

Community Services Advisory Committee (CSAC)

2023/24 Annual Report

Presented by: Holly Hughes, CSAC Chair

Members for 2023/2024:

Holly Hughes – Member at Large

Karri Mochnach – Member at Large – term ending

Bryan Primeau – Member at Large

Brian Brost – Morinville Minor League Baseball – term ending

Vikki McLaren – Life in the Heartland

Jennifer Anheliger – Councillor

Stephen Dafoe – Councillor

Jennifer Potocnik – Administrative Contact; Manager, Community Services

Committee met monthly from October 2023 to May 2024

Mandate

The Committee will act in an advisory capacity to Morinville Council on matters pertaining to the social well-being of residents in the areas of Sports and Recreation; Family and Community Support Services, and Culture and Events.



1. Advise and provide recommendations to Council on policies and the following strategic priorities in alignment with their purpose:
 - a) Community action plan that supports issues in the 2019 needs assessment
 - b) Volunteer Development and Opportunities
 - c) Community Services Fee Review
 - d) Community and Stakeholder Engagement
 - e) Operational Workplans Engagement
2. Advise Council on potential gaps and barriers in the service area in alignment with their purpose.
3. Provide a public forum for community sharing of information, ideas, and feedback on trends and issues in alignment with their purpose.

Community Services Advisory Committee 2022/2023 Strategic Priorities

Council Strategic Priority	Council Goal	Council Objectives	CSAC Priority (Mandate Letter)	Community Services Department
1. Community Building	<i>Morinyille is a growing community with a small town feel where we all feel proud to live, play, and participate</i>	1.2 Residents and businesses are actively engaged in and aware of decision making and planning our future. 1.2.2 Expand engagement and increase education with residents, community groups, stakeholders around the Corporate Fees and Charges Bylaw (e.g., Fees and Charges Survey, community user groups, etc.)	1.a Community action plan that supports issues in the 2019 needs assessment (CO 1.2) 1.b Volunteer Development and Opportunities (CO 1.2) 1.c Community Services Fees and Charges Review (CO 1.2.2)	1.a FCSS (CO 1.2) 1.b FCSS, Community Development, Programs and Services (CO 1.2) 1.c CS Manager, Programs and Services, Community Development (CO 1.2.2)
6. Collaborative Relationships	<i>Strengthen relationships with community stakeholders through enhanced communication and engagement</i>	6.3.1 Build understanding of Council's Strategic Plan with community groups and explore way to create alignment	1.d Community Engagement (CO 6.3.1) 1.e Operational Workplan Engagement (CO 6.3.1)	1.d FCSS, Community Development, Programs and Services (CO 6.3.1) 1.e CS Manager, FCSS, Community Development, Programs and Services (CO 6.3.1)

CSAC Priority	Strategic Priority Item	Actions Required	Timeline	Committee Notes	Meeting Status Updates
1.a	1 1.a Community action plan that supports issues in the 2019 needs assessment (CO 1.2)	<ul style="list-style-type: none"> Review the 2019 needs assessment Review Action Plan Provide recommendation to Council on next steps 	Q2 Completed	APRIL <ul style="list-style-type: none"> Finalized actions for this item at April meeting 	NOVEMBER 2023 <ul style="list-style-type: none"> Lisa Mudryk, FCSS Supervisor to attend November 23 meeting (Kim Mills) Kim Mills attended and presented updates on the CNA YTD ACTION – Holly H to create briefing note to Council to recommend new CSA in 2025 (budget)
1.b	1 1.b Volunteer Development and Opportunities (CO 1.2)	<ul style="list-style-type: none"> Support the maintenance of the Inventory of Associations Provide recommendations for volunteer development, recruitment and recognition opportunities Help promote Community Grant and Volunteer Grant opportunities Provide feedback to CS volunteer program 	Q3 Completed	APRIL <ul style="list-style-type: none"> Inventory of Associations: <ul style="list-style-type: none"> Would like to know how the inventory of associations is being used? Who gets to see it? CS To provide clarity on action steps (who is responsible to action what when the CS emails are sent out?) CS needs to provide a forum for the list to be updated and send reminders that align with AGM's Could this potentially be accessed through the Town website (TDH?) Volunteers: <ul style="list-style-type: none"> Survey feedback? Share opportunities like the community grant at the upcoming volunteer workshops and provide a takeaway poster Community Grant: 	NOVEMBER 2023 <ul style="list-style-type: none"> November 2023, Jennifer P to share Community Grant uptake YTD and new combined policy before Council JANUARY 2024 <ul style="list-style-type: none"> CDS Barb Adamson to attend and report back on April notes and provide Community Development updates. MAY 2024 <ul style="list-style-type: none"> Update from FCSS on volunteer workshop plans for 2024

					<ul style="list-style-type: none"> ○ Better promotion of the intake timelines ○ would like to better understand the application criteria 	
1.c	1	1.c Community Services Fees and Charges Review (CO 1.2.2)	<ul style="list-style-type: none"> • CS share and provide updates on process annually 	Q3 Completed	APRIL <ul style="list-style-type: none"> ▪ CS may use CSAC as a “sounding board” for fees and charges processes and a forum to share feedback on pre and postseason debriefs 	FEBRUARY 2024 <ul style="list-style-type: none"> ▪ CS Manager to present approved Fees and Charges
	6	1.d Community Engagement (CO 6.3.1)	<ul style="list-style-type: none"> • In alignment with Corporate Communications. • Provide a forum for community sharing of information ideas and <u>feedbacks</u> on trends and issues in alignment with their purpose. 	Q2-4 Completed	APRIL <ul style="list-style-type: none"> ▪ CSAC would like a better understanding of how communications and surveys are evaluated to have hit the <u>mark?</u> ▪ Would like the opportunity to discuss the triannual report with communications ▪ Would like the opportunity to share perspective on upcoming communication initiatives and surveys and how they could better support community engagement initiatives (such as budget) ▪ could there be a SharePoint or team site for CSAC? 	OCTOBER <ul style="list-style-type: none"> ▪ Tracy DH attended Oct 2023 meeting, responded to inquiries, and will bring forward T reports as needed MARCH 2024 <ul style="list-style-type: none"> ▪ TJ Auer presented the upcoming MDP and CSAC engagement opportunities in 2024.
1.e	6	1.e Operational Workplan Engagement (CO 6.3.1)	<ul style="list-style-type: none"> • Annual review 	Q1 & Q4 Completed		FEBRUARY 2024 <ul style="list-style-type: none"> ▪ CS Manager presented

Administration Presentations to the CSAC

- Tracy Dalzell-Heise – Communications and community engagement
- Kim Mills
 - Community Needs Assessment Action Plan (2019)
 - Community of Practice and interagency collaboration with FCSS
- Barb Adamson – Community Development programs and events
- Jennifer Potocnik
 - Community Services Operational Workplan
 - Fees and Charges Bylaw
 - Community Grant and Support Policy intakes and distribution
- TJ Auer – 2024 Municipal Development Plan engagement
- Laura McCarron – Programs and Services update
- Peggy Zallas – FCSS Child and Youth Programming
- Lisa Mudryk – Update on Volunteer workshops and grant supports

Initiatives and Engagement

- Finalized the Community Services Advisory Committee Bylaw
- Provided review and feedback of the Morinville Leisure Centre Allocation Policy
- Provided review and feedback on the Morinville Community Library Plan of Service

- Reviewed 2019 Community Needs Assessment
 - Drafted Briefing Note to Council with recommendation to update
 - Presented briefing note to Council (June 2024)

Community Services Advisory Committee

Thank you.
Questions?