Road 25	.5 miles	\$4,130.70	\$61,143.89	Tendered
2022	Range Road 124	.5 miles	\$4,130.70	\$2,097.90	Tendered
TOTAL		9.75 miles	\$69,401.33	\$153,680.38	
	Total Wetlands Compensation Paid to date			\$53,846.10	

Total paid in Wetland Assessments to date - \$69,401.33

Total paid in Wetland Compensation to date - \$53,846.10

Total to be paid for current jobs being tendered - \$63,241.79

Total for ALL Wetlands related expenses - \$223,081.71.

The average historical cost per mile for wetlands assessments and compensation = \$22,880.18/mile



Clear Hills County

Effective Date **July 12, 2022**

Policy Number: **3201**

Title: **ROAD CONSTRUCTION**

1. POLICY STATEMENT

- 1.1 Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry and goods.
- 1.2 The County will implement guidelines for evaluation and prioritization of road construction.

2. ROAD CONSTRUCTION AND ROAD RECONSTRUCTION EVALUATION

- 2.1. Road Construction and reconstruction evaluation will be based on the following:

- 2.1.1. Ranking in the 3 to 5-year Road Construction Plan

- 2.1.2. Ranking in the Road Scoring Grid

- 2.1.3. Ongoing maintenance costs:

- gravel frequency;
- grading frequency; and
- upgrading via shoulder pulls.

- 2.1.4. Condition of substructure - culvert placement.

- 2.1.5. Council and staff Road Tours/Inspections

- 2.1.6. Road reconstruction requests

- 2.1.7. Traffic counts - summer and winter.

- 2.1.8. Projections for long term use of the roads.

- 2.1.9. Road destination-access to another community, province, major development, etc.

- 2.1.10. Road users - local traffic, commercial, industrial

3. ROAD REQUEST APPLICATION EVALUATION**3.1 Road Scoring Grid;**

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1a	No Access – To a Quarter Section with Residence	95
1b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1c	No Access – To a Quarter Section of Farm land or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
Minimum Points to qualify		60

Notes:

*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

3.2 ROAD SCORING GRID DEFINITIONS

- No Access: no existing roads access to a quarter section with a residential site and/or farmed or farmable land of which the applicant does not own any adjacent quarter sections.
- To qualify for scoring as a Residential access a residence must be in place or under construction on the quarter section OR an approved Development permit application in place AND Power applied for or \$1,000 paid in lieu of power. If these conditions are not met the request will be treated as a farm access. If the road is built and the residence is constructed within one year of completion of the road the applicant will be refunded the \$1,000 in lieu of power fee.
- Limited Access: applicant has adjacent land that has road access to one side, minimum
- Basic Access: road access to corner of the quarter section
- Wet Years - No Access: applicant has adjacent land that has road access to one side, minimum, but cannot access quarter section on wet years.
- Wet Years - Limited Access: applicant has adjacent land that has road access to one side, minimum and has difficulty accessing quarter section on wet years.
- Reduced distance by existing roads: based on location of nearest property owned, miles applicant has to transport equipment, etc.
- Numbers of families serviced: number of families easily recognizable as being served by new road (i.e.: own land that would be serviced by new road).
- Adjacent Land: a quarter section that is located along the side of the adjoining quarter section NOT corner to corner.
- Water refers to major water crossings (creeks, drainage ditches, etc.)
- Distance or Road required: the intent of this policy is to construct roads of up to 1 mile in length. Every ½ mile over 1 mile will be deducted 5 points due to construction cost and ongoing maintenance needs.

3.3 ROAD RECONSTRUCTION REQUESTS

3.3.1 RECONSTRUCTION REQUESTS shall be evaluated based on Section 2 of this policy (Road Construction and Reconstruction Evaluation)

-Road Construction Requests will be accepted until June 1st for consideration by Council in the next years budget. Applications that come in after June 1st will not be considered for the following years construction period and will be delayed until the following year.

-Existing road that requires substantial repairs to be brought up to an acceptable standard.

-Existing road requiring upgrading to a higher standard of road

3.4 ROAD REQUEST APPLICATION RANKING

3.4.1 The Road Scoring Grid ranks road based on the following Priority list:

- NO ACCESS roads shall be constructed first.
- All other roads shall be assessed for construction, incorporating the following criteria:
 - a. Miles a school bus route is reduced 1st priority
 - b. Reduced distance travelled by existing roads 2nd priority
 - c. Number of groups/households served 3rd priority

- d. Number of parcels of land served (information only)

4. ROAD CONSTRUCTION PRIORITIZATION

- 4.1. The CAO shall present to Council Road request applications for Councils review and approval as per the road construction evaluation and budgetary allocations, annually in June of each year to be considered for the following years construction program:
- Road Construction Evaluation;
 - Road Request Application Evaluation
- 4.2. The list will include estimated costs to construct the requests that are presented for prioritization.
- 4.3. The list shall contain the legal description(s) of the land adjacent to the road requests, the name of the person(s) requesting, the total number of kilometers requested built, and the estimated cost of the road - construction.

5. CONNECTOR ROAD REQUESTS

- 5.1. Construction of connector roads that do not fit the construction criteria requirements may be authorized by Council in cases where the connection may benefit users.

6. END OF POLICY

Related Policies:

- 3202 Road Construction Specifications
- 3203 Approach Construction
- 3205 Land Need and Acquisition

ADOPTED

Resolution #C190-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C153(03/13/07)

Date: March 13, 2007

AMENDED

Resolution #C180(02/23/10)

Date: February 23, 2010

AMENDED

Resolution #C393-12

Date: July 10, 2012

AMENDED

Resolution # C398-12(07/24/12)

Date: July 24, 2012

AMENDED

Resolution # C405-14(06/24/14)

Date: June 24, 2014

AMENDED

Resolution # C413-17 08/22/17

Date: August 22, 2017

AMENDED

Resolution #C463-20(10-13-20)

Date: October 13, 2020

AMENDED

Resolution #C357-22(07-12-22)

Date: July 12, 2022

Clear Hills County

Request For Decision (RFD)

Policy and Priority Meeting

Meeting Date: April 4, 2023
Originated By: Allan Rowe, Chief Administrative Officer
Title: Wolf Management Incentive Policy 6307
File: 11-02-03

DESCRIPTION:

Council requested a discussion regarding the Wolf Management Incentive Policy 6307.

Saddle Hills County Livestock Protection Program Manual

<https://www.saddlehills.ab.ca/en/resources/Redux-Livestock-Protection-Program-Manual.pdf>

2023 Wolf Claims – As of March 28, 2023

5-Landowner
10-Trapper
Total 15 wolves

2022 Wolf Claims

15-Landowner
10-Trapper
Total 25 Wolves

BACKGROUND:

ATTACHMENTS:

Saddle Hills Livestock Protection Program

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Controlling Livestock Predation Workshop

Livestock predation is an ongoing problem in Alberta with coyotes, wolves, bear and cougar, depending on the area.

This is a 1-day workshop to help livestock producers with training to help mitigate problems from predation.

Participants will learn:

1. How to create an unfriendly environment for large predators and an understanding of biology of wolves and coyotes.
2. Capture methods, both lethal and live capture.
3. Safe handling of equipment and legal requirements.
4. The use of “properly made neck snares”. And how to set them where legally permitted. Also, why many people have very poor success. What works and what doesn’t, so that you’re not wasting your time.
5. Traps that are safe for pets where legal.
6. A hands on field portion is included in this workshop.
7. A program set up by the Trappers association to link livestock producers with Trappers that have been properly trained to deal with coyotes and wolves.
8. The object of this program is not only to provide training, but also to link up our Trappers Association and get us working together to deal with these problems and understand each other better to create a good cooperative approach to working together.
9. If you are younger than 18 years of age, please get in contact with the Saddle Hills County Office at (780) 864-3760 to get signed up for this workshop

Livestock Protection Program Manual

In an effort to manage predatory wildlife, Saddle Hills County has approved a Livestock Protection Program for the purpose of removing wolves causing livestock depredation within the County.

Through this program, wolf hunters or trappers will receive monetary compensation for the carcass of a wolf hunted lawfully and according to Saddle Hills policy within the County.

For full terms and conditions please review the Livestock Protection Manual below, which includes a copy of Policy AG17 - Livestock Protection Program.

Some of the terms include (but are not limited to) the following:

Participants must:

- be registered in advance with Saddle Hills County
- have completed a Livestock Protection Course
- ensure Fish and Wildlife officers are notified of the harassment or depredation of livestock
- make an appointment to present the pelt and carcass (or whole carcass) from each wolf harvested for approval
- provide a copy of the damage control license issued to the landowner if the wolf is trapped or snared

Participants presenting carcasses harvested prior to the completion of all prerequisites and entry into the agreement will not receive retroactive payment.

Any Participant registered prior to March 8, 2017 must re-register by signing a new Contract of Participation and will not receive retroactive payment.

At the discretion of the Agricultural Fieldman, a harvest site inspection may be required to verify a compensation claim.

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 4, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	FCSS (Family & Community Support Services)
File:	51-02-02

DESCRIPTION:

Councillor requested a discussion regarding the Family and Community Support Services Grant application and reporting requirements.

BACKGROUND:

FCSS is a Provincial/Municipal cost share grant (80% Provincial/20% Municipal)

- Legislation: *Family and Community Support Services Act and Regulation.*
- Programming: Delivery of social programs that are preventive in nature to promote and enhance well-being among individuals, families, and communities.

COSTS / SOURCE OF FUNDING (if applicable):

Current funding agreements expire December 31, 2025

Annual Funding:

Clear Hills County	\$23,468	Province	\$93,873	Total:	\$117,341
Village of Hines Creek	<u>\$3,508</u>	Province	<u>\$14,030</u>	Total:	<u>\$17,538</u>
Totals:	\$26,976		\$107,903		\$134,879

*Starting in 2023 Clear Hills County and the Village of Hines Creek have entered into a Joint FCSS agreement (Clear Hills County administers the program) Second call for applications deadline is March 31, 2023.)

ATTACHMENTS:

- 2023 Clear Hills County FCSS Funding Application
- Family and Community Support Services Program Advice Inventory Listing
- Processes and Reporting

OPTIONS:

1. Set up a Training session with the Provincial FCSS Northwest Trainer prior to 2024 application deadline for all interested past and potential applicants to attend.
Training to cover filling out the application form and outcome measures reporting.
2. Opt out of the FCSS grant program effective 2024 and fund programs of this nature under the general grant program. (90 days written notice to terminate agreement)
3. Opt out of the FCSS grant program at the end of the current agreement cycle (or 2024) and discontinue funding programs of this nature.
4. Accept for information the discussion regarding FCSS grant application and reporting requirements.

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO: 
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Application Deadline:
December 15, 2022

2023 CLEAR HILLS COUNTY FCSS FUNDING APPLICATION

In an effort to best serve our community and to ensure accurate reporting, please be aware that the information provided in this application/year-end final report may be shared with other Municipalities and the Province of Alberta.

FUNDING PERIOD: January 01, 2023 – December 31, 2023

Section I – Introduction

1. Please read carefully all of the information in this form prior to your submission.
2. Please note all shaded **gray areas** are reserved for your year-end final report.
3. Ensure measures from the FCSS Measures Bank are used in this application.
4. Ensure budget template provided is used.
5. Applicants may be required to provide a presentation on their application.
6. Recommendations on funding will go to Council as quickly as possible. You will be contacted once recommendations have been approved by Council.
7. Successful applicants will be required to sign a Funding Agreement with Clear Hills County Family and Community Support Services. This agreement will include details of payment, financial and program reporting and other funding conditions.

If you have questions about this application, please contact:

Community Development Manager
Phone: (780 685 3925)
Email: cdm@clearhillscounty.ab.ca

Section II: Information

Family and Community Support Services (FCSS) is a partnership between the Province of Alberta and a Municipality or Metis Settlement that develops locally driven initiatives to **enhance the social well-being of individuals, families and community through prevention**.

To obtain FCSS conditional funding, programs of service providers must meet the requirements of the Family and Community Support Services Outcomes Model: How we are making a difference (March 2012) and Family & Community Support Services Act and Regulations. These programs must:

- | | | |
|----|---|---|
| a) | Enhance the social well-being of individuals, families and community through prevention and contribute to at least one of the following outcomes: | |
| | <i>Individuals: Outcome 1:</i>
Individuals experience social well-being | <i>Families: Outcome 1:</i>
Healthy functioning within families. |
| | <i>Individuals: Outcome 2:</i>
Individuals are connected with others. | <i>Families: Outcome 2:</i>
Families have social supports. |
| | <i>Individuals: Outcome 3:</i>
Children and youth develop positively. | |

Community: Outcome 1:
The community is connected and engaged.

Community: Outcome 2:
Community social issues are identified and addressed.

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- b) Enhance the social well-being of individuals, families and community through prevention.
- c) Do one or more of the following:
- i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ii) help people to develop an awareness of social needs;
 - iii) help people to develop interpersonal and group skills;
 - iv) help people and communities to assume responsibility for decisions and actions which affect them;
 - v) provide supports that help sustain people as active participants in the community.
- d) Programs and Services not eligible under the program include those that:
- i) provide primarily for the recreational needs or leisure time pursuits of individuals;
 - ii) are intended to sustain an individual or family, i.e., providing food, clothing or shelter;
 - iii) are primarily rehabilitative in nature; or
 - iv) duplicate services that are ordinarily provided by a government or government agency.

The above guidelines must be kept in mind when completing your application. If you are unsure if your program qualifies please telephone Clear Hills County Community Development Manager before you apply.

Please ensure the application is complete and feel free to use additional sheets if any of the spaces provided on the application form are inadequate.

Section III - Conditions of Funding

1. Funding received from the Clear Hills County 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. Outcomes must be measured and data included in a report by January 15. **shaded gray areas** on this application.
4. Measures must be selected from the Family and Community Support Services Measures Bank.

Section IV – Submission of Application

APPLICATION SUBMISSIONS:

DEADLINE: December 15, 2022

MAIL: Clear Hills County Box 240, Worsley, Alberta T0H 3W0

DROP-OFF: 313 Alberta Avenue, Worsley, Alberta, T0H 1L0

EMAIL: cdm@clearhillscounty.ab.ca

PRESENTATION TO COUNCIL: Applicants may request the opportunity to provide a presentation to Clear Hills County Council on their application. Presentations will be scheduled at one of Council's regularly scheduled meetings, with a maximum time of 15 minutes, which allows 10 minutes for the presentation and 5 minutes for questions. To book a delegation to present your application to Council contact the County office at 780-685-3925 or email cdm@clearhillscounty.ab.ca.

NOTE: Applications will not be accepted after the stated deadline.

Clear Hills County Family and Community Support Services

2023 Funding Application

1. PROGRAM/PROJECT NAME	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED
	\$	\$

2. AGENCY INFORMATION	
Agency Name:	Start typing here - boxes will expand
Executive Director Name:	
E-Mail Address and Website:	
Mailing Address (include postal code):	
Street Address:	
Project Telephone Number:	
Project Contact Name:	
Fiscal Agent Name & Address: (if required)	

3. TYPE OF ORGANIZATION	
<input type="checkbox"/> Alberta Societies Act Registration Number:	<input type="checkbox"/> Government Agency:
<input type="checkbox"/> Charitable Number (if applicable):	<input type="checkbox"/> Other (please specify):

4. AGENCY INFORMATION - Please provide a BRIEF overview of your agency, i.e., mission, mandate, history.

5. PROGRAM/PROJECT OVERVIEW
Please explain briefly, in your own words, what the program/project is and why it is important to our community.

6. PROGRAM/PROJECT LOGIC MODEL	
Program/Project Title:	
Statement of Need: <i>What</i> community issue, need or situation are you responding to? Evidence of need?	
Overall Goal: <i>What</i> change or impact do you want to achieve?	
Strategy: <i>How</i> are you going to address the issue, need or situation? (what are the actions/steps/activities) (ie. Workshops, counselling, community forums etc.)	
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	
Outcomes: (please complete Section 8 and list the outcomes you are measuring from your program here) What change or impact do you want to achieve? (Knowledge, Attitude, Values, Skills, Behaviour)	(List Outcome(s) here, add additional required information in section 8)
Who is served: What is your Target Group?	
Rationale: Why will your strategy help you achieve your outcome(s)? What evidence do you have that this strategy will work? Research? (Best practices)	

Resources Needed (Inputs): <i>What resources are needed?</i> <i>Such as staff, volunteers, money, materials, equipment, technology, information – please be as specific as possible and include detailed information on the needed financial resources in your budget on section 10.</i>	
Partners: <i>Who & what resource does each Partner bring to the program/project (i.e., money, staff or knowledge)</i>	
7a. OUTPUTS: Activities and processes used, e.g., advertising, workshops	
Outputs: Who else will you reach with this program/project/initiative? (e.g., family members, partners, community...)	

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7b. OUTPUTS:		NOTE: For Funding Application: complete White Areas For Year End Final Report : Finish by completing Shaded Gray Areas							
Anticipated and Actual # of participants:									
	Infants/Toddlers 0-3 yrs.	Preschoolers 3-5 yrs.	Children 5-12 yrs.	Youth 12-18 yrs.	Adults	Seniors 65+ yrs.	Families	Presentations	
Anticipated									
Actual									
Other Outputs:									
	Total # of Participants*	# of Volunteers*	# of Volunteer Hours*	Other?	Other?	Other?	Other?	Other?	
Anticipated									

Outcomes continued:	Indicator(s) of Success: (How will you know this outcome has been achieved?)	Measure(s): <i>(Please complete the shaded gray areas after you have completed your project and collected and tallied the data. This then becomes your Year End Final Report.)</i>	FCSS Measures Bank Measure Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes & Indicators: (See attachment #1)
2. continued...		2.		
		# completing this measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		Indicator:
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
*If you would like to report on more than two outcomes, please copy empty chart below and paste below outcome 2.				
3.	1.	1.		Outcome:
		# completing measure: _____ # experiencing a positive change: _____		Indicator:
		2.		
		# completing measure: _____ # experiencing a positive change: _____		
	2. (if more than one indicator for this outcome)	1.		
		# completing measure: _____ # experiencing a positive change: _____		
		2.		
		# completing measure: _____ # experiencing a positive change: _____		

9. ADDITIONAL INFORMATION			
Identify Measurement Tool(s) Used: (FYI, only information drawn from surveys of participants can be report to the province)			
<input type="checkbox"/> Survey	<input type="checkbox"/> Observation	<input type="checkbox"/> Interview	<input type="checkbox"/> Focus Groups
When Survey Measurement Tool(s) Used:	<input type="checkbox"/> Pre-test/post-test: both before and after your activities	<input type="checkbox"/> Post-Only : after activities	
Additional Outcome Data: full sets of data, a copy of the aggregated survey			
Additional Information: demographic information, comments on surveys, monthly service statistics			
Stories – Please share an anecdotal story that describes the significant impact for the participants. Please also include a photo from your program (if possible):			

Continuous Quality Improvement. Please answer the following questions:

After analyzing the information, should this program/project continue? Was the program successful?

What changes will you make (if any)?

What improvements can be made to the program/project?

What improvements can be made to the outcome measurement process?

Identify successes you achieved with this program:

Identify any changes (if any) to be made to the program:

For consistency purposes, it is **IMPERATIVE** that you use the following template as provided and **NOT** modify it, other than inserting additional rows.

10. BUDGET (Resources dedicated specifically to the project you are seeking funding for. Please also attach the latest audited financial statement for your organization.)				
2023 PROPOSED BUDGET				
(Ensure all calculations are correct. Use the second column to itemize the project expenses to which you plan to direct the FCSS funds. Column 1 + Column 2 = Column 3)				
ITEM	Column 1 Expenses paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 Expenses to be funded by [insert FCSS (Project Request)]	Column 3 PROJECTED Budget (Total Cost)	Column 4 Actual Cost (For report)
REVENUE (specify all sources of funding including fundraising, fees for service, other grants, etc.)				
Clear Hills County FCSS grant				
Fundraising / Cash donations:				
Other Grants (Please specify):				
TOTAL REVENUE				
EXPENSES				
PERSONNEL				
Salaries & Wages & Benefits & Remittances				
Travel & Subsistence				
OPERATIONS COST				
Facility Rentals				
Insurance				
Telephone/internet, etc.				
ADMINISTRATION COSTS (specify)				
Advertising & Promotions				
Postage/administrative materials				
Audit & Accounting				
OTHER PROGRAM COSTS (specify)				
TOTAL EXPENDITURES				
FCSS REQUEST (DEFICIT/SURPLUS = Column 3: Total Revenue – Expenditures)				

11. DOCUMENTATION REQUIREMENTS: <u>Do not provide other attachments unless requested to do so.</u>	ATTACHED
List of current agency Board of Directors by name and Board position. (Do not include personal contact information (home addresses, emails, or phone numbers).	<input type="checkbox"/>
Program/Project Logic Model & Outcomes (Sections 6-8)	<input type="checkbox"/>
Program/Project Budget (Section 10)	<input type="checkbox"/>
Most recent Audited Financial Statement of your organization [Balance Sheet and Income Statement]	<input type="checkbox"/>
Financial statements directly related to this project will be required upon completion of project [see shaded portion of Budget - section 10.]	<input type="checkbox"/>

12. SUBMIT COMPLETED APPLICATION TO:
<p>Please choose one of the two following submission methods:</p> <ol style="list-style-type: none"> 1. Submit one original signed copy of the application (via mail or drop-off at the office) 2. Email a copy to: cdm@clearhillscounty.ab.ca (scanned signatures will be accepted) Unsigned applications will be returned. <p style="text-align: center;">OR</p> <p style="text-align: center;">Box 240, 313 Alberta Avenue, Worsley, Alberta T0H 3W0</p> <p>The deadline for applications is <u>December 15, 2022.</u></p> <p>DECLARATION:</p> <p>I declare that all of the information in this application is accurate and complete and that the application is made on behalf of the organization named on Page 4 with its full knowledge and consents and complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation. (http://humanservices.alberta.ca/family-community/14876.html):</p> <p>I acknowledge that should this application be approved, I will be required to enter into a funding agreement which will outline the terms and conditions.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>_____</p> <p>Print Name</p> </div> <div> <p>_____</p> <p>Authorized Signature</p> </div> <div> <p>_____</p> <p>Date</p> </div> </div>

13. SUBMIT COMPLETED YEAR END FINAL REPORT TO:

(Shaded portions of Sections 6-10 of your completed funding application)

Please choose one of the two following submission methods:

1. Submit one original signed copy of the Year End Final Report (via mail or drop-off at the office)

Box 240, 313 Alberta Avenue, Worsley, Alberta T0H 3W0

OR

2. Email a copy to: cdm@clearhillscounty.ab.ca

The deadline for submitting the yearend report (January to December) is **January 15, 2023**

I acknowledge that the information contained within this Year End Final Report accurately depicts the activities and results of this program/project. I understand that I may be requested to make a final presentation on this program/project.

Print Name

Authorized Signature

Date



Family and Community Support Services

Program Advice Inventory Listing

November 2010



FCSS Program Advice Inventory Listing

What is FCSS?

FCSS is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis settlements. Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation. The *Act* describes **what** the Province and municipality/Métis Settlement can do to provide preventive social services. The Regulation describes **how** services may be provided.

The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund FCSS activities. **Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities.** The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. **The programs developed are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.**

One of the key principles of the FCSS Program is local responsibility for priority-setting and resource allocation. Within the parameters of the *FCSS Act* and Regulation, each municipality or Métis Settlement determines how much of the available grant allocation it will access from the Province and how this funding should be allocated to best meet the needs of their community. Part of this decision-making process will be to ensure that the required 20 per cent matching share is available and that its source is the operating budget of the municipality/Métis Settlement. **Final authority and responsibility for how local FCSS Programs will be administered and delivered rests with municipal/Métis Settlement Councils.**

Eligible projects, services and expenditures must adhere to legislated requirements and it is recommended that the *FCSS Act* and Regulation be reviewed and referenced regularly. By collaborating and partnering, local FCSS Programs assist with such program goals as helping communities "assume responsibility for decisions and actions which affect them" and helping to "sustain people as active participants in the community." Promoting local partnerships and co-operation is not only essential to achieve objectives, it is philosophically sound.

FCSS, Prevention and Community Development

According to the FCSS Regulation, participating municipalities and Métis Settlements are obligated by legislation to "promote, encourage and facilitate the development of stronger communities." FCSS, by its legislated nature, is necessarily involved in community development. Communities can be strengthened in at least two ways:

1. **By supporting individuals** - Communities are groups of people. In providing services for individuals and families to improve their well-being and build their capacity to prevent and/or deal with crisis situations, communities as a whole are strengthened. FCSS supports individuals and families by offering programs (i.e., direct service delivery), or by funding community organizations to provide the services (i.e., external granting).
2. **By serving the whole community** - Communities are also strengthened through community-wide initiatives that intentionally involve citizen participation and provide the opportunity for community members to assume responsibility for decisions and actions which affect them. FCSS serves the whole community by initiating and/or supporting community needs assessments, community planning processes, and developing and implementing projects to address community-wide needs. The provision of community-wide services such as community directories, information and referral services and volunteer centres are examples of FCSS involvement in community development.

Levels of Prevention

There are three levels of prevention: primary, secondary and tertiary. FCSS Programs focus on primary prevention (community development) and secondary prevention (community-based services). There has long been discussion about community development versus provision of community-based services for meeting needs and making change happen – and which is most appropriate for an FCSS Program's focus.

Each community needs to decide for itself what its core philosophy and approach will be. Many FCSS Programs are a combination of community development and community-based services. Elements of both approaches can be present in any project or community planning process.

Whether an FCSS Program wants to provide services or facilitate others to provide services, the role of FCSS is to ensure community involvement and input to make change happen. Using either a community development approach, a community-based services approach, or a combination of both, preventive social services provided by FCSS Programs will be:

- oriented to the future not the past;
- focussed on a group in the community or section of the community, rather than the individual;
- innovative and locally determined;
- carried out in co-operation with other organizations; and/or
- designed to encourage self help, volunteerism, and capacity building so people can help themselves.
- FCSS Programs can often be seen doing community development by:
 - encouraging groups of people to identify and work toward resolving community issues;
 - publicizing issues that affect the quality of life of people in the community;
 - adapting to changing conditions; and/or
 - helping people to identify their needs, define their goals and determine how to make those goals reality.

Working with Child and Family Services Authorities

CYS offers a range of services and programs for children and families through 10 Child and Family Services Authorities (CFSAs) serving all regions of the Province. Local FCSS Programs and CFSAs work together to build strong, effective partnerships at the community level and collaborate on funding initiatives that meet the FCSS criteria.

CFSAs are responsible for services related to child intervention, child protection, foster care, adoptions, children with special needs, prevention of family violence and day care support services. Services may also include the delivery and co-ordination of a variety of other services developed through partnerships and protocols with community agencies, other regional authorities and government departments.

In 1999, CYS and the FCSSAA partnered to develop a series of “Working Together” papers. *Working Together with Child and Family Services Authorities* and numerous other publications are posted on the CYS website at www.child.alberta.ca/home/821.cfm. These papers are also available through the FCSSAA Resource Bank.

Further information about local CFSA offices can be found on the Ministry’s website at www.child.alberta.ca/home/local_offices.cfm.

Eligible/Non-Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that: In providing for the establishment, administration and operation of a program, a municipality **must do all** of the following:

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

Section 2.1(1) states that: Services provided under a program must

- (a) be of preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
- (b) **do one or more** of the following:
 - (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - (ii) help people to develop an awareness of social needs;

- (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;
- (iv) help people and communities to assume responsibility for decisions and actions which affect them;
- (v) provide supports that help sustain people as active participants in the community.

Section 2.1(2) states that: Services provided under a program must **not**

- (a) provide primarily for the recreation needs or leisure time pursuits of individuals,
- (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
- (c) be primarily rehabilitative in nature, or
- (d) duplicate services that are ordinarily provided by a government or government agency.

Section 4 of the FCSS Regulation states that: Expenditures of the program shall **not** include

- (a) the purchase of land or buildings,
- (b) the construction or renovation of a building,
- (c) the purchase of motor vehicles,
- (d) any costs required to sustain an organization that do not relate to direct service delivery under the program,
- (e) municipal property taxes and levies, or
- (f) any payments to a member of a board or committee referred to in Section 3(b) or (j), other than reimbursement for expenses referred to in Section 3(l).

Program Advice Inventory Listing

The FCSS Program Advice Inventory Listing, developed by CYS and the FCSSAA, follows the principles and guidelines of the *FCSS Act* and Regulation and is intended to assist local FCSS Programs clarify the eligibility of a number of projects, services and/or expenditures.

The Listing is another “for FCSS by FCSS” resource designed to assist in decision-making and program delivery in the community. The information is a collection of responses from CYS and the FCSSAA to questions from local FCSS Program Directors and Board members regarding funding eligibility. Many of the items included in the Listing were reviewed by the FCSS Program Advisory Team.

This Listing is updated periodically by CYS. Please note that the Listing is not exhaustive and interpretations provided are subject to change. **Final funding decisions remain the responsibility of each participating municipality or Métis Settlement.**

A table of contents is provided to assist with locating specific projects/services. This Listing is provided as a section within the FCSS Program Handbook and is also available as a stand-alone document. Copies are available on the Ministry’s website at www.child.alberta.ca/home/821.cfm or by contacting the FCSSAA.

Determining Eligibility

A key consideration when determining the eligibility of a project or service is to identify its **intent or purpose**. For purposes of FCSS Program delivery, preventive social services are defined as “enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.” Projects, services and initiatives that support, educate, build awareness, develop leadership skills, strengthen family life and promote volunteerism are eligible preventive social services. Refer to pages 2-1 and 2-2 for a list of programs and services that may be offered.

For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs’ programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are “social programs that are preventive in nature” with positive social outcomes provided through various activities. Therefore, FCSS may provide funding to Boys and Girls Clubs.

Identifying the **type of prevention** also helps to determine its fit for funding. Crime prevention and safety or injury prevention programs (first aid courses, child car seat awareness, bicycle safety, swim programs, etc.) provide valuable services to community residents; however, they do not meet FCSS criteria in that they are not “social programs that are preventive in nature.”

When deciding whether to fund particular projects or services, local municipal or Métis Settlement Councils, or FCSS Boards, are tasked with prioritizing **the level of community need the project or service will address** in relation to other needs in the area, and the degree to which it is determined the project or service will meet those needs (thereby providing a basis of prevention of future needs in the community), as well as the availability of other potential funding sources.

Section 2.1(2) and Section 4 of the FCSS Regulation identify ineligible services and prohibited costs. **Crisis intervention and rehabilitation services are not eligible to receive funding. Capital expenses**, including funding to build, renovate, maintain or operate a facility where FCSS programs and services are offered, **are not eligible** for FCSS funding.

Section 2.1(2)(d) of the FCSS Regulation states that “services provided under a program must not duplicate services that are ordinarily provided by a government or government agency.” This does not mean that local FCSS Programs cannot jointly fund initiatives with government, providing FCSS Regulation criteria are met. The intent is to ensure local FCSS Programs do not start-up projects or services that are already mandated under other government jurisdictions. Many government departments/agencies find it necessary to reduce or eliminate funding of programs or services within their jurisdictions. **FCSS funding should not be used to enhance or restore these services.**

Visit the Government of Alberta website at www.gov.ab.ca to learn more about the various provincial ministries and to identify where potential grants may be available (click on the “Government” tab and go to the appropriate Ministry website link). A summary of mandates and responsibilities for all government ministries is available at www.alberta.ca/home/ministries.cfm.

Funding requests may include both **eligible and non-eligible components**. Components of a service that has preventive social outcomes may be funded by FCSS, with another funding partner covering the components related to the non-eligible costs.

For example, the aspect of community kitchens/community gardens that focus on developing independence, strengthening coping skills, building relationships and support networks, is eligible for FCSS funding, while the components that focus on menu planning, nutrition, budget planning, learning shopping and/or gardening skills, is not eligible for FCSS funding.

If a project or service is determined to be ineligible for FCSS funding, (e.g., food bank, thrift shop, nutrition program, literacy program, school-based programs, special transportation services, etc.) funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

In many cases, determining eligibility is not straightforward. However, if there is a social need in the community, projects and services that are preventive in nature and have identified positive social outcomes will generally be eligible for FCSS funding.

Eligibility Assessment Tool

The *Eligibility Assessment Tool* is a four-stage test or guide to assist local FCSS Programs in determining if a project or funding request fits the FCSS eligibility criteria:

1. Is the project or service preventive? Does it enhance the social well-being of families and individuals? Does it have preventive social outcomes?

(The answer should be "yes.")

2. Does the project or service:

- help people develop independence, strengthen coping skills?
- help people develop an awareness of social needs?
- help people to develop interpersonal and group skills?
- help people and communities to assume responsibility OR
- provide supports that help sustain people as active members of the community?

(The answer should be "yes" to at least one of these questions.)

3. Is the project or service:

- primarily a recreation, leisure, entertainment or sporting activity or event?
- offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
- primarily rehabilitative, therapeutic or crisis management?
- a duplication of services provided by any level of government?
- a capital expenditure such as the purchase, construction or renovation of a building or facility?

(The answer must be "no" to all of these questions.)

4. Do the proposed expenditures of the project comply with Sections 3 and 4 of the FCSS Regulation?

(The answer should be "yes.")

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Items	Advice/Comments	Eligible	Ineligible*
ABC Headstart	See “Preschool Programs.” Intent determines eligibility.		
Adult Tutoring	Projects/services that focus primarily on adult literacy competency are the responsibility of Advanced Education and Technology and community adult learning councils.		✓
Babysitting Courses	Encourages teens and pre-teens to develop life skills and/or social responsibility.	✓	
Bicycle Safety Program	See “Safety Programs.”		✓
Block Parent Program	See “Safety Programs.”		✓
Books for Babies	See “Literacy Programs.” Intent determines eligibility.		
Building Blocks	See “Literacy Programs.” Intent determines eligibility.		
Capital Expenses	Capital expenditures are not eligible. Examples include, but are not limited to, the following: purchase of land; purchase, construction or renovation of a facility; purchase of motor vehicles; construction of or equipping playgrounds, water parks, swimming pools, etc. Purchase of office equipment, furnishings and supplies essential to the operation of local FCSS Programs and their funded organizations (for projects/services with preventive social outcomes) is eligible.	✓	✓
Child Car Seat Safety Program	See “Safety Programs.”		✓
Child Care/Day Care (ages 0 to 5)	Child care/day care services for children ages 0 to 5 that are licensed under provincial child care legislation to provide basic daily care and subsidies are not eligible. Local Child and Family Services Authorities oversee the delivery of these services. For further information, visit www.child.alberta.ca/childcare and/or www.child.alberta.ca/home/local_offices.cfm .		✓
Child Find	See “Safety Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Christmas Hampers	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Citizens on Patrol	See “Justice-based Programs.”		✓
Clothing Depots/ Thrift Shops	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Collective Kitchens/ Community Kitchens/ Community Gardens	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on developing independence, strengthening coping skills, building relationships and support networks; • focus is on menu planning, nutrition, budget planning, learning shopping and/or gardening skills. 	✓	✓
Community Development Activities	Community development is an integral component of FCSS. Eligible activities include, but are not limited to, the following: information and referral services; developing directories designed to inform the public of available resources; interagency co-ordination; increasing public awareness about community issues; developing strategies for community advocacy; developing comprehensive social community plans and initiatives; environmental scans; service reviews; needs assessments; strategic planning; program planning; and, in-kind support to community-based groups (until self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.	✓	
Community Policing	See “Justice-based Programs.”		✓
Community/School Resource Officers	Community/School Resource Officers that focus on an enhanced level of policing fall under the mandate of Solicitor General and Public Security. Refer to section 2.1(2)(d) of the FCSS Regulation. See “Justice-based Programs.”		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Community Signs	<p>Purpose/intent determines eligibility:</p> <ul style="list-style-type: none"> signs that provide information on community activities and events and are accessible to an entire community (e.g., bulletin board located in a central square) are eligible. Collaboration with other stakeholders should occur where possible to share costs. signs that welcome residents/visitors to a community that include a listing of available businesses and organizations are not eligible. 	✓	✓
Conference/Event Attendance	<p>Purpose/intent determines eligibility:</p> <ul style="list-style-type: none"> conference/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility are eligible. recognition conferences/events that do not meet FCSS criteria or that have an entertainment/ recreational focus or receive funding from another government source are not eligible. 	✓	✓
Counselling	<p>Purpose/intent determines eligibility:</p> <ul style="list-style-type: none"> short-term counselling and referral services (e.g., individual, family and group counselling, bereavement counselling, support groups and referral services) are eligible. crisis, treatment or long-term counselling is not eligible. 	✓	✓
Crime Prevention Programs/Activities including, but not limited to, the following: Citizens on Patrol, Community/ School Resource Officers, Community Policing, Neighbourhood Watch and Waterways Watch	See "Justice-based Programs."		✓
Crisis/Distress Lines	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> information/referral and/or volunteer training/development expenses are eligible. 	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Crisis/Distress Lines (continued)	<ul style="list-style-type: none"> core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services are not eligible. 		✓
Day Care	See “Child Care/Day Care (ages 0 to 5).”		✓
Disaster Services/Social Services Programming	Municipal Affairs is responsible for maintaining emergency management systems that enables communities to prepare for, respond to and recover from major emergencies and disasters. Municipal governments also have a responsibility in this area.		✓
Dispute/Conflict Resolution	See “Justice-based Programs.”		✓
Drug Awareness Resistance Education (DARE)	DARE is a program developed by the RCMP; the Alberta Alcohol and Drug Abuse Commission (AADAC), part of Health Services, also administers and funds information, prevention and treatment services to assist Albertans with alcohol, drug and gambling problems.		✓
“Dry Grad” Celebrations	Graduation parties are designed to provide a safe entertainment/recreation activity to celebrate a significant school accomplishment. Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Donations to Community Groups/Organizations	Section 4(d) of the FCSS Regulation states the following: “Expenditures of the program shall not include any costs required to sustain an organization that do not relate to direct service delivery under the program.”		✓
Emergency Shelters, including, but not limited to, the following: Sexual Assault Centres, Short-term Emergency Housing, Women’s Shelters and Youth Emergency Shelters (continued)	<p>Emergency shelters are crisis intervention/ rehabilitative services with a primary focus of providing for basic needs (e.g., during emergency/ disaster situations). Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.</p> <p>Public education/awareness (i.e., promotion and information of the service) is eligible.</p>	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Employment Programs/ Employment Training Programs	Employment programs are the responsibility of Employment and Immigration and the Department of Human Resources and Skills Development (Government of Canada).		✓
Family Literacy Tote Bag Program	See "Literacy Programs." Intent determines eligibility.		
Family School Liaison	Provides students and their families an opportunity to discuss and address concerns about home and/or school in a counselling setting. This program is not mandated under any government department and does not duplicate an existing service.	✓	
Family Violence Prevention	Includes eligible and ineligible components: <ul style="list-style-type: none"> public awareness/education; volunteer development. core operating costs (salaries, rent, utilities, etc.) for crisis intervention or rehabilitation services. 	✓	✓
Fetal Alcohol Spectrum Disorder (FASD)	Includes eligible and ineligible components: <ul style="list-style-type: none"> public awareness/education; volunteer development. assessment or support to individuals diagnosed with FASD. For further information, visit, www.child.alberta.ca/home/594.cfm	✓	✓
Fire Safety Program	See "Safety Programs."		✓
First Aid Courses	See "Safety Programs."		✓
Food Banks	See "Nutrition Programs."		✓
Healthy Families/Home Visitation Programs	Healthy Families, or Home Visitation Programs, are designed to support families in providing a nurturing, stimulating and safe environment for young children ages 0 to 6. Core funding is provided by Children and Youth Services and allocated through regional Child and Family Services Authorities. Local FCSS Programs may support Healthy Families/Home Visitation Programs by providing services in-kind or additional dollars to enhance services.	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Help Lines	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> information/referral; volunteer training/development. core operating costs (salaries, rent, utilities, etc.) for crisis intervention services. 	✓	✓
Home Alone Program	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> if provided as a component of a youth program, and the focus is on encouraging teens and pre-teens to develop life skills and/or social responsibility, it is eligible. if provided as a stand alone school-based project and the focus is primarily safety, security and/or injury prevention (i.e., main intent does not avert <u>social</u> breakdown), it is not eligible. 	✓	✓
Home Care	<p>Home care is a medical service funded by Health and Wellness. Alberta Health Services is responsible for the planning and delivery of numerous health supports and services including acute care; emergency services; home care; long-term care; public health; and rehabilitation services. Individuals assessed with medical conditions requiring home care services (including homemaking and care-giving practices, assistance with meal preparation and bathing) are not eligible.</p>		✓
Home Support	<p>Home support services that are designed to assist seniors to remain in their homes longer and to encourage their participation as active community members are eligible. Eligible costs include, but are not limited to, housekeeping services and yard maintenance. Services may be provided directly, contracted with not-for-profit agencies or private contractors, or in partnership with Alberta Health Services. Services provided must be non-medical (i.e., not required as a result of medical procedures, treatments or assessments).</p> <p>Home support services may not be provided for short-term urgent or emergency situations. See “Emergency Shelters.”</p>	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Honorariums	Includes fees and daily allowances paid to FCSS board members or board members of organizations receiving FCSS funding. Refer to Section 4(f) of the FCSS Regulation.		✓
Housing Projects	<p>Eligible components include community engagement and/or facilitation processes such as raising public awareness about affordable housing issues, needs identification, advocacy, development of affordable housing or homelessness plans/initiatives, and the development of comprehensive community plans. FCSS may also provide administrative support to community-based affordable housing groups (until they are self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.</p> <p>Capital expenses, including building costs or costs associated with administration of specific housing projects and financial subsidies are not eligible.</p>	✓	✓
Jump Start	See "Literacy Programs." Intent determines eligibility.		
Justice-based Programs, including, but not limited to, the following: Citizens on Patrol, Community Policing, Community/School Resource Officers, Dispute/Conflict Resolution, Neighbourhood Watch, Waterways Watch and Youth Justice Committees	<p>Justice-based programs/initiatives including crime prevention activities are mandated under other government departments (e.g., Solicitor General and Public Security and Justice and Attorney General) and are not eligible for funding. For further information regarding responsibilities and mandates of Government of Alberta ministries, visit http://alberta.ca/home/government.cfm.</p> <p>In 2003, the Ministry and the FCSSAA partnered to develop a "Working Together" paper related to FCSS working with different aspects of the justice system. This paper, along with numerous other publications, is posted on the Children and Youth Services website at www.child.alberta.ca/home/821.cfm. It is also available through the FCSSAA.</p>		✓
Lifeline/Apello/ Medical Alert	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> focus is on providing supports that help sustain people as active participants in the community. 	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Lifeline/Apello/ Medical Alert (continued)	<ul style="list-style-type: none"> focus is <u>primarily</u> safety, security and/or injury prevention (i.e., main intent does not avert <u>social</u> breakdown). 		✓
Literacy for Life	See "Literacy Programs." Intent determines eligibility.		
Literacy Programs, including, but not limited to, the following: Books for Babies, Building Blocks, Family Literacy Tote Bag Program, Jump Start and Literacy for Life	Intent of program determines eligibility: <ul style="list-style-type: none"> developing or promoting parent/child relationships and/or increasing parenting skills is eligible. improving literacy skills is a responsibility of Education and is not eligible. 	✓	✓
Management/ Administrative Expenses	Management and administrative expenditures representing support for FCSS programming (as reported on Annual FCSS Program Reports) are eligible. Municipal costs that are <u>not</u> part of an FCSS Program are ineligible. Refer to Section 5(e) of the FCSS Regulation.	✓	✓
Meals on Wheels	Includes eligible and ineligible components: <ul style="list-style-type: none"> support components including volunteer training, public awareness and/or purchase of containers. core operating costs (salaries, rent, utilities, purchase of food, etc.). 	✓	✓
Mediation Services	Intent of program determines eligibility: <ul style="list-style-type: none"> family conflict mediation services is eligible. justice-based medication services, including neighbourhood conflict resolution is not eligible. 	✓	✓
Neighbourhood Watch	See "Justice-based Programs."		✓
Nursery School Programs	See "Preschool Programs."		✓
Nutrition Programs including, but not limited to, the following: Food Banks, School Breakfast and/or Lunch Programs	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS-funded activities.	✓	
Out-of-School Care	<p>Children and Youth Services became directly involved in out-of-school care with the announcement of the <i>Creating Child Care Choices</i> plan on May 9, 2008. The Alberta Child Care Accreditation Funding Program provides funding for licensed out-of-school care programs to become accredited and for the recruitment and retention of trained, qualified staff. For additional information, visit www.child.alberta.ca/childcare.</p> <ul style="list-style-type: none"> Out-of-school care subsidies are provided through regional Child and Family Services Authorities and are not eligible for funding. For further information, visit www.child.alberta.ca/home/1148.cfm or contact the local CFSA. Administration/operating costs for out-of-school care programs are eligible. 	✓	✓
Palliative Care Assistance	Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown. Palliative care is the responsibility of Alberta Health Services (Health and Wellness).		✓
Parent Link Centres	<p>Core funding for Parent Link Centres (PLCs) is provided by Children and Youth Services and is allocated through regional Child and Family Services Authorities. For additional information, visit www.child.alberta.ca/home/902.cfm.</p> <p>Local FCSS Programs may support PLCs by providing services in-kind or additional dollars to enhance services.</p>	✓	✓
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	The PARTY Program, delivered by the RCMP, Victim Services, Emergency Medical Services and a program facilitator, targets Grade 9 students and provides education to recognize risk, make informed choices and consider the consequences of their decision and behaviours related to safe driving.		

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program (continued)	This program does not meet the definition of FCSS prevention in that the <u>primary</u> focus is safety and injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Playground Equipment	Capital purchases, including playground equipment, are not eligible. Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Refer to Section 2.1(2)(a) of the FCSS Regulation.		✓
Playschool Programs	See “Preschool Programs.” Intent determines eligibility.		
Preschool Programs including, but not limited to, the following: ABC Headstart, Nursery School Programs and Playschool Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on social development of preschool-aged children. • focus is on education preparation to begin school. 	✓	✓
Quest	Lions-Quest Canada has developed a number of programs to promote positive life skills and conflict resolution skills for students from kindergarten to Grade 12. These programs are taught by trained teachers in classroom settings and are designed to fit within various provincial curricula in language arts, health and personal life skills and social studies. School-based programs are the responsibility of Alberta Education.		✓
Recreation/Leisure/Entertainment/Sports	Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Activities, events, equipment, uniforms, etc. for recreation, leisure, entertainment, or sporting activities are not eligible for funding.		✓
Roots of Empathy	Roots of Empathy is a program delivered in the classroom to reduce levels of aggression and violence among school-aged children while raising social/emotional competence and increasing empathy. This program is not mandated under any other government department and does not duplicate an existing service.	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Safe and Caring Schools	Core services are not eligible. Alberta Education is responsible for this initiative. The <i>Alberta School Act</i> was amended in June 1999 to include a section on safe and caring schools.		✓
Safety Programs including, but not limited to, the following: Bicycle Safety, Block Parent Program, Child Car Seat Safety, Child Find, First Aid Courses, Swim/Water/Boating Safety	These programs do not meet the definition of FCSS prevention in that their <u>primary</u> focus is safety, security and/or injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Santa's Anonymous	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		✓
School Breakfast/Lunch Programs	See "Nutrition Programs."		✓
School Resource Officers	See "Community/School Resource Officers" and "Justice-based Programs."		✓
Search/Rescue Programs	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown. Ground search and rescue is the responsibility of local police forces, supported by volunteer ground search and rescue groups and/or government or private sector aircraft. Municipal Affairs is responsible for maintaining an emergency management system, including a "Search and Rescue Operations Plan."		✓
Seniors Residences/Lodges	Seniors residences/lodges provide safe home like environments and health care to support seniors when their level of independence decreases and they are no longer able to remain in their own homes and actively participate in the community. Seniors residences/lodges do not meet the definition of FCSS prevention in that the main intent of the residences does not avert social breakdown. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Sexual Assault Centres	See “Emergency Shelters.”		✓
Short-term Emergency Housing	See “Emergency Shelters.”		✓
Sports-Related Activities	See “Recreation/Leisure/Entertainment/Sports.”		✓
Subsidies	Section 2.1(2)(b) of the FCSS Regulation states the following: “Services provided under a program must not offer direct assistance, including money , food, clothing or shelter, to sustain an individual or family.”		✓
Suicide Prevention	Intent of program determines eligibility: <ul style="list-style-type: none"> community development components (public information, awareness, education, referral services, volunteer training) that support the prevention of suicide are eligible. core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services, including suicide intervention training and suicide prevention crisis lines are not eligible. 	✓	✓
Summer Fun/Playground Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> social development of children is eligible. recreational/entertainment activities are not eligible. 	✓	✓
Swim/Water/Boating Safety Programs	See “Safety Programs.”		✓
Transportation Services	Local FCSS Programs may fund services that are in support of core programming, such as transporting individuals to and/or from an FCSS event or activity. Eligible components include fuel costs, minor maintenance expenses, lease costs and driver expenses.	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Transportation Services (continued)	<p>Core operating costs of a transportation service are not eligible in that the intent does not meet the FCSS definition of prevention (i.e., main objective does not avert social breakdown). Ineligible costs also include expenses that are part of a regularly scheduled service; subsidy costs; health-related travel (e.g., transporting individuals to and/or from medical appointments); leisure/entertainment/recreation-related travel including shopping trips; vocation-related travel; capital costs (e.g., vehicle purchases, and major operating expenses including vehicle repair and purchase of vehicle parts).</p> <p>Under revised program guidelines of the Municipal Affairs Sustainability Initiative, capital project and conditional operating funding is available to municipalities to assist with specialized transportation services. For further information, visit www.municipalaffairs.alberta.ca/wp_municipal_sustainability_initiative.cfm.</p> <p>Where it appears that local FCSS resources are being allocated to ineligible transportation services, Ministry staff will request expenditure clarification.</p>		✓
Victim Services	See “Justice-based Programs.”		✓
Volunteer Development	Services designed to promote, facilitate and support volunteer work in the community including, but not limited to, recruitment, training, placement services and recognition.	✓	
Waterways Watch	See “Justice-based Programs.”		✓
Women's Shelters	See “Emergency Shelters.”		✓
Youth Conferences/Camps	<p>Intent of conference determines eligibility:</p> <ul style="list-style-type: none"> • conferences designed to encourage youth to develop healthy lifestyles, leadership/life skills and/or social responsibility are eligible. • youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused are not eligible. • youth camps that are primarily recreational, nature and/or wilderness survival are not eligible. 	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Items	Advice/Comments	Eligible	Ineligible*
Youth Emergency Shelters	See "Emergency Shelters."		✓
Youth Justice Committees	See "Justice-based Programs."		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

Processes and reporting

Review the [Family and Community Support Services \(FCSS\) Program Handbook](#)  for more details about administrative processes and reporting requirements, including:

Financial reporting

Use this guide to prepare the Annual FCSS Program Reports:

[Family and Community Support Services \(FCSS\) Financial Report Guide](#) 


Performance measurements

Local FCSS projects, programs and services must implement performance measures and report on outcomes. This will help determine:

- how effectively they are meeting preventative social service needs
- gaps in existing services
- opportunities to learn and improve

Use these publications for guidance:

[Family and Community Support Services Outcomes Model: How we are making a difference](#) 

[Family and Community Support Services: Basic Guide to Outcome Measurement](#) 

[Family and Community Support Services: Provincial Priority Measures with Instructions](#) 

[Family and Community Support Services: Measures Bank with Provincial Priority Measures and Instructions](#) 

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 4, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	TELUS – Cellular Service/Broadband Internet
File:	11-02-03

DESCRIPTION:

Councillor Hansen requested a discussion regarding TELUS Cellular service and Broadband.

BACKGROUND:

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	April 4, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Worsley Health Centre – Dispensing of Medications
File:	11-02-03

DESCRIPTION:

Councillor Hansen requested a discussion regarding Worsley Health Centre.

BACKGROUND:

According to the Pharmacy and Drug Act, pharmacy services (i.e., storing, compounding, dispensing, or selling of drugs) can only be provided from a licensed pharmacy with an appropriate category of licence, or an institution pharmacy. Only a clinical pharmacist may apply for a licence and the pharmacist who holds the licence to operate a pharmacy is the licensee. The licensee must personally manage, control, and supervise the operation of the licensed pharmacy.

The following categories of licence may be issued to the licensee under the *Pharmacy and Drug Act*:

- **Community pharmacy licence**
 - This category of licence is required to provide pharmacy services to or for a patient for which the patient or patient's agent attends the pharmacy to receive the service.
- **Mail order pharmacy licence**
 - This category of licence is required, in addition to a community pharmacy licence, when
 - the pharmacy provides pharmacy services to or for a patient for which neither the patient nor the patient's agent regularly attends the pharmacy to receive the service, AND
 - a pharmacist does not regularly attend personally on the patient to assess the patient and monitor the patient's response to drug therapy.
- **Compounding and repackaging pharmacy licence**
 - This category of licence is required to compound or repackage drugs for another licensed pharmacy or institution pharmacy that will dispense or sell the compounded or repackaged drugs to or for a patient.
- **Satellite pharmacy licence**
 - This category of licence is **only issued on an exceptional basis** when patients require a pharmacy service that cannot be effectively provided in a community pharmacy.

ATTACHMENTS:

Foundational requirements: Guidance document for opening a licensed pharmacy

RESOLUTION by...

Initials show support - Reviewed by:	Manager:	CAO: 
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Alberta
College of
Pharmacy



Foundational requirements: Guidance document for opening a licensed pharmacy

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1. Background

The Alberta College of Pharmacy (ACP) governs pharmacists, pharmacy technicians and pharmacies in Alberta.

According to the *Pharmacy and Drug Act*,

(3) Subject to section 4 and the regulations, no person shall provide a pharmacy service¹ unless the service is provided

- a) from a licensed pharmacy with an appropriate category of licence, and
- b) in accordance with this Act and any conditions imposed on the licence.

(5) The following categories of licence may be issued under this Act:

1. **A community pharmacy licence** authorizes the provision of community pharmacy services² from the community pharmacy that is the subject of the licence.
2. **A compounding and repackaging pharmacy licence** authorizes the provision of compounding and repackaging pharmacy services³ from a compounding and repackaging pharmacy that is the subject of the licence, but does not authorize the dispensing or selling of a drug to or for a patient unless the licensee also holds a community pharmacy licence.
3. **A mail order pharmacy licence** authorizes the provision of mail order pharmacy services⁴ from the community pharmacy that is the subject of the licence.
4. **A satellite pharmacy licence** authorizes the provision of satellite pharmacy services⁵ by the community pharmacy that is the subject of the licence at the location stated on the licence.

An application to the registrar for a pharmacy licence must be in the form required by the registrar. **According to Section 5.01(1), the registrar may issue a pharmacy licence to an applicant if the registrar is satisfied that**

- **the applicant,**
 - is a clinical pharmacist;
 - meets the licensing requirements set out in the regulations;

¹"pharmacy service" means the storing, compounding, dispensing, or selling of drugs.

²"community pharmacy service" means a pharmacy service provided to or for a patient for which the patient or patient's agent attends to receive the service at the pharmacy.

³"compounding and repackaging pharmacy service" means (i) compounding drugs, or (ii) repackaging drugs for a licensed pharmacy or institution pharmacy that dispenses or sells those drugs.

⁴"mail order pharmacy service" means a pharmacy service provided to or for a patient for which neither the patient nor the patient's agent attends at the community pharmacy to receive the service.

⁵"satellite pharmacy service" means a community pharmacy service provided at a satellite pharmacy.

- will personally manage, control and supervise the practice of pharmacy in the licensed pharmacy; and
- will comply with this Act, any condition imposed on the licence, and any order made under this Act;
- **the proprietor** will act in accordance with this Act;
- **the pharmacy,**
 - meets the requirements set out in the regulations; and
 - will be operated in compliance with this Act, any condition imposed on the licence and any order made under this Act;
- **the pharmacy services** will be provided without undermining patient safety, the quality of patient care, or the integrity of the drug distribution system; and
- the applicant has paid the fees, dues and levies prescribed in the bylaws and any arrears or penalties.

Upon receiving an application for a pharmacy licence, the registrar will consider the application, make a decision and give the applicant a copy of the decision as soon as reasonably possible. Upon issuing a pharmacy licence, the registrar must state on the licence the category of licence, the name of the licensee and the name and location of the pharmacy with respect to which the licence is issued and the date on which the licence expires.

Once a pharmacy is opened and operational, the licensee must notify the registrar and when applicable **request approval if any of the information that was provided to the registrar (as part of their application for a licence or renewal of a licence) has changed**. According to the *Pharmacy and Drug Act* and its regulation, this includes, but is not limited to

- a change in the licensee or proprietor,
- a pharmacy renovation or relocation,
- a change in the types of pharmacy services provided,
- a change in the employment of any regulated pharmacy professional at the pharmacy,
- a change in the hours of operation, and
- a request to store patient records at a location other than the pharmacy.

2. Purpose and expectations of this document

This document provides guidance regarding the foundational requirements that must be met prior to opening a licensed pharmacy. These requirements correspond to sections of the

- [Pharmacy and Drug Act \(PDA\)](#),
- [Pharmacy and Drug Regulation \(PDR\)](#),
- Standards for the Operation of Licensed Pharmacies (SOLP), and
- Standards of Practice for Pharmacists and Pharmacy Technicians (SPPPT).

The overall objectives of this document are to

- clearly state and compile in one document the foundational requirements for licensed pharmacies per legislation,
- provide the Alberta College of Pharmacy's interpretation of the legislation (guidelines) to clarify expectations and ensure consistency, and
- support licensees and proprietors with understanding and complying with the foundational requirements prior to opening and operating a licensed pharmacy.

All pharmacies must have the adequate space, equipment, and policies and procedures to perform the activities of the pharmacy. **This document focuses on foundational requirements to opening a licensed pharmacy**, such as its general facilities, equipment, systems, and operating policies and procedures. Pharmacies that compound sterile preparations must meet additional requirements and standards that are NOT outlined in this document. This document also does NOT include operational and/or practice requirements. Lastly, as outlined in legislation, requirements for the different categories of pharmacy licence may vary.

2.1 Expectations for the use of the Standards and Guidelines

Standards

Standards establish requirements. Standards use the language of “must.” A regulated member must comply with each standard. Failure to comply with a standard may be considered unprofessional conduct.

Guidelines

Guidelines establish the professionally accepted means by which regulated members can achieve compliance with the standards. Guidelines use the language of “should.” Guidelines are not recommendations; they establish the expected conduct of regulated members. A regulated member may only depart from a guideline,

if the regulated member can demonstrate that

- the regulated member achieved compliance with the applicable standard,
- the regulated member's departure from the guideline
 - did not detract from the safety, effectiveness, or appropriateness of patient care; or
 - did not undermine the integrity of the professions of pharmacists and pharmacy technicians.

Failure to comply with a guideline may be considered unprofessional conduct if the regulated member did not achieve compliance with the standard or if the departure from the guideline detracted from the quality of patient care or undermined the integrity of the professions of pharmacists and pharmacy technicians.

A licensee must ensure that their pharmacy meets the legislative requirements, including the guidelines (ACP's interpretation of the requirements), prior to being issued a pharmacy licence. A licensee and proprietor should refer to these foundation requirements

- prior to opening and operating a licensed pharmacy,
- prior to relocating a pharmacy,
- prior to renovating a pharmacy,
- when there is a change of licensee or a change of proprietor, or
- prior to applying for renewal of a pharmacy licence to ensure compliance with the requirements.

Upon written request, the registrar may approve a pharmacy that does not meet the requirements if the registrar is satisfied that pharmacy services will be provided without undermining patient safety, the quality of patient care or the integrity of the drug distribution system. Should an application for a pharmacy licence be issued with conditions, or declined, the registrar will provide reasons for the decision. In such cases, the applicant may appeal the decision to Council according to legislation.

3. Pharmacy premises

According to the *Pharmacy and Drug Act*

- a “**pharmacy**” is defined as: “the premises or part of premises in or from which a pharmacy service⁶ is provided.”

In the *Pharmacy and Drug Regulation*,

- a **licensed pharmacy** is referred to as the “**prescription department**” which includes a “**dispensary**” and a “**patient services area**.”
 - “**dispensary**” means the area of a licensed pharmacy that is not accessible to the public and in which pharmacists dispense, provide for sale, and sell drugs referred to in sections 31 and 32 of the Act, and
 - compound drugs referred to in sections 31, 32 and 33 of the Act;
 - “**patient services area**” means the area of a licensed pharmacy located outside and adjacent to the dispensary where
 - patients receive pharmacy services from pharmacists, and
 - drugs referred to in section 33 of the Act may be provided for sale;
- “**public area**” means the area of a licensed pharmacy located outside the prescription department.

The foundational requirements to open a licensed pharmacy are listed below under the following headings

- prescription department (licensed pharmacy),
- dispensary,
- patient services area, and
- additional requirements.

3.1 Prescription department (licensed pharmacy) - Requirements 1-9

According to the *Pharmacy and Drug Regulation*, Section 1(1)

- (a) “**prescription department**” means the dispensary and the patient services area, and
- (b) “**public area**” means the area of a licensed pharmacy located outside the prescription department.

⁶“pharmacy service” means the storing, compounding, dispensing or selling of drugs.

#	Requirements per legislation	Corresponding legislation	Comments
1	<p>A prescription department must be at least 355.2 ft² (33 m²) in area.</p>	<p>PDA 5.01(1)(d)</p> <p>SOLP</p> <ul style="list-style-type: none"> • 4.1, • 4.2(a), • 4.6, and • 4.7 	<p>To ensure patient safety, the quality of patient care, and the integrity of the drug distribution system, a pharmacy must have the adequate and dedicated space to perform the activities of a pharmacy. The prescription department (dispensary and the patient services area) must meet the minimum size requirement.</p> <p>Areas outside of the prescription department (i.e., public area) and/or areas that are not dedicated for "pharmacy use" do not count towards the overall size of the prescription department. Premises/rooms shared with other businesses (e.g., waiting room) are considered a public area and do not count towards the overall size of the prescription department.</p> <p>If the prescription department is part of a larger business enterprise or if sharing premises with another health professional or business, the pharmacy and the adjoining business must be able to operate independently of one another. The prescription department must be physically delineated from the adjoining business and/or public space as outlined in Requirement #2.</p>
2	<p>A prescription department must be physically delineated from the public area by the use of</p> <ul style="list-style-type: none"> • variations in décor, flooring, or fixtures; or • " physical separation. <p>A prescription department must also be differentiated from the public area by a sign that reads</p> <ul style="list-style-type: none"> • pharmacist, • prescriptions, • prescription department, • pharmacy, or • professional services. <p>The signage would not be required if the public area comprises 15% or less of the premises of the pharmacy.</p>	<p>SOLP</p> <ul style="list-style-type: none"> • 4.6, • 4.10, and • 4.11 	<p>A licensee must ensure that the prescription department is clearly differentiated from public areas and/or adjoining businesses by physical delineation so that patients can recognize</p> <ul style="list-style-type: none"> • when they have entered the licensed pharmacy, and • that an adjoining business (e.g., a medical clinic) is separate from the pharmacy. <p>Signage used to differentiate the prescription department from adjoining businesses and/or public areas must be clear to the public and conspicuously visible from the patient services area.</p> <p>The pharmacy and the adjoining business must not engage in any practice or enter into any arrangement that unduly interferes with independent patient choice.</p>

#	Requirements per legislation	Outstanding legislation	Subclauses
3	<p>A prescription department must have security systems and procedures, including security systems and procedures for information technology, to ensure</p> <ul style="list-style-type: none"> • protection against theft, diversion, and tampering with drugs/health care products; and • that unauthorized individuals do not obtain access to drugs or to patient information. <p>The dispensary must only be accessible to personnel approved by the licensee.</p>	<p>PDR 25(d) SOLP</p> <ul style="list-style-type: none"> • 4.6, • 4.7, • 5.12, and • 5.14 	<p>All drugs and patient records must be secured from unauthorized personnel.</p> <p>If a prescription department shares premises⁷, the pharmacy must operate as a lock and leave pharmacy as outlined in Requirement #4. The prescription department must have its own security system separate from the other business to monitor and detect any unauthorized entry when the prescription department is closed.</p> <p>If the pharmacy employs personnel (e.g., cleaning staff, cash office associate) who work when the pharmacy is not providing pharmacy services, there must be a security system to prevent access to the dispensary and ensure security of the drugs and patient records. This security system for the dispensary must include</p> <ul style="list-style-type: none"> • adequate security grilles that facilitate key-control policies, and/or • its own alarm zone and security camera to monitor and detect any unauthorized access to the dispensary. <p>Access to the dispensary must be limited to personnel vetted and approved by the licensee. A licensee must ensure that approved personnel who are not regulated members are given clear direction regarding the scope of their actions and the limitations of their actions within the pharmacy. When the licensee provides this authorization, they must ensure</p> <ul style="list-style-type: none"> • records are secure, • narcotics and controlled drugs are secure, • a confidentiality agreement is in place, and • the individual receiving the licensee's authorization is informed and acknowledges the times and conditions under which they are authorized to have this access. <p>The licensee must ensure that only authorized individuals have access to narcotics, controlled drugs, and patient records.</p>

⁷Per PDA, a "pharmacy" is defined as: "the premises or part of premises in or from which a pharmacy service is provided" and includes the dispensary and patient services area. A pharmacy (i.e. prescription department) shares premises if the pharmacy is part of a larger business enterprise or when the area outside and adjacent to the prescription department (i.e., public area) is not dedicated for "pharmacy use" and shared with or used for another business or health professional practice.

#	Requirements per legislation	Code administering legislation	Outcomes
4	<p>If a licensed pharmacy is located where it does not occupy all of the premises, and operates for fewer hours than the hours that the premises are open to the public, the licensee must advise the registrar that the pharmacy is operating as a lock and leave pharmacy.</p> <p>The licensee of a pharmacy operating as a lock and leave pharmacy must ensure that when the pharmacy is closed</p> <ul style="list-style-type: none"> the dispensary and all drugs (including Schedule 3) are locked up to prevent unauthorized access; and no drugs are dispensed, provided for sale, or sold from the pharmacy. 	<p>PDR</p> <ul style="list-style-type: none"> 18(1) and 18(2) <p>SOL</p> <ul style="list-style-type: none"> 4.6 and 4.7 	<p>The dispensary, scheduled drugs (including Schedule 3) and patient records must be secured from unauthorized personnel and locked up appropriately. A pharmacy operating as a lock and leave must have:</p> <ul style="list-style-type: none"> a secure lockable barrier that effectively prevents access to the dispensary, scheduled drugs (including Schedule 3), and patient records when the pharmacy is closed. (Unauthorized personnel should not easily be able to access the dispensary either over, under, or through the secure lockable barrier), adequate key-control policies, and its own security system as outlined in Requirement #3. <p>If a prescription department shares premises with another health professional or business, then the prescription department must operate as a lock and leave to prevent unauthorized access, even if both businesses intend to operate for the same hours. Circumstances may require the adjoining business to open/operate when the pharmacy is closed and accordingly, the licensee must ensure that the dispensary and all drugs and records are locked up to prevent unauthorized access.</p>
5	<p>The licensee must ensure that the prescription department:</p> <ul style="list-style-type: none"> has adequate lighting, ventilation and humidity and temperature control to protect the quality and integrity of drugs and blood products; and dispensary is accessible only to personnel approved by the licensee. 	SOLP 4.5	<p>Pharmacy professionals must have sufficient lighting to provide safe and effective pharmacy services and to ensure pharmacy services are provided without undermining patient safety, the quality of patient care, or the integrity of the drug distribution system.</p> <p>To ensure the safety and comfort of personnel and protect the integrity, quality and safety of the drugs, health care products and supplies in the prescription department, the pharmacy must have adequate ventilation, humidity and temperature control.</p>
6	<p>A prescription department must have the proper storage facilities to ensure that the quality and integrity of drugs and health care products are maintained.</p>	PDR 25(f)	<p>Drugs, health care products, and supplies must be stored appropriately and protected from contamination. Refer to Requirement #18 for information regarding drug storage in the dispensary.</p>

#	Requirements per legislation	Guidelines
7	<p>Drugs must be kept in the appropriate locations within the prescription department, having regard for their scheduling under Part 4 of the <i>Pharmacy and Drug Act</i>.</p> <ul style="list-style-type: none"> Schedule 1 and 2 drugs must be stored and sold in the dispensary. Schedule 3 drugs must be stored and sold either in the dispensary or in the patient services area. 	<p>To ensure pharmacists can monitor customers and are readily available and accessible to offer assistance to a person who wishes to purchase a Schedule 3 drug, Schedule 3 drugs must be stored within visual sight from the dispensary.</p> <p>As outlined in Requirement #4, the dispensary and all drugs (including Schedule 3) must be locked up when the pharmacy is closed to prevent unauthorized access.</p>
8	<p>The prescription department is maintained in a clean and orderly condition.</p>	<p>The prescription department, including the facilities, private consult rooms, counters, fixtures, equipment, supplies, and signage, must:</p> <ul style="list-style-type: none"> be cleaned and maintained (e.g., be orderly, sanitary, and clutter-free), and when applicable, with a suitable surface disinfectant, appear professional, in good condition, and aesthetically pleasing (e.g., does not appear dirty, dusty, worn or unfinished), portraying the image of a professional healthcare facility, and not pose risk to the provision of safe and effective pharmacy services. <p>Work surfaces and furniture, as well as floor and wall surfaces, must be designed to facilitate repeated cleaning.</p>
9	<p>The following signs must be posted in the pharmacy:</p> <ul style="list-style-type: none"> Pharmacy licence in a conspicuous public part of the pharmacy, Patient Concerns poster in the prescription department, Hours of operation at all public entrances to the pharmacy, and Code of Ethics in the prescription department. Council-approved signage as per SOLP 4.13 (e). 	<p>Signage must be clearly visible to all patients who access pharmacy services (i.e., not in a consult room or hidden).</p>

3.2 Dispensary - Requirements 10-18

According to the Pharmacy and Drug Regulation, Section 1(1):

- c. dispensary means the area of a licensed pharmacy that is not accessible to the public and in which regulated members dispense, compound, provide for sale, and sell drugs.

#	Requirements per legislation	Corresponding legislation	Guidelines
10	A dispensary must be at least 193.8 ft2 (18 m ²) in area.	SOLP <ul style="list-style-type: none"> • 4.2(a), • 9.2, and • 11.3 	A dispensary must have sufficient space to allow the practice of pharmacy to be conducted effectively and safely. Therefore, a dispensary must be one area that meets the minimum size requirement and may not consist of different areas/rooms that are separated by a publicly accessible space. If a separate space is required to conduct pharmacy services, a licensee must request for approval as a separate pharmacy licence may be required.
11	A dispensary must have a physical barrier that excludes access by an unauthorized individual.	SOLP <ul style="list-style-type: none"> • 4.2, • 4.4(a) • 4.5 • 9.2, and • 11.3 	A dispensary must be enclosed by walls, gates, and/or doors to prevent access by unauthorized individuals. As outlined in Requirements #3 and #4, the pharmacy must have security systems and procedures to ensure only approved personnel have access to the dispensary. If the pharmacy shares premises or employs personnel who work when the pharmacy is closed to the public, the pharmacy must operate as a lock and leave to ensure all drugs and patient records are secured from unauthorized personnel.

#	Requirements per legislation	Corresponding legislation	Guidelines
12	<p>A dispensary must have sufficient space to allow the practice of pharmacy to be conducted effectively and safely including</p> <ul style="list-style-type: none"> a drop off and pick up area: i) located a suitable distance from patient waiting and high traffic areas, ii) that has suitable sound and visual barriers to maintain patient confidentiality when communicating with patients a counter with at least 16.1 ft² (1.5m²) of unrestricted work area for preparing drugs for dispensing, aisles and entranceways at least 3 ft (90 cm) wide, adequate shelf and storage space, and an area for compounding drugs. <p>The requirements for non-sterile compounding are based on the complexity and risks associated with compounding the preparation and handling the substances used to make the preparations. It is necessary to examine many factors in assessing the risk associated with using a certain substance and determining the appropriate level of requirements. Pharmacists should undertake a risk assessment and identify the appropriate level of requirements needed to guarantee a high-quality product and adequate protection for personnel. Refer to the Standards for Pharmacy Compounding of Non-Sterile Preparations and its accompanying Guidance Document.</p> <p>For sterile compounding, refer to the Model Standards for Compounding of Non-Hazardous Sterile Preparations and the Model Standards for Compounding of Hazardous Sterile Preparations.</p>	<p>SOLP</p> <ul style="list-style-type: none"> 4.2(c)(d)(e)(f), 4.13, 7.1, 9.2, and 11.3 	<p>To ensure patient confidentiality, as outlined in Requirement #19, areas used for dropping off and/or picking up prescriptions must</p> <ul style="list-style-type: none"> have suitable sound barriers that prevent conversations from being overheard by unauthorized individuals; have visual barriers to prevent others from seeing what drug, health care products, aids or devices are being provided to or for the patient; and be a suitable distance away from patient waiting or high-traffic areas. <p>To ensure pharmacy personnel have sufficient space to conduct pharmacy services effectively and safely, there must be a counter with at least 16.1 ft² (1.5m²) of unrestricted work area. This counter space must be dedicated for preparing drugs for dispensing and be free of equipment/items such as phones and/or computer monitors/keyboards that would interrupt the work space.</p> <p>A dispensary and patient consult room must have entrances that have a clearance of at least 3 ft (including gates and flip-up counters), or be in accordance with the National Building Code (Alberta Edition sections 3.8.5.3 & 3.8.3.6.(2)).</p> <p>A dispensary must have a separate space designated for compounding that is in accordance with the compounding standards. The level of requirements, including infrastructure needs, is dependent on the type and associated risk of compounding services. As an initial step, a pharmacist should determine the types of preparations and services that will be provided and complete a risk assessment accordingly.</p> <p>Compounding areas must be large enough for compounding personnel to work comfortably and safely. The heat source and sink must be available in, or close to, the compounding area. There must be room to store equipment and products in an orderly fashion, in clean and secure surroundings. Pharmacy personnel must not store or consume food or drink in the compounding area. The compounding area must be kept free and dedicated for compounding drugs.</p> <p>The compounding area should be designed and arranged to prevent cross-contamination between products and should be located away from parts of the pharmacy where there is a considerable amount of traffic to avoid contamination of the compounded product with dust and dirt, as well as to avoid interrupting or distracting compounding personnel.</p>

#	Requirements per legislation	Corresponding legislation	Guidelines
13	<p>A dispensary must have a</p> <ul style="list-style-type: none"> a laboratory grade or full-size domestic refrigerator or appropriate temperature-controlled area with a digital temperature monitoring device, <ul style="list-style-type: none"> a device that indicates the minimum and maximum temperatures reached since the last reading, a sink with hot and cold running water that is readily accessible for hand hygiene at all times, located outside of segregated compounding rooms, a metal safe that is secured in place and equipped with a time delay lock set at a minimum of five minutes, or in accordance with the standards, and heat source for extemporaneous compounding. <p>All fixtures and equipment must be dedicated for the use of the licensed pharmacy for the provision of professional services and, if the licensed pharmacy is part of a larger business enterprise, must not be used to support that larger business enterprise.</p>	<p>PDR 14(2)(b)</p> <p>SOLP</p> <ul style="list-style-type: none"> 4.13(b)(c)(d)(f), 4.14, 4.15, 5.5, 9.2 and 11.3 	<p>The refrigerator must include a device that indicates the minimum and maximum temperatures reached since the last reading</p> <p>Bar refrigerator units are not acceptable.</p> <p>To prevent contamination and to protect the integrity and quality of the dispensary's equipment, all equipment must only be used to provide professional services and not be used for personal reasons. For example, the refrigerator and heat source (e.g., microwave) must not be used to store and/or heat up food.</p> <p>The safe must</p> <ul style="list-style-type: none"> be strong, constructed of solid metal; contain an internal complex locking mechanism, equipped with a certified digital lock operated in conjunction with a time-delay release; and be of a nature that it cannot be easily removed from the facility, either having the ability to be bolted to the ground or having a size and weight that cannot be readily moved. Other specifications of the safe are at the discretion of the licensee, including size, with the caveat that the storage receptacle is a product that is marketed and sold as a "safe." Locking narcotic cabinets or narcotic drawers are not considered a "safe" and do not meet the new requirements of the SOLP. <p>The heat source must be available in, or close to, the compounding area.</p>

#	Requirements per legislation	Corresponding legislation	Guidelines
14	<p>A dispensary must have</p> <ul style="list-style-type: none"> a computer with an operating internet connection that provides unrestricted access to relevant health and pharmacist and pharmacy technician practice information required to practice according to the standards, a mechanism to send and receive faxes, and equipment to allow the pharmacy to make and receive telephone calls. <p>All fixtures and equipment must be dedicated for the use of the licensed pharmacy for the provision of professional services and, if the licensed pharmacy is part of a larger business enterprise, must not be used to support that larger business enterprise.</p>	<p>SOLP</p> <ul style="list-style-type: none"> 4.13(g)(h)(i)(j), 4.15, 4.16 9.2 and 11.3 	
15	<p>A dispensary must have access to the Alberta Netcare electronic health record system operated by Alberta Health and accordingly, the computer system must be able to facilitate submission of patient record information to Alberta Netcare and provide authorized personnel access to Alberta Netcare.</p>	<p>SOLP 4.16 (b)(c)</p>	<p>To ensure pharmacists comply with the standards and have access to important patient information required for assessment, a dispensary must have the Alberta Netcare electronic health record system set up upon opening and operating as a licensed pharmacy.</p> <p>Contact eHealth Support Services to initiate the process.</p> <ul style="list-style-type: none"> Phone: 1.855.643.8649 Email: ehealthsupport@cgji.com <p>To satisfy this requirement at pre-opening inspection, the licensee must have submitted the expedited Privacy Impact Assessment (PIA) requirements to the Office of the Information and Privacy Commissioner (OIPC). This includes</p> <ul style="list-style-type: none"> the policies and procedures that support Sections B and E of the OIPC PIA requirements, and the OIPC cover letter. <p>Both documents must be available upon request during the pre-opening inspection.</p>

#	Requirements per legislation	Compounding regulation	Comments
16	<p>A pharmacy must have an adequate library, including all required reference sources set out on the Alberta College of Pharmacy's website, to which a regulated member in the dispensary can have immediate access to the references.</p>	<p>SOLP</p> <ul style="list-style-type: none"> • 4.22, • 4.23, • 4.24, • 4.25, • 4.26, • 9.2, and • 11.3 	<p>All required reference sources must be dedicated for the use by pharmacy professionals of the licensed pharmacy. To ensure immediate access, a pharmacy must have its own set of required references that are not shared with other sites and/or non-pharmacy personnel.</p>
17	<p>A dispensary must have the following compounding and dispensing equipment</p> <ul style="list-style-type: none"> • a prescription or electronic balance with a sensitivity to a minimum of 10 mg, • a set of metric weights or a calibration weight, and • any other equipment required to support the professional services that are provided in the dispensary. <p>For non-sterile compounding, refer to the Standards for Pharmacy Compounding of Non-Sterile Preparations and its accompanying Guidance Document.</p> <p>For sterile compounding, refer to the Model Standards for Compounding of Non-Hazardous Sterile Preparations and the Model Standards for Compounding of Hazardous Sterile Preparations.</p>	<p>SOLP</p> <ul style="list-style-type: none"> • 4.17, • 9.2, and • 11.3 	<p>All components, equipment and containers must be stored off the floor in a manner that prevents contamination and allows for appropriate cleaning. All equipment, instruments, and accessories must be routinely maintained to ensure proper performance.</p> <p>Compounding personnel must</p> <ul style="list-style-type: none"> • wear a clean lab coat reserved for compounding, • wear powder free gloves, and • use any personal protective equipment or equipment indicated on the Master Formulation Record. <p>Refer to the NIOSH list, MSDS, and WHMIS to determine the level of risk to the compounding personnel. Consider the need for personal protective equipment (e.g., goggles, gloves, clothing, respirator, adequate mechanical ventilation, hood, eye wash, shower). Compounding areas must contain an eyewash station and other emergency or safety equipment that is required.</p> <p>Refer to Requirements #12 and #13 for other compounding requirements.</p>

#	Requirements per legislation	Corresponding legislation	Guidelines
18	<p>Drugs in a dispensary must be stored in an appropriate manner and location that</p> <ul style="list-style-type: none"> protects the integrity, quality and safety of the drugs at appropriate temperatures, under appropriate conditions, and in accordance with any manufacturer's requirements to ensure stability; minimizes the possibility of dispensing errors drugs for external use must be stored separately from drugs for internal use and injectable drugs; and outdated, recalled, damaged, deteriorated, misbranded or adulterated drugs are kept separately from other drugs until they are destroyed or returned to their supplier; and ensures the security of the drugs against theft, loss, or diversion. 	<p>SOLP</p> <ul style="list-style-type: none"> 4.13(d) and 5 	<p>To ensure vaccine efficacy and safety, appropriate storage and handling of vaccines is essential. Pharmacy professionals must comply with Alberta Health Vaccine Cold Chain Policy.</p> <p>Refer to Requirement #13 for refrigerator requirements.</p>

3.3 Patient services area - Requirement 19

According to the Pharmacy and Drug Regulation, Section 1(1):

- (h) “patient services area” means the area of a licensed pharmacy located outside and adjacent to the dispensary where
 - (i) patients receive pharmacy services from pharmacists, and
 - (ii) drugs referred to in section 33 of the Act may be provided for sale;

#	Requirements per legislation	Corresponding legislation	Guidelines
19	<p>A licensed pharmacy must have a private consultation area within the patient services area that ensures patient confidentiality.</p> <p>The private consultation area must:</p> <ul style="list-style-type: none"> a) be publicly accessible and not located within or require public access to the dispensary; b) not be the only access point to the dispensary; c) be clean, safe, and well-lit; d) be an adequate size to facilitate quality care; e) be dedicated to that purpose and kept free for use for communicating with patients or patients' agents and must not be used to store or display anything other than health care products, aids or devices or patient information materials; f) accommodate barrier-free access for patients with mobility limitations; g) have suitable sound barriers that prevent conversations from being overheard by unauthorized individuals; and h) have suitable visual barriers to prevent others from seeing what drug, health care products, aids, devices, or pharmacy services are being provided to or for the patient. 	<p>PDA 5.01(1)(d)</p> <p>SOLP</p> <ul style="list-style-type: none"> • 4.19, • 4.21, and • 5 <p>SPPPT 16.3</p>	<p>Private area (i.e., consult room)</p> <p>If there is direct access to the dispensary from the private area, there must be a physical barrier that prevents access to the dispensary by an unauthorized individual. Additionally, the dispensary must have another access point to prevent disrupting pharmacy services occurring in the private area.</p>

3.4 Additional requirements - Requirements 20-23

#	Requirements per legislation	Corresponding legislation	Guidelines
20	<p>If a pharmacy has a public website, the website must prominently display</p> <ul style="list-style-type: none"> • a copy of the pharmacy licence; • the pharmacy's location, mailing address, email address, and telephone number; • the licensee's name, practice permit number, and business address; • a statement that the licensee is required to provide, on the request of a patient, the name and practice permit number of any regulated member who provides a pharmacy service to the patient or who engages in the practice of pharmacy with respect to a patient; • the proprietor's name and business address; • if the proprietor is a corporation, the name of the proprietor's representative; and • the Patient Concerns poster. 	PDR 23	

#	Requirements per legislation	Corresponding legislation	Outcomes
21	<p>Each employee or regulated member must have and wear a name tag that clearly identifies whether the individual is a regulated member.</p> <p>A licensee must ensure that each employee and each regulated member who works in a licensed pharmacy has the appropriate education, experience, training, and registration required to perform the duties and responsibilities assigned to that employee or regulated member.</p> <p>A licensee must inform the Alberta College of Pharmacy of the regulated members employed at the pharmacy, including part-time, temporary, and relief pharmacists and/or pharmacy technicians.</p> <p>A licensee must ensure that each regulated member who will practice in a licensed pharmacy undergoes a suitable period of supervision, training, observation, and evaluation of skills and knowledge.</p>	<p>PDA 9</p> <p>SOLP 3.3, 3.4, 3.5, and 3.6</p>	<p>Licensees must ensure all staff have undergone a suitable orientation to the pharmacy's operational policies and procedures, are given clear direction regarding the scope of and limitations on their actions with respect to the provision of restricted activities, and are familiar with the location of the pharmacy's policies and procedures manual.</p> <p>Access to the dispensary must be limited to personnel vetted and approved by the licensee. Refer to Requirement #3 for more guidance.</p>

#	Requirements per legislation	Corresponding legislation	Guidelines
22	<p>A pharmacy must have policies and procedures that ensure that each regulated member practising in the pharmacy can comply with the law that governs pharmacy operations, drug distribution, and the practice of pharmacists and pharmacy technicians.</p> <p>A licensee must ensure that each regulated member who will practice in a licensed pharmacy undergoes a suitable orientation to the pharmacy's operational policies and procedures.</p> <p>A licensee must be aware of changes in the law and adjust practice, policies, and procedures to ensure compliance with changes.</p>	<p>PDR 25(d)</p> <p>SOLP</p> <ul style="list-style-type: none"> • 1.1, • 1.2(b)(c), • 3(b), • 3.6(a), • 3.8, • 3.9, • 3.11, • 5.9, • 5.15, and • 5.16 <p>SPPPT 16.3</p>	<p>To enable pharmacies to operate in accordance with the law that governs pharmacy operations, drug distribution, and the practice of pharmacy, policies and procedures must be developed and in place prior to opening and operating as a licensed pharmacy.</p> <p>Sufficient policies and procedures will support pharmacy professionals with providing pharmacy services safely and effectively.</p> <p>For guidance, the Alberta College of Pharmacy offers a general Policies and Procedures Manual template and a Non-Sterile Compounding Policies and Procedures Manual template that may be used to develop a pharmacy's policies and procedures.</p> <ul style="list-style-type: none"> • Licensees who do not use ACP's template must develop and use policies and procedures that address the areas outlined in ACP's Policies and Procedures Manual template table of contents, as appropriate for their pharmacy. • Licensees who use generic corporate policies and procedures must ensure that all areas outlined in ACP's Policies and Procedures Manual template table of contents are addressed. Licensees may need to adapt and/or develop additional policies and procedures accordingly and as appropriate for their pharmacy. • Licensees who have a compounding and repackaging licence, mail order licence, and/or satellite licence require additional policies and procedures.

23	<p>A pharmacy must have an effective system for the creation, maintenance, secure storage and availability for retrieval of all required records. The records must be stored securely to ensure that only persons authorized by the licensee have access to the records.</p> <p>Unless otherwise authorized by the registrar, a licensee must maintain the records at the pharmacy.</p>	<p>SOLP 8</p>	<p>The system and security of the records must be in accordance with legislation, including but not limited to, the <i>Pharmacy and Drug Act</i> and its regulation, Health Information Act, and the Standards for the Operation of Licensed Pharmacies.</p>
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Clear Hills County

Request For Decision (RFD)

	Policy and Priority Meeting
Meeting Date:	April 4, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Secondary Highway 735
File:	11-02-03

DESCRIPTION:

Council requested a discussion regarding Secondary Highway 735.

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:	
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Clear Hills County

Request For Decision (RFD)

Policy and Priority Meeting	
Meeting Date:	April 4, 2023
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Public Meeting Discussion
File:	11-02-03

DESCRIPTION:

Council requested a discussion regarding the annual public meetings.

Public Meetings have been best received by the residents when a presentation and a meal has been included.

Presentation Ideas

- Short presentations arranged by Peace Country Beef & Forage Association (PCBFA) i.e. Farm Transition, Grain handling, Ag plastics.
- Short presentations Alberta Government – The Water Act Essentials

BACKGROUND:

C393-19(08-13-19)

RESOLUTION by Deputy Reeve Fletcher to change the public meeting from the 2 day and 2 location format, to one annual public meeting held centrally at the Eureka River Hall. **CARRIED.**

ATTACHMENTS:

RECOMMENDED ACTION:

RESOLUTION by

Initials show support - Reviewed by:

Manager:

CAO:

