

## **Notice of Annual General Meeting**

### **Calgary Region Foster and Kinship Association**

**Scheduled for June 18, 2024 7pm via TEAMS (registration begins at 6:30)**

We are pleased to announce the date of our Annual General Meeting and remind our valued membership that attendance to the AGM is part of your membership requirement and commitment. We look forward to coming together as an association and sharing with you all the wonderful and exciting happenings of the past year. Your attendance must be confirmed via our website under EVENTS.

Please find the enclosed package with all the information you will need to make informed voting choices at the AGM. You may reach out the Nicole Bull [nicole@crfka](mailto:nicole@crfka) with your questions prior to the AGM.

Agenda

2023 AGM Meeting Minutes

2022/2023 Audited Financial Statements and Statement of Operations

Proposed new bylaws of the Association

Board Roles

Proxy Form

**Calgary Region Foster and Kinship Association**

**Annual General Meeting Agenda**

**Date: Tuesday, June 18.**

**Registration begins at 6:30pm. Call to Order: 7:00pm**

- 1) Registration of voters and proxies**
- 2) Welcome and Meeting Called to Order (Nicole Bull)**
- 3) Quorum Present**
- 4) Proof of Notice of Meeting (Jennifer Welsh)**
- 5) Approval of Agenda (*Motion 1*)**
- 6) Approval of 2023 Annual General Meeting Minutes (*Motion 2*)**
- 7) Reports**
  - a) President (Nicole Bull)**
  - b) Treasurer (Kat Alves)**
  - c) AFKA Rep (Monique McCardle)**
- 8) Staff Reports (Monique McCardle)**
- 9) Presentation of 2022/2023 Financial Statements and Q and A (Marijke Couch)**
  - a) Approval of the Audited 2022/2023 Financial Statements (attached herein) (*Motion 3*)**
- 10) Association Name Change (Monique McCardle)**
  - a) Approval of Association Name Change (*Motion 4*)**
- 11) Bylaw Updates (Jennifer Welsh)**
  - a) Approval of updated Association Bylaws (attached herein) (*Motion 5*)**
- 12) Mission Statement (Nicole Bull)**
  - a) Approval of new mission statement of the Association (*Motion 6 should Motion 4 carry*)**

***“The Mission of the Calgary Region Foster and Kinship Association (CRFKA) is to provide meaningful support, membership and community to Foster and Kinship families and to advocate for the betterment of children in care”***
- 13) Election of Board Members**
- 14) Adjournment**

# Calgary and District Foster Parents Association

Minutes of the 2023 Annual General Meeting: June 19<sup>th</sup>, 2023 @ 7:00pm

Location: Virtual

## Attendees:

Board:

Board Members Absent:

Members Present:

Quorum Met: YEs

CFPA Staff:

## Proceedings:

Approval of Agenda

Approval of June 22, 2023, AGM Meeting Minutes

## Reports:

1. Presidents – Monique McCardle
  - a. Quick breakdown of changes in board positions and introduction of Amanda Preston.
  - b. Lots happened this year.
2. Treasurer – Amy Bennet
  - a. See attached report
3. Staff Reports
  - a. Nancy Cayden
    - i. See attached report
  - b. Amanda Preston
    - i. See attached report
4. AFKA Report – Carmen Legg
  - a. See attached report

## New Business:

1. Casino – Sean Busse
  - a. Struggled to meet our volunteer quota
  - b. Raised \$79,593.01 for to last approximately 1.5 years until our next Casino
2. Events – Sarah Fletcher
  - a. Food at events. Often running out of food and how can we monitor everyone getting enough?
    - i. Tickets?
    - ii. Discussion
3. Financials – Peter Rochow
  - a. Answered questions regarding specifics in the Affirm report
4. Mission Statement – Nicole Bull
  - a. Motion to approve new mission statement – Nicole, second – Monique, Carried

“The Mission of the Calgary and District Foster Parents Association (CFPA) is to provide meaningful support, membership, and community to Foster and Kinship families and to advocate for the betterment of children in care.”

**Old Business:**

1. Marie’s Boutique – Nicole Bull
  - a. New location for Marie’s Boutique @ Love City Church
  - b. Will function much like how it already does
2. Support Groups – Nikki Nieboer
  - a. First meeting went really well and feedback was positive
  - b. Next one tomorrow and then will break for the summer and start again in the Fall

**Elections:**

Positions available for election:

Vice President, Treasurer, AFKA Representative, 3 – 1-year term Directors, 1 - 2-year term Director.

\* Denotes current position holder

Position	Candidate	Nominator (or mover)	Secunder	Result	Term End
President *Monique McCardle					2024
<i>Vice President</i> *Nicole Bull	<i>Nicole Bull</i>	<i>Sean Busse</i>	<i>Monique McCardle</i>	<i>Carried</i>	2025
Secretary *Sean Busse					2024
<i>Treasurer</i> *Amy Bennet	Amy Bennet	Nicole Bull	<i>Monique McCardle</i>	<i>Carried</i>	2025
<b>Directors</b>					
<i>AFKA Rep.</i> *Carmen Legg	<i>Vacant</i>				2023
*Vickie Boggs					2024
*Debbie Mastel	<i>Vacant</i>				2023
*Sarah Fletcher					2024
*Nikki Nieboer	<i>Nikki Niebour</i>			<i>Acclaimed</i>	2023
<i>Vacant</i>	<i>Linda Anderson</i>	<i>Monique</i>	<i>Nicole</i>	<i>Carried</i>	2024
<i>Vacant</i>	<i>Laura Morlang</i>	<i>Monique</i>	<i>Nikki</i>	<i>Carried</i>	2023

**Next Meetings:**

1. Board Meeting – September 18<sup>th</sup>, 2023
2. AGM – June 3<sup>rd</sup>, 2024

**Adjournment:** 7:56pm – Motioned – Linda Anderson, second – Amy Bennet

## Calgary and District Foster Parents Association

### Mentor Program

### Annual Report

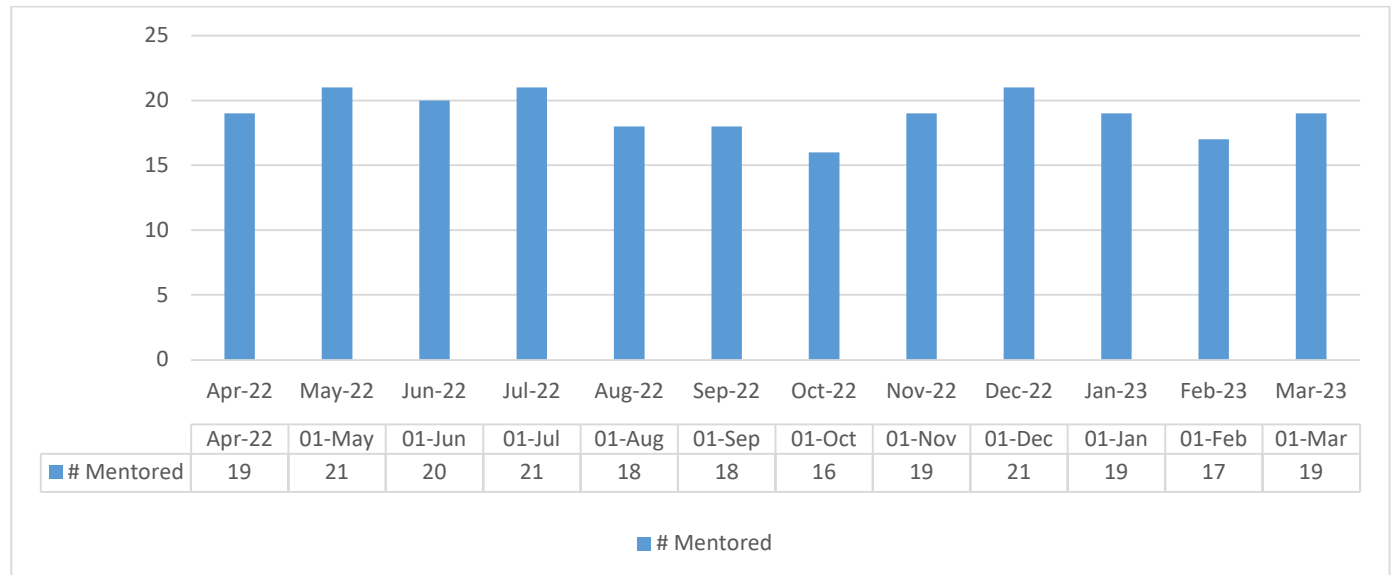
April 1, 2022 – March 31, 2023

The Calgary & District Foster Parents Association (CDFPA) Mentor Program has just completed its 15<sup>th</sup> successful year working alongside Children’s Services providing peer mentoring for new foster, kinship, agency and adoption families in the Calgary Region.

The CDFPA Mentor Program provided an average of 34 mentor to mentee contacts a month, through face-to-face visits, phone support, text messaging, emails, and attendance at CDFPA events.

The program is a dynamic, fluid program with new families entering the program each month and some ‘graduating’ from their one year of mentoring and concluding the program with an exit interview where the mentee can provide program feedback.

Below is a table indicating, number of families mentored monthly from April 1, 2022 – March 31, 2023.



**Table 1: # of Homes Mentored from April 2022 – March 2023**

Below is a table indicating, statistical numbers for the Mentor Program April 1, 2022 – March 31, 2023.

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
# families mentored	19	21	20	21	18	18	16	19	21	19	17	19
# of Contacts/month	565	807	696	489	419	705	568	738	755	695	570	769
Average hours support/per family/month*	1.7	4.35	2.2	1.5	1.9	2.6	2.1	2.7	2.0	1.6	2.0	1.8
Number of Program Referrals	1	6*	4**	4**	1	2	0	5	2	1	1	3
Number of Caregivers Graduating from Program	2	2	4	2	4	2	2	2	0	3	3	1

Table 2: Monthly Mentoring Stats from April 1, 2022 – March 31, 2023

\*May 2022 – 2 referrals were for caregivers with previous experience who required CFPA Supports but not mentors.

\*\*June/July one caregiver matched in late in the month, no report filed by the mentor, but contact made by their mentor.

Support includes monthly face-to-face goal setting visits, weekly phone calls, text messaging, emails, and accompanying mentees to CDFPA events.

Averaging **34** additional contacts a month per caregiver above their caseworker support.

The Mentor Program shares the Calgary and District Foster Parent Association (CDFPA) vision, “To provide support for Foster Families and advocacy for the betterment of children in care.” The Mentor Program respectfully guides and offers supportive, trusted listening, emotional support, encouragement, goal setting and positive insightful conversation that stimulates thinking as the mentee navigates forward with their placements and within the Children Services network.

The Mentor Program expanded in 2018 by providing a supportive mentoring role for Kinship and Agency families (Primarily for Hull and McMan) as well as continued support for foster caregivers in the Calgary CS region.

As part of our ongoing efforts for retention and support. CS recently identified a growing number of our caregivers who have experienced acute grief and loss. Mentor Program assistance has expanded to include grief and loss mentor mentee training and support in 2023.

One Kinship caseworker whose family required some significant grief and loss support from her mentor recently emailed this program feedback:

“We appreciate the support that your program provided to this caregiver during this period. The mentorship program has been one of the supports that she has most appreciate.” Kinship Worker April 2023

“I spoke with [my caregiver] yesterday and she was very happy after speaking with you and the mentor. This is definitely something she needed and I really appreciate your support!” Kinship Worker May 2022

In the fall of 2022 Hull Homes Program Coordinator Charlene Klassen reached out for information regarding the CDFPA Mentor Program. We shared extensive information regarding the structure, quality, and training for our Mentor Program. In 2023 Hull Homes began a Mentor Program.

A sample of the monthly breakdown of Mentee families actively participating in the Mentor Program is below.

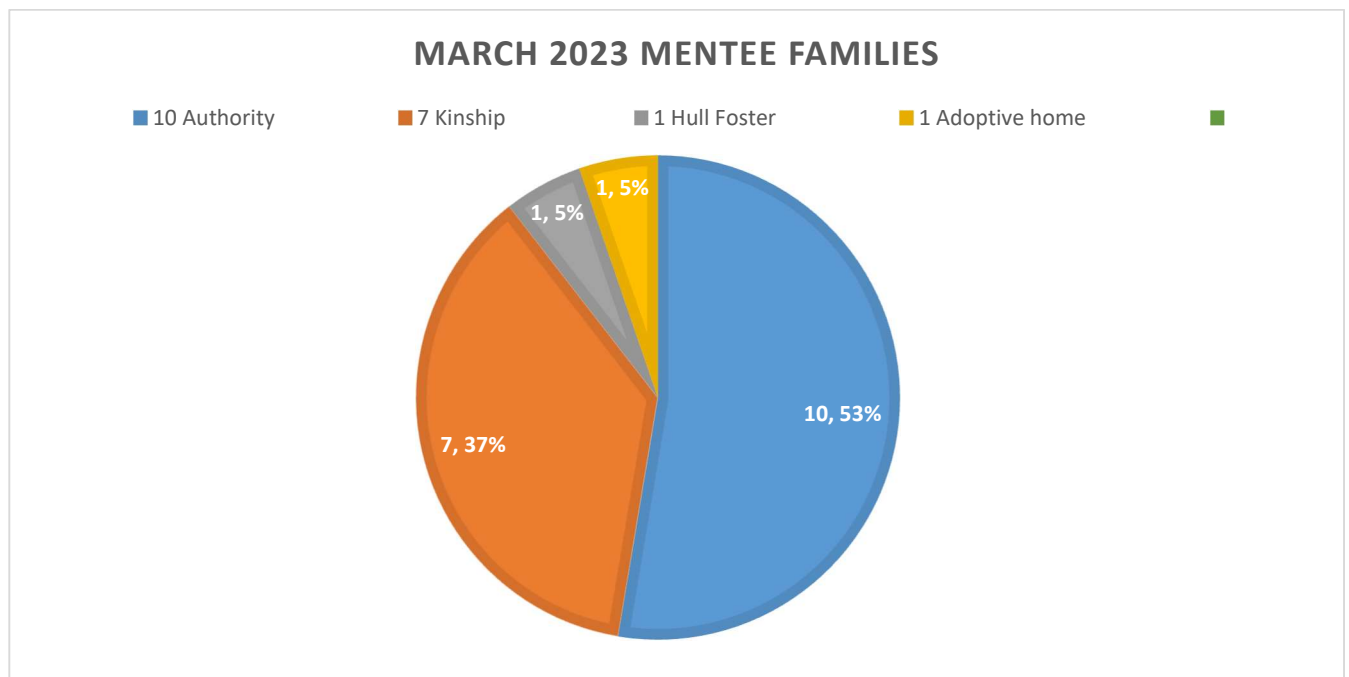


Table 3: March 2023 breakdown of Mentee Families participating in the Mentor Program

The Mentor Program has seen a dramatic increase in our support of Kinship Families in the 2022- 2023 contract year. Comprising 37%, almost 40% of the homes we mentored in March 2023.

We also continue to support Resource families. Those who require short term support and information. This may include but is not limited to short term kinship homes and families who enter the program when going through a stressful situation and require intensive short-term support from the coordinator before a determination to continue providing care is determined and they can be matched with a mentor. These families were not accounted for in our annual reporting.

An adoption worker emailed this program feedback after referring one of her families into our program due to some extenuating circumstances and requiring some intensive support.

“This family was lucky to get matched with [a mentor], I’m so glad.

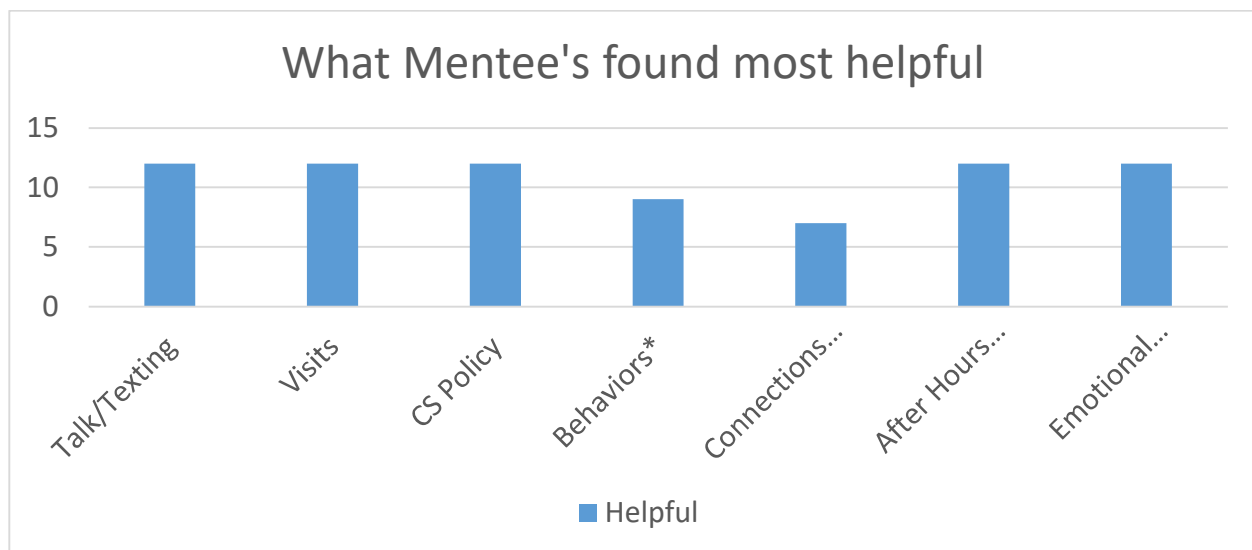


Process:

New mentees to the program are referred through their Foster Caseworker, Kinship Caseworker or Adoption Worker. An in-home visit is scheduled between the mentee and the Mentor Program Coordinator to get to know the family, outline the Mentor Program goals, commitment for program participation and provide an overview of the structure and benefits of the program. The family is also provided with information about the CDFPA, our events, the free clothing boutique, free Take Me Home Toy site, our partnership with Airdrie Project Linus, Access to free TELUS Spark Passes and additional supportive information as needed. Kids Up Front Tickets are explained, and the new mentee is set up with a complimentary one-year CDFPA membership.

After meeting with the family and gaining greater insight, understanding of the family structure and needs (culturally, developmentally, and emotionally) of the children in their care, the Mentor Program Coordinator then matches the caregivers with a strong mentor who can support the above-mentioned goals and family needs.

Below is a table indicating what mentees found most helpful in terms of support their mentor offered them.



**Table 4:** Exit Interview feedback from the last 12 exit interviews on what mentee’s found most helpful in regard to support Mentors offered.

\* Note: Some of our new infant caregivers found they did not require much behavior support which translated to lower scoring for meaningful support in this area.

\*\*Note still coming out of COVID during this time and less opportunity for connections.

The flexible nature of the semi-structured exit interviews generates authentic narratives. Interviews are conducted at the conclusion of their 1<sup>st</sup> year as caregivers and exit from the ‘formal’ portion of the program. Many mentors have established friendships with their mentee’s during their mentoring relationship and this support continues in a more informal capacity. Mentees are asked open ended questions and to rate their experiences in the program.

Included is a sampling of a few of the responses from the last 12 exit interviews conducted.

“The relationship was so seamless, I forgot I was even in the program.” Foster Caregiver Feb. 2023

“I felt so supported and encouraged by [my mentor]. She was a wealth of knowledge. The program was exactly what I needed...There are so many unknowns when you first start - having a mentor is so helpful.” Foster Caregiver Feb. 2023

“It was a perfect match for us as she had gone through something similar and could understand what we were going through and the adjustments we are trying to make. She reached out consistently but not invasive with her contact.” Foster Respite Caregiver Jan. 2023

“In the beginning, I thought okay we will participate, but I did not see the full value of the program until we were in the program. The mentor has lived what we were experiencing which was so helpful when we needed some resources. I think all families should participate in the program.” Foster Caregiver Aug. 2022

These examples resonate with the ability mentors in the program have as adjunct positive ambassadors of the CS system, who understand policy and assist new mentees to grow as supported, trauma informed, nurturing, care providers.

All mentors are offered 24/7 support from the Mentor Program Coordinator as they navigate and build their mentee relationships.

These healthy interactions and relationships the mentors create with their mentee’s often extend far beyond the formal portion of our program.

There continues to be a high retention rate with our mentors in the program with an average of 13.6 years foster parenting experience. Two new mentors were added and trained in the program to support our continued Kinship growth. With two retiring mentors for this contract year as both stepped away to sit on the CDFPA Executive Board.

Additional Criteria to become a Mentor include:

- at least 5 years’ experience as a foster parent
- level 2 home in good standing
- strong communicators
- good problem solvers
- excellent communicators who remain readily available for the mentee
- good relationship with the department and ability to be a role model for the mentee
- at least two positive CS references to recommend them for the program

Mentor’s attend at least 3 mandatory training sessions annually to remain relevant in their mentee relationships, current on policy and to continue to align closely with the regions outcomes and policy.

Mentor Training included:

- April 2022 – Carmen Richardson Carmen is a warm, knowledgeable renowned author and instructor specializing in healing trauma and sexual abuse with many years of experience working with our children and youth in care.

- September 2022 – Meagan Clayden, CS Complex Kids Clinic. Common anxiety disorders seen in children and youth in care and tools to support them in their management. We created ‘anxiety kits’ for each mentor to go along with our hands on workshop and demonstrations. Kits included child youth/books about what to do with big feelings, supplies to create calming jars, pinwheel breathing, Mandela books and makers for calm coloring, gratitude dolls, stress balls, thumbballs, mindfulness cards, conversation cubes and playlists for songs to inspire.
- February 2023 – Calgary Police Service Youth and Risk Development Program and School Resource Officer Program. CPS Officers attended and provided an overview of their programs, how to refer to their programs and trends they see in the schools, communities and how it impacts our children and youth in care (Invitation was extended to CS workers to Attend. CS management attended our training along with 12 caseworkers from the Westmount Office)
- May 2023 Grief and Loss Mentor Training with Nancy Clayden Personal and intimate training, providing tool to support our caregivers through a vulnerable and emotional time to ensure they feel they have the support to move through this in healthy ways and feel ready to reengage with a placement again.

The Mentor Program acknowledges, caregivers come from a wide variety of cultures, socio economic situations and family compositions who come together with a common goal to provide a safe, nurturing family environment for children experiencing trauma and the Mentor Program is structured to meet that diversity.

Mentors are urged to relay information about events, activities and training to their mentee’s, continuing to support culturally responsive and intentional, strength-based parenting for ongoing healing and resilience of Indigenous children and all children and youth in our care.

In alignment with this framework presented in this report the CDFPA Mentor Program supports both the CDFPA mission statement and works collaboratively to fulfill the mandate with the Region’s outcomes. Working in collaboration with CS to continually strengthen our partnership by providing ongoing readily available, well trained, experienced, comprehensive mentee support for foster, kinship and adoptive families.

It has been a pleasure to work alongside the CDFPA board this past year and I look forward to continued program growth and ongoing collaboration with both CS and the CDFPA in the upcoming year.

Respectfully submitted by: Nancy Clayden



**Nancy Clayden** Mentor Program Coordinator | Contract Administrator





## Calgary and District Foster Parents Association

### Recruitment Program Annual Report April 1, 2022 – March 31, 2023

The CDFPA Recruitment Program continues to strive to recruit the most suitable families for the foster care program, seeking those with (or who can acquire) advanced behavior management skills and committed to parenting through a trauma-informed lens. The ongoing expectation is that our prospective families will keep and participate in cultural and familial connections for all children and understand the significance that they hold for children, specifically our Indigenous children; that they will work toward preserving “first families” with the end goal being reunification whenever possible; and recognizing and maintain existing family relationships, including possible future and past kinship connections.

Recruitment is done through various advertising to reach out to our desired demographics. We understand from a marketing standpoint that it takes multiple times of hearing a message and often months or years of contemplation before a prospective applicant will reach out and enquire. As a quick snapshot, we asked 15 families who attended an Awareness (Information) Session how long they had been contemplating being a foster parent: 3 had been thinking about it for six months or less, 6 had been considering it from 1-2 years, and the remaining 6 had been thinking about it for 2 years or longer.

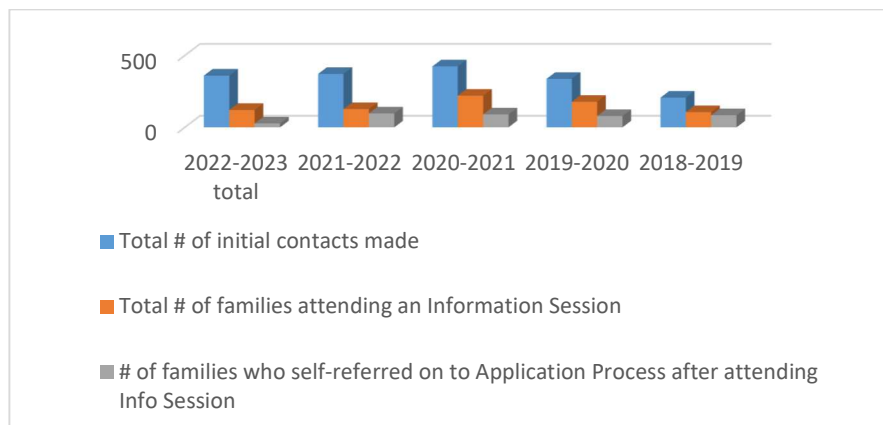


Table 1: Recruitment – # of initial contacts; # who attended an Information Session; # who moved on to screening after Information Session

Although the total number of initial contacts remained relatively stable as shown in the above diagram, where we experienced a significant decline was in the number of families moving forward to the application process. It is recognized that it is a collaborative approach between Recruitment, Screening, Home Study and Children's Services to bring families through the multi-step application process and that this creates a "marketing funnel" in which families are whittled down extensively to those families that meet Children's Services standards. To understand this decline, a survey was sent to families who attended an Information Session but chose not to move forward with an application. Thirty attendees responded and the results are shown below. Some significant stats that came out in the survey:

- 13% of respondents said the financial support offered by the government made it not worthwhile to proceed.
  - It is worth noting that another family chose to go with an agency, which could also be in part financially based, since new agency foster homes are paid more initially than our Level 1 homes.
  - Comments regarding finances included:
    - "It's not realistic to put a kid in people's care and not provide enough money for basic amenities."
    - "This past year we have had two of our adult children move back in due to the cost of finding accommodations for themselves."
    - "I was shocked when we had to pay money to complete the application process and we could still get denied. I would rather get a denial early on before paying for things like background checks. I am not in a financial position to spend extra on a foster child and it was clear that the government support was not enough to subsidize the cost. I may look into it again later when we make more money."

The financial aspect of fostering is becoming a significant issue. The current rate of inflation is impacting people's decisions in all areas of life. As much as we don't want people to be financially motivated when it comes to fostering, they also need to feel that it's not taking a toll on their personal finances. The government needs to prioritize better funding of foster families or risk pushing more potential applicants away because of it.

- Other areas noted by respondents include:
  - There were more expectations about being a foster parent than they thought.
  - Uncertainty about providing care for LGBTQ2S+ children in the home.
  - Focusing on the needs of their own family right now after Covid.

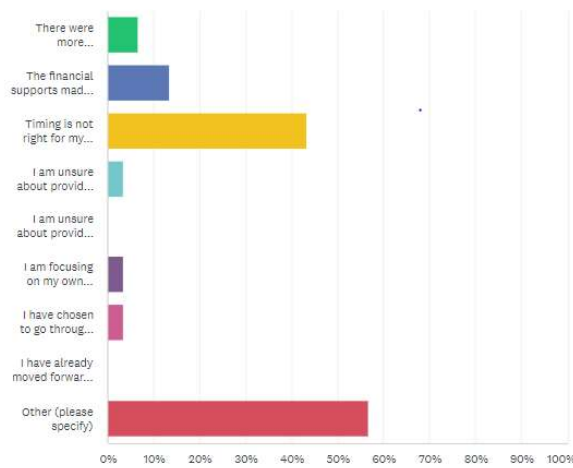
Although these stats are lower, and only mentioned by a few families, it is worth remembering that if these numbers were scaled up, they would represent more families, and recognize that it does influence people's decisions on whether to move forward.

The largest response came at just over 43%, where respondents indicated that timing was not right for their family. There was variety in the "other" responses, where people elaborated, including:

- Changes in the needs of their family or having a baby.
- Space or wanting to do renovations.

What made you decide not to move forward with an application to become a foster parent through Foster Calgary? Please select all that apply.

Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES
There were more expectations about being a foster parent than I thought.	6.67% 2
The financial supports made it not worthwhile.	13.33% 4
Timing is not right for my family.	43.33% 13
I am unsure about providing care to LGBTQ2S+ children in my home.	3.33% 1
I am unsure about providing care to indigenous children in my home.	0.00% 0
I am focusing on my own family and needs right now after these last few years of Covid.	3.33% 1
I have chosen to go through another agency.	3.33% 1
I have already moved forward in the process.	0.00% 0
Other (please specify)	Responses 56.67% 17
Total Respondents: 30	

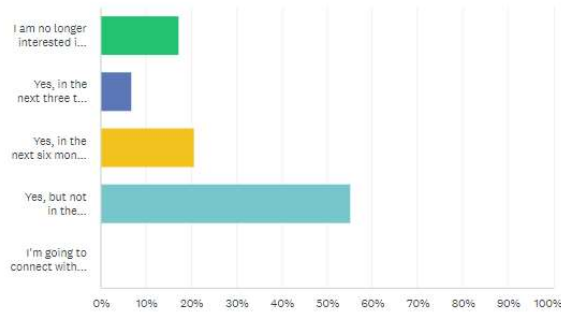
Tables 2 and 3: survey responses of caregivers who attended an Information Session but chose not to move forward with an application

When further asked if they were still considering moving forward with an application:

- 55% want to foster, but not in the foreseeable future. Combined with the reasons noted above and that timing isn't right, this suggests that people don't see timing being right for a long time.
- 17% are no longer interested in becoming a foster parent.

Are you still considering moving forward with an application to become a foster parent? If yes, when? (Choose the best answer)

Answered: 29 Skipped: 1



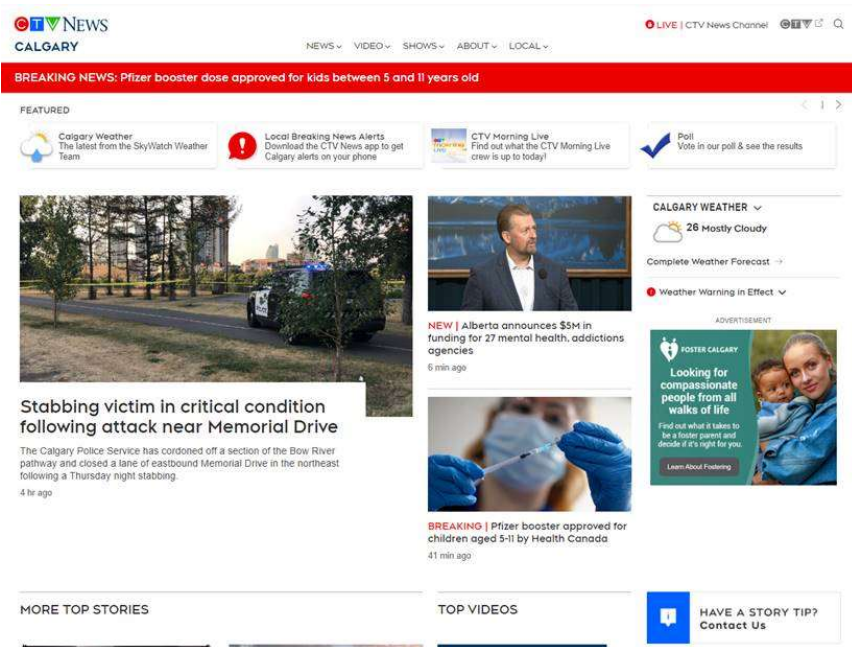
- Even though a quarter of respondents anticipate moving forward in the next three months to a year, even if we average out these applicants moving forward in the next six months, that means that those families will not even be licensed during this new (current) fiscal year.

Table 4: Reasons indicated on survey for families not considering moving forward to Foster Care Screening.

This is a change from previous years and indicates a possible shift in society but remains to be seen whether it will continue.

Media initiatives this year included a dedicated social media presence with Dooley Social Change, up until the board requested that we pause on our relationship with them regarding our media calendar which also involved personal branding. We continued radio advertising (88.9 SHINE FM radio ads ran from July 25 – Nov. 13, 2022, and again beginning Jan. 16 - Mar. 12, 2023), which also included a digital add-on of pre-stream audio, giving an additional 80,000 impressions a month and an added 12,000 unique listeners per month. We did 8 weeks of Big Box ads through CTV's online news (CTVNewsCalgary.ca) from the beginning of August until the end of September. Also in September, we were able to participate in person at AirdrieFest by hosting a booth as an awareness campaign. October was our busiest month with Foster Care Awareness Month, which included going back to our in-person flag-raising, luncheon and annual Citation Awards Banquet. We also ran an advertisement in Janus' Academy monthly newsletter regarding the need for foster parents willing to care for autistic children and youth. The newsletter is sent to their student families (parents), Board Members, and staff members. Total of approx. 145 people. The newsletter is also posted on their website. They have a policy of only running an ad once. We also posted a blog about fostering autistic children.





Screenshot of online CTV News advertisement campaign which ran for 8 weeks.

Other initiatives included:

- On January 31<sup>st</sup>, 2023 there was a meeting with Sinneave Foundation regarding providing support to foster families who provide care or would be willing to provide care to autistic children and youth. Resources were sent to Heather Storozniuk, Dale Rideout to share with foster care workers and Nancy for the mentors.
- An Information Table set up at Crowfoot YMCA for 5 hours and 4 hours respectively to create awareness on Feb. 11<sup>th</sup> & 13<sup>th</sup>, 2023. Some good conversations were had, and we have been given ongoing support to have more times there in the future.
- On February 14<sup>th</sup> 2023 was a meeting with Royal Oak Victory Church. Their vision is to have ongoing recruitment within their congregation for foster care.
- March 4<sup>th</sup> 2023 CrossIron Mills Community Table – all day
- Love City Church in SE Calgary took information back to their board and would like to support Foster Calgary in the following ways: they are in process of expanding their facilities and would like to house Marie’s Boutique. They would have the manpower and space to store, sort, etc. that the boutique requires. The recruiter hosted an informal Q&A around fostering on March 15<sup>th</sup> 2023 for interested members of their congregation.
- Rockpointe Church hosted a Foster Care evening on Mar. 21, 2023 with interested families.
- Dates have been set for events in the new fiscal year.
- Connections have been made with Centre Street Church and Commons Church
- Our participation with TELUS Spark’s Community Connections program has been renewed for another year. The re-application was submitted at the end of January. We therefore had a period of about a month where families were unable to get passes. 20 families attended our Day out at TELUS on Sept. 12<sup>th</sup>, 2022 and many more families were able to attend throughout the year. Many more will be able to attend in the coming months.

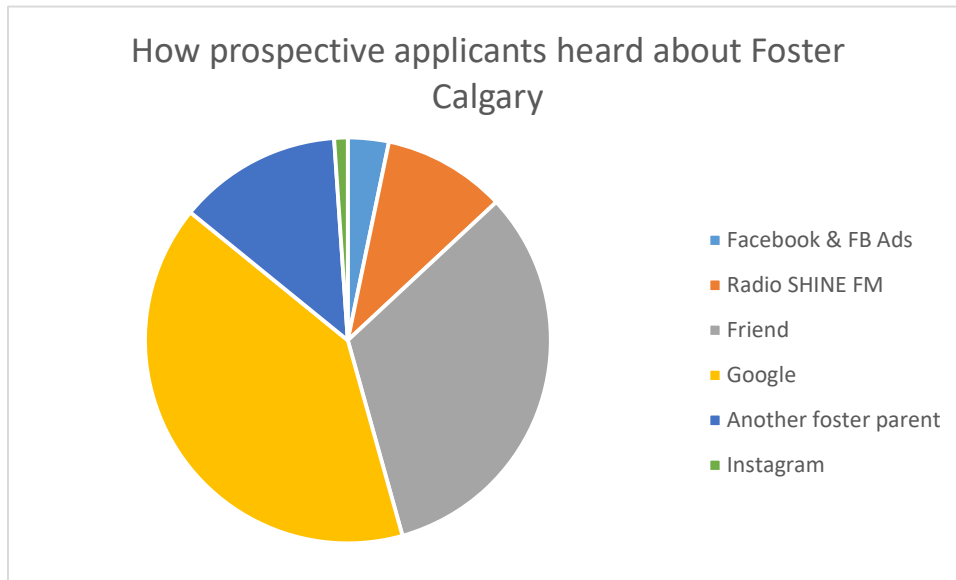


Table 5: Indicates how prospective applicants heard about the CDFPA Foster Calgary and our Information sessions.

Google and friends or other foster parents and radio continue to be primary ways that prospective applicants hear about us. Although we did not get stats specifically from the CTV ads, or even a larger response through radio, it is oftentimes about planting seeds, which cannot be quantified when we understand that families contemplate becoming a foster parent for years.

We hosted 15 Awareness (Information Sessions) throughout the year; 13 virtual and 2 in-person. The sessions continue to be attended by highly diverse groups of people in both ethnicity and age range.

Those in attendance at our Awareness (Information) Sessions find it highly beneficial in answering their questions. Once a prospective applicant (family) attends an Information Session, they have a year in which they can choose to reach out to the Screener to begin the application process. As seen in the chart below, attendees' knowledge increases greatly from our online presentations.

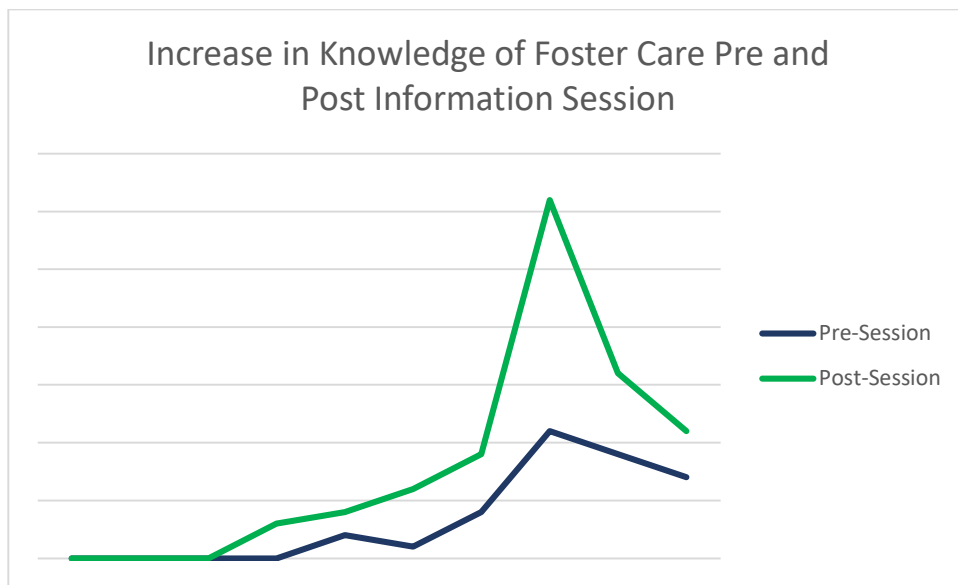


Table 6: Increased knowledge gained by participants pre and post attendance at an Information Session with the CDFPA Foster Calgary.

Recruitment looks forward to increasing the number of prospective foster families through new and re-imagined initiatives in this next year. I am thankful to be passing along the baton to Amanda Preston, who will undoubtedly bring new ideas to keep recruitment moving forward.

Respectfully submitted by:

Kim Hammond



**Kimberly Hammond** Foster Care Recruitment Coordinator  
 403-297-5957 | [kim@fostercalgary.com](mailto:kim@fostercalgary.com) | [fostercalgary.com](http://fostercalgary.com) | 140 - 4820 Richard Rd SW, Calgary, AB T3E 6L1



**Calgary and District Foster Parent Association**

**HOME STUDY PROGRAM Annual Report April 1, 2022, to March 31, 2023**

**April 2018 to March 2019**

Home Study	49
Adoption to Respite Home study	4
Agency Home study	10
	TOTAL - 63

**April 2019 to March 2020** (note Alberta election)

Foster Care Home Study	25
Kinship Home study	18
Adoption to Respite Home study	4
Agency Home study	6
	TOTAL - 53

**April 2020 to March 2021**

Foster Care Home Study	25
Kinship Home study	19
Adoption to Respite Home study	2
Agency Home study	2
Adoption	2
Permanent Guardianship Addendum	2
Permanent Guardianship	4

Out of Region	Lethbridge – 1
DFNA	4
	TOTAL - 61

### **April 2021 to March 2022**

Foster Care Home Study	47
Kinship Home study	39
Agency Home study	4
Adoption	4
Permanent Guardianship Addendum	3
Permanent Guardianship	5
	TOTAL - 102

### **April 1, 2022, to March 31, 2023**

Foster Care Home Study	7
Kinship Home study	33
Agency Home study	4
Adoption	2
Permanent Guardianship Addendum	3
Permanent Guardianship	11
DFNA	3
	TOTAL – 63



## Calgary and District Foster Parent Association

### SCREENING Annual Report

**April 1, 2022, to March 31, 2023**

The Calgary and District Foster Parent's Association endeavors to screen potential Foster Care applicants and provide a recommendation to Training, Home Study and Licensing of the most suitable families for the Children's Services Calgary and Region Foster Care Program.

We look for applicants that can grow in their capacity of caring for a child with complex needs having experienced trauma, grief and loss, attachment issues and developmental disruptions. Our expectation of our potential families encompasses respecting, learning, and participating in an Indigenous child's community and culture.

For a foster care applicant, expectations are to provide care that is inclusive to the 6 key principles of the Child Intervention Practice Framework. To ensure that these qualities and integrity of these principles are met in potential applicants the process to become a foster parent is a thoughtful and detailed process with multiple vetting points throughout.

**From April 1, 2018, to March 31, 2019**, the Foster Care Screener attended 11 Awareness Events, to introduce the Application process.

Screening visits completed	90
Families that were recommended to attend the Care Giver Orientation Caregiver training	51

**From April 1, 2019, to March 31, 2020**, the Foster Care Screener attended 9 Awareness Events, to introduce the Application process. Please note the Awareness and screening schedule was disrupted by the Alberta Government 2019 election that included April and May.

Recruitment points of contact	337
Screening visits completed	79
Families that were recommended to attend the Care Giver Orientation Caregiver training	48

**From April 1, 2020, to March 31, 2021,** the Foster Care Screener attended 13 Awareness Events, to introduce the Application process.

Recruitment points of contact	385
Screening visits completed	95
Families that were recommended to attend the Care Giver Orientation Caregiver training	57

**From April 1, 2021, to March 31, 2022,**

The Foster Care Screener attended 11 Awareness Events, to introduce the Application process.

Screening visits completed	97
Families that were recommended to attend the PRIDE Caregiver training	31

**From April 1, 2022, to March 31, 2023,**

Foster Care Screener attended 11 Awareness Events, to introduce the Application process.

applicants in Information sessions	133
Screenings completed	28
Families that were recommended to attend the PRIDE pre-service training	9

Respectfully submitted,

Pam Mullins, BCYC, CCYCC

Foster Care Screening and Home Study Manager

## AFKA board Report for the 2023 AGM (June 19<sup>th</sup>)

As the CFPA representative on the AFKA board I attended the AFKA board meetings in July (Virtual), October (in person), & January (virtual). The next meeting is July 12<sup>th</sup> in person. I have enjoyed my time as the AFKA representative and appreciated the opportunity to share the concerns from the Calgary region with the AFKA. Sadly, I will not be renewing my board position with the CFPA and as such my term will be ending on June 19, 2023.

This last year has seen lots of changes and new initiatives from the AFKA. The AFKA Caregiver Allegation Support Team (CAST) has undergone a significant restructuring; Foster and Kinship Families in need of support can now call the CAST program and speak with a Caregiver Advocate. The Caregiver Advocate is a contracted position with the training and resources to support families going through an allegation or in conflict with Children Services. Volunteers have moved into a mentorship role and are matched with families after experiencing an allegation and who would like the additional support a mentor offers.

The AFKA continues to bring concerns from each of the regions forward to the Minister of Children's Services. They act as a liaison between the various regions ensuring that the Ministry is aware of the ongoing concerns and challenges faced by Alberta's caregivers. In the Spring the AFKA worked with the Minister of Children's Services to host a round table attended by a representative from each of the regions. The AFKA will continue to work with the new Minister of Children's services to ensure that these concerns continue to be addressed.

The AFKA has engaged the services of Anthem Creative to help revitalize the image of the AFKA and to promote the valuable services they provide. It is important that all foster and kinship families across Alberta are aware of the support available to them. Watch for a new website and promotional materials coming in the fall.

Regards,

Carmen Legge  
AFKA board representative



**CALGARY & DISTRICT  
FOSTER PARENTS ASSOCIATION**

**FINANCIAL INFORMATION**

**MARCH 31, 2023**

## COMPILATION ENGAGEMENT REPORT

To the directors,  
**Calgary & District Foster Parents Association**

On the basis of information provided by management, we have compiled the statement of financial position of Calgary & District Foster Parents Association as at March 31, 2023, the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

*Infinite CPA*

**INFINITE CHARTERED PROFESSIONAL  
ACCOUNTANTS**

Okotoks, Alberta  
June 13, 2023

# CALGARY & DISTRICT FOSTER PARENTS ASSOCIATION

## STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2023

	2023	2022
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 122,418	\$ 180,631
Cash - restricted	16,147	59,626
Accounts receivable	41,671	36,626
Accounts receivable - restricted	79,593	-
Prepaid expenses and sundry assets	923	761
GST recoverable	2,067	1,203
	262,819	278,847
<b>PROPERTY, PLANT AND EQUIPMENT (Note 2)</b>	<b>30</b>	<b>66</b>
	\$ 262,849	\$ 278,913
<b>LIABILITY</b>		
<b>CURRENT LIABILITY</b>		
Accounts payable and accrued liabilities	\$ 44,610	\$ 52,957
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	<b>122,469</b>	<b>166,264</b>
<b>RESTRICTED</b>	<b>95,740</b>	<b>59,626</b>
<b>PROPERTY, PLANT AND EQUIPMENT</b>	<b>30</b>	<b>66</b>
	218,239	225,956
	\$ 262,849	\$ 278,913

On behalf of the board

\_\_\_\_\_ Member

# CALGARY & DISTRICT FOSTER PARENTS ASSOCIATION

## STATEMENT OF OPERATIONS FOR THE YEAR ENDED MARCH 31, 2023

	2023	2022
<b>REVENUES</b>		
Casino	\$ 81,944	\$ -
Contract revenue	408,932	386,415
Donations	16,593	3,610
Home study revenue	157,450	269,650
Memberships	3,795	250
Other revenue	17,936	10,269
	<b>686,650</b>	<b>670,194</b>
<b>EXPENDITURES</b>		
Amortization	36	81
Automotive and travel	15,484	15,175
Awards and bursaries	11,008	1,450
Business promotion	33,371	32,593
Casino	9,150	-
Conferences	7,200	4,785
Dues and subscriptions	1,267	590
Insurance	6,153	5,585
Interest and bank charges	1,469	898
Meeting and staff expense	3,480	2,611
Mentorship	35,522	35,410
Office supplies	7,617	28,958
Prior year contract surplus returned	2,718	-
Postage	1,556	180
Professional fees	187,545	237,486
Remuneration and benefits	277,023	263,087
Rent	18,000	30,000
Sponsored activities - flag raising	3,500	-
Subcontract	35,701	14,773
Telephone and utilities	18,520	10,656
Youth development	18,047	9,266
	<b>694,367</b>	<b>693,584</b>
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<b>\$ (7,717)</b>	<b>\$ (23,390)</b>

# CALGARY & DISTRICT FOSTER PARENTS ASSOCIATION

## STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31, 2023

### FOR THE YEAR ENDED MARCH 31, 2023

	BALANCE, beginning of year	Transfers to restricted	(Deficiency) excess of revenues over expenditures	BALANCE, end of year
Unrestricted	\$ 166,264	\$ -	\$ (43,795)	\$ 122,469
Restricted	59,626	-	36,114	95,740
Property, plant and equipment	66	-	(36)	30
	<b>\$ 225,956</b>	<b>\$ -</b>	<b>\$ (7,717)</b>	<b>\$ 218,239</b>

### FOR THE YEAR ENDED MARCH 31, 2022

	BALANCE, beginning of year	Transfers to restricted	Excess (deficiency) of revenues over expenditures	BALANCE, end of year
Unrestricted	\$ 150,638	\$ -	\$ 15,626	\$ 166,264
Restricted	98,561	-	(38,935)	59,626
Property, plant and equipment	147	-	(81)	66
	<b>\$ 249,346</b>	<b>\$ -</b>	<b>\$ (23,390)</b>	<b>\$ 225,956</b>

# CALGARY & DISTRICT FOSTER PARENTS ASSOCIATION

NOTES TO THE FINANCIAL INFORMATION

MARCH 31, 2023

## 1. BASIS OF ACCOUNTING

The accompanying compiled financial information has been prepared on the historical cost basis, reflecting cash transactions with the addition of:

- ♦ accounts receivable
- ♦ property, plant and equipment amortized based on the estimated useful life
- ♦ accounts payable and accrued liabilities
- ♦

## 2. PROPERTY, PLANT AND EQUIPMENT

		2023	2022
	Cost		
	Accumulated amortization	Net	Net

Computer equipment	\$	7,065	\$	7,035	\$	30	\$	66
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Property, plant and equipment are recorded at cost and are being amortized over their estimated useful lives. The annual amortization rate and method is as follows:

Computer equipment	55% Declining balance
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**CALGARY AND DISTRICT FOSTER PARENTS ASSOCIATION**

**STATEMENT OF OPERATIONS APRIL 2022-MARCH 2023**

	TOTAL
<b>INCOME</b>	
Casino Advisor Cost Recovery	2,350.95
Contract Revenue - MRS	
Contract Revenue - 3% One Time Funding	11,911.00
Contract Revenue - Mentor	168,666.00
Contract Revenue - Recruiter	122,793.00
Contract Revenue - Screener	105,562.00
<b>Total Contract Revenue - MRS</b>	<b>408,932.00</b>
Donations - Combined	100.00
Corporate Directed Donations	1,109.60
Donations - No Receipt	1,390.00
Donations - Receipts Issued	1,600.00
<b>Total Donations - Combined</b>	<b>4,199.60</b>
Donations - Toy Store Summary	
Toy Store - Auction Allocation	1,751.50
Toy Store - General	6,517.00
Toy Store - Web Donation Receipts	4,125.00
<b>Total Donations - Toy Store Summary</b>	<b>12,393.50</b>
General Revenue	
CFPA Membership Fees	3,795.00
Citation Awards Banquet	2,291.50
Event Fees	4,910.00
<b>Total General Revenue</b>	<b>10,996.50</b>
Home Studies Revenue	
Home Assessment	157,450.00
Travel Charges	10,734.38
<b>Total Home Studies Revenue</b>	<b>168,184.38</b>
<b>Total Income</b>	<b>\$607,056.93</b>
<b>GROSS PROFIT</b>	<b>\$607,056.93</b>
<b>EXPENSES</b>	
Bank charges	1,470.16
Bereavement Fund	97.56
Casino Advisor Fees	2,350.95
Communication	
Newsletter	965.85
Web Site	484.63
IT Support	9,505.00
Plug Ins - Google & Other Suites	1,473.54
Web Hosting	271.82
<b>Total Web Site</b>	<b>11,734.99</b>
<b>Total Communication</b>	<b>12,700.84</b>
Dues and Subscriptions	1,266.87
Gift Cards	100.00



**CALGARY AND DISTRICT FOSTER PARENTS ASSOCIATION**

**STATEMENT OF OPERATIONS APRIL 2022-MARCH 2023**

	TOTAL
Home Study	
Administrative Assistant	34,513.60
Christmas Gifts	1,187.45
Contractors -SAFE Home Studies	118,630.00
Mileage - HS	6,094.95
Travel Time Charge	4,186.71
<b>Total Home Study</b>	<b>164,612.71</b>
Insurance - Directors & Officers	1,430.04
Legal and professional - Casino Reporting Fees	6,799.40
Member Functions	
Citation Banquet	10,908.19
Conference and Member Training	6,725.00
Flag Raising Banquet	3,499.96
<b>Total Member Functions</b>	<b>21,133.15</b>
Mileage - General	108.58
MRS A Service Delivery Client	
Development Staffing	
Christmas Bonus	900.00
Salaries - CPP & EI Expense - MRS	14,795.73
Salaries - One Time Increase	7,611.46
Salaries and Support WCB - MRS	3,069.31
Salaries Gross Payroll - MRS	253,715.64
<b>Total Client Development Staffing</b>	<b>280,092.14</b>
Service Delivery Cost - MRS	
Advertising	20,646.33
Awards	105.00
Child Care	566.20
Conference and Foster Training - MRS	475.24
Honorarium - Mentors	34,212.91
Honorarium - WCB	324.14
Mentor - Training	314.19
MIleage - Mentoring	3,941.57
Mileage - Recruiter	408.56
Mileage - Screener	671.65
Parking - MRS	31.75
Staff Training - Program Related	3,479.89
<b>Total Service Delivery Cost - MRS</b>	<b>65,177.43</b>
<b>Total MRS A Service Delivery</b>	<b>345,269.57</b>
MRS B Program Costs	
Insurance - Professional Liability MRS	1,653.97
<b>Total MRS B Program Costs</b>	<b>1,653.97</b>
MRS C Facility Costs	
Rent	18,000.00
Utilities	3,600.00
<b>Total MRS C Facility Costs</b>	<b>21,600.00</b>

	TOTAL
MRS E Administration	
Accounting professional fees - MRS	10,544.37
Contracted Services - MRS	17,850.00
Internet - MRS	867.13
IT Software - MRS	685.70
IT Support - MRS	2,141.50
IT Support - Plug ins MRS	66.54
Office Equipment - MRS	1,555.05
Office Supplies - MRS	1,959.43
Telecommunications - MRS	3,367.66
Web Hosting - MRS	250.00
<b>Total MRS E Administration</b>	<b>39,287.38</b>
Office expenses	
Courier & Postage	1,555.56
Storage	1,373.73
Supplies	170.94
<b>Total Office expenses</b>	<b>3,100.23</b>
Professional - Legal and Accounting	38,020.88
Travel	40.00
Youth Development Programs	
Calaway Park Event	2,934.88
Calgary Zoo Event	148.29
Christmas Party	13,535.04
Corn Maze	2,471.85
Granary Road Event	1,080.00
Hide"n Seek Event	360.59
Laser Tag Event	1,374.20
Movie Event	750.00
Norquay Tube Town Event	500.00
Toy Store - Youth	4,892.50
<b>Total Youth Development Programs</b>	<b>28,047.35</b>
<b>Total Expenses</b>	<b>\$689,089.64</b>
PROFIT	<b>\$ -82,032.71</b>

**CALGARY REGION FOSTER AND KINSHIP  
ASSOCIATION SOCIETY  
BYLAWS**

**NAME**

1. The name of the organization incorporated under the Societies Act of Alberta shall be: *Calgary Region Foster and Kinship Association* (hereinafter referred to as “CRFKA”).

**MEMBERSHIP**

2. The following 3 Member Types are available. Unless otherwise specified, collectively, all member types shall hereinafter be referred to as “CRFKA Members”:
  - (a) *Foster Caregiver Members or Kinship Caregiver Members*: Any person residing in the Calgary Region (as defined by Children and Family Services) who holds a valid Foster Care or Kinship License and who meets the eligibility criteria as established by the CRFKA from time to time may apply for instatement.
  - (b) *Associate Members*: To be eligible for Associate Membership in the CRFKA any individual who meets the eligibility criteria as established by the CRFKA from time to time may apply for instatement. These members may not vote on any matters of the CRFKA.
  - (c) *Lifetime Members*: To be eligible for Lifetime Membership in the CRFKA any individual who has made a significant contribution to the CRFKA and has been recognized by the CRFKA, may be awarded this form of Membership.
3. Any Member may cancel their membership at any time.
4. If any Member is in arrears for fees or assessments for any year, such Member shall be automatically suspended and shall thereafter not be entitled to membership privileges or powers in the CRFKA until reinstated.
5. Any Member, upon a majority vote of all Board of the CRFKA in good standing, may be expelled from membership for any cause which the CRFKA may deem reasonable.

**DUES**

6. Membership fees or dues, if any, in the CRFKA shall be determined, from time to time, by the Board at any Regular Meeting.
7. Membership fees or dues shall be paid at instatement of membership and shall be due yearly on the anniversary of initial instatement.
8. Method of payment delivery shall be determined by the Board at a regular meeting and notice of any change to payment delivery given to members via mail, email, or phone.

## **BOARD OF DIRECTORS**

9. Board of Directors, Executive Committee, or Board, shall mean the Board of Directors of the CRFKA which consists of not more than ten (10) Board members.
10. All Positions on the Board shall be filled by any CRFKA member in good standing.
11. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the CRFKA, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.
12. Meetings of the Board shall be called by 10 days' notice in writing via email to each member or by 3 three days' notice by phone. Any five members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise, they shall be null and void.
13. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
14. All Board members shall be elected for a two (2) year term with the opportunity to run for further terms.
15. The Past-President's term shall be for one (1) year, unless asked to remain in position by the Board for an additional one (1) year term.
16. The officers of the Board shall serve a term of two (2) years with the opportunity to run or until their successors are elected, and their term of office shall begin at the close of the meeting at which they were elected. In the event that the Board fills a vacancy, the appointed officer shall serve until the next annual or special general meeting at which an election shall be held for the vacated positions for the balance of the original term that was vacated.
17. There shall be no limit on Directors or Officers serving consecutive terms.
18. Any director or officer, upon a majority vote of The Board, may be removed from office for any cause that the Board deems reasonable.

## **PRESIDENT**

19. The President or delegate is responsible for the overall performance of the CRFKA, supervises the Executive Director, and is Chairperson of the Board.
20. The President shall be an ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the CRFKA and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at

the meeting to preside.

#### **VICE PRESIDENT**

21. The Vice-President shall succeed to the presidency upon the death, resignation, or incapacity of the President.
22. The Vice President shall perform such other duties as may be prescribed by the President.
23. The Vice President shall have such other duties and powers as set forth in these bylaws and as may be authorized or instructed by the Board.

#### **PAST-PRESIDENT**

24. The Past-President is a voting member on the Board of Directors.
25. The Past-President will act as in an advisory capacity to the President.
26. The Past-President may carry out other duties as assigned by the Board of Directors.

#### **SECRETARY**

27. It shall be the duty of the secretary to attend all meetings of the CRFKA and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the CRFKA and be under the direction of the President and the Board.

#### **TREASURER**

28. The Treasurer shall receive, or receive notice of, all monies paid to the CRFKA and be responsible for, or to delegate, the deposit of same in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Board may order. He/she shall properly account for the funds of the CRFKA and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the CRFKA and submit a copy of same to the Secretary for the records of the CRFKA. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

#### **ALBERTA FOSTER AND KINSHIP ASSOCIATION (AFKA) REPRESENTATIVE**

29. The AFKA Representative shall act as a liaison between the CRFKA and the AFKA

## **DIRECTORS**

30. The directors shall be elected by ballot and shall perform duties as directed by the President or Vice President.

## **EXECUTIVE DIRECTOR**

31. The Board shall hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the CRFKA, and shall direct the day-to-day business of the CRFKA, maintain the properties of the CRFKA, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Board.

32. The Executive Director shall serve as a non-voting member of the Board of Directors. While the Executive Director shall be entitled to participate fully in all board discussions, deliberations, and meetings, they shall abstain from voting on any matters brought before the Board. This role is intended to provide valuable insight, expertise, and guidance to the Board, ensuring alignment between organizational leadership and board governance while preserving the Board's independence in decision-making processes. The Executive Director's contributions shall be valued and considered in Board deliberations, but ultimate decision-making authority rests with the voting members of the Board.

33. The Executive Director shall make such reports at Board meetings as shall be required by the Board.

34. The Executive Director may be hired at any meeting of the Board by a majority vote and shall serve until removed by the Board upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

35. Upon death, resignation, incapacity, or termination of any of the above-mentioned positions (other than the President), the Board shall fill the vacancy until the next Annual or Special General Meeting. The President shall secure and transfer the records of the vacant office to the successor expeditiously.

## **AUDITING**

36. The books, accounts, and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the CRFKA elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the CRFKA. The fiscal year of the CRFKA in each year shall be March 31.

37. The books and records of the CRFKA may be inspected by any member of the CRFKA at the Annual Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

## **MEETINGS**

38. The CRFKA shall hold an Annual General Meeting once in each calendar year, and not more than fifteen (15) months shall elapse between the date of one Annual General Meeting and that of the next. In each year, of which notice via email to the last known address of each member shall be delivered 30 days prior to the date of the meeting.

39. At this Annual General Meeting there shall be elected a President, Vice President, Secretary, Treasurer, and Director(s). The officers and directors so elected shall form a Board and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next General Meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the CRFKA.

40. Regular Meetings of the CRFKA may be called at any time by the Secretary upon the instructions of the President or Board by notice via email to the last known address of each member, 14 days prior to the date of such meeting.

41. A Special General Meeting shall be called by the President or Secretary for any reason deemed necessary, or, called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, by email 14 days prior to the meeting.

42. Fifteen (15) members, including three (3) members of the Board in good standing shall constitute a quorum at an Annual General Meeting or Special General Meeting. Five (5) members of the Board shall constitute a quorum at a Regular Meeting.

## **VOTING**

43. At all meetings of members every question shall be decided by a majority vote. Any active Foster Caregiver Member, Kinship Caregiver Member or Lifetime Member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the CRFKA. Such votes must be made in person and not by proxy or otherwise.

## **REMUNERATION**

44. The directors and officers of the CRFKA shall serve without remuneration and no director or officers shall directly or indirectly receive any profit from their positions as such, provided that

directors and officers may be paid reasonable expenses incurred by them in the performance of their duties.

**BORROWING POWERS**

45. For the purpose of carrying out its objects, the CRFKA may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the CRFKA, and in no case shall debentures be issued without the sanction of a special resolution of the CRFKA.

**BYLAWS**

- 46. The Bylaws may be rescinded, altered, or added to by a "Special Resolution".
- 47. Upon the dissolution of the CRFKA and after the payment of all debts and liabilities, its remaining property shall be distributed only to a nonprofit Society that provides support for foster and/or kinship families and advocates for the betterment of children in government care in the province of Alberta. In the event that no such entity exists, the CRFKA's remaining property shall be distributed only to one or more qualified donees as defined in subsection 149.1(1) of the Income Tax Act (Canada).

Signature:	Address: (including postal code)
Print Name:	

Signature:	Address: (including postal code)
Print Name:	

Signature:	Address: (including postal code)
Print Name:	

Signature:	Address: (including postal code)
Print Name:	



Signature:	Address: (including postal code)
Print Name:	

Witness Signature:	Address: (including postal code)
Witness Name:	

# CRFKA Board Roles

The Calgary Region Foster and Kinship Association is a not for profit society, governed by a Board of Directors. There are 10 seats on the CRFKA Board, holding 9 votes in total. Each elected member will serve a 2 year term, with no limit on terms that can be served. This document is intended for basic overview purposes only. For further information regarding our Board of Directors, please refer to our Bylaws.

## **PRESIDENT (elected in even numbered years)**

The President or delegate is responsible for the overall performance of the CRFKA, supervises the Executive Director, and is Chairperson of the Board.

The President shall be an ex-officio member of all Committees. He/she shall, when present, preside at all meetings of the CRFKA and of the Board. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

The President shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year).

Working with the Treasurer, the President shall prepare an Annual Budget to be presented to the Board at the beginning of each Fiscal Year (April) for majority of board approval.

## **VICE-PRESIDENT (elected in off numbered years)**

The Vice-President shall succeed to the presidency upon the death, resignation, or incapacity of the President.

The Vice President shall perform such other duties as may be prescribed by the President.

The Vice President shall have such other duties and powers as set forth in these bylaws and as may be authorized or instructed by the Board.

The Vice-President shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year)

The Vice President shall organize at least one community event per calendar year. This includes, but is not limited to; booking said event, coordinating with the event venue staff concerning

rules/restrictions etc, ordering food (when applicable) and being the “host” at the event. The Vice President will work collaboratively with the Administrative Coordinate for event promotion, ticketing and attendance.

**PAST-PRESIDENT (appointed)**

The Past-President will act as in an advisory capacity to the President.

The Past-President may carry out other duties as assigned by the Board of Directors.

**SECRETARY (elected in even numbered years)**

The Secretary shall keep accurate minutes of all meetings of the Board/Membership. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the CRFKA and be under the direction of the President and the Board.

The Secretary shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year)

The Secretary shall organize at least one community event per calendar year. This includes, but is not limited to; booking said event, coordinating with the event venue staff concerning rules/restrictions etc, ordering food (when applicable) and being the “host” at the event. The Secretary will work collaboratively with the Administrative Coordinate for event promotion, ticketing and attendance.

**TREASURER (elected in off numbered years)**

The Treasurer shall receive, or receive notice of, all monies paid to the CRFKA and be responsible for, or to delegate, the deposit of same in whatever Bank, Trust Company, Credit Union, or Treasury Branch the Board may order. He/she shall properly account for the funds of the CRFKA and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the CRFKA and submit a copy of same to the Secretary for the records of the CRFKA. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.

The Treasurer shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year).

The Treasurer shall organize at least one community event per calendar year. This includes, but is not limited to; booking said event, coordinating with the event venue staff concerning rules/restrictions etc, ordering food (when applicable) and being the “host” at the event. The Treasurer will work collaboratively with the Administrative Coordinate for event promotion, ticketing and attendance.

Working with the President, the Treasurer shall prepare an Annual Budget to be presented to the Board at the beginning of each Fiscal Year (April) for majority of board approval

### **Alberta Foster and Kinship (AFKA) Representative (elected in odd numbered years)**

The AFKA Representative shall act as a liaison between the CRFKA and the AFKA.

The AKKA Representative shall attend AFKA Meetings (quarterly) in Edmonton. Expenses (accommodation, travel and meals) are reimbursed by the AFKA.

The AFKA Representative shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year).

### **DIRECTOR (3 seats; 2 elected in even numbered years, 1 elected in odd numbered years)**

The Directors shall perform duties as directed by the President or Vice President.

The Directors shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year)

The Directors shall organize at least one community event per calendar year. This includes, but is not limited to; booking said event, coordinating with the event venue staff concerning rules/restrictions etc, ordering food (when applicable) and being the “host” at the event. The Directors will work collaboratively with the Administrative Coordinate for event promotion, ticketing and attendance.

### **Executive Director (hired by the board)**

The Executive Director shall serve as a non-voting member of the Board of Directors. While the Executive Director shall be entitled to participate fully in all board discussions, deliberations, and

meetings, they shall abstain from voting on any matters brought before the Board. This role is intended to provide valuable insight, expertise, and guidance to the Board, ensuring alignment between organizational leadership and board governance while preserving the Board's independence in decision-making processes. The Executive Director's contributions shall be valued and considered in Board deliberations, but ultimate decision-making authority rests with the voting members of the Board.

The Executive Director shall attend all Regular Meetings (presently occurring bi-monthly), any Special General Meeting (as required) and the Annual General Meeting (once a year)

The Executive Director shall make such reports at Board meetings as shall be required by the Board.

# PROXY APPOINTMENT

2024 CRFKA AGM

Re: Membership Name: \_\_\_\_\_

Select **only one** of the following 3 options:

1.  **Option 1 - General Proxy**

I/we, \_\_\_\_\_, appoint \_\_\_\_\_ to act as my/our proxy beginning \_\_\_\_\_ (month, day, year) until \_\_\_\_\_ (month/day/year).

2.  **Option 2 - Proxy for a specific meeting**

I/we, \_\_\_\_\_, appoint \_\_\_\_\_ to act as my/our proxy at the Annual General Meeting to be held on June 18, 2024.

3.  **Option 3 - Proxy for a specific resolution**

I/we, \_\_\_\_\_, appoint \_\_\_\_\_ to act as my/our proxy with respect to the following resolution(s) at the Annual General Meeting to be held on June 18, 2024.

**Resolution:** To approve Motion #1, Approval of Agenda  Yes  No

**Resolution:** To approve Motion #2, Approval of 2023 AGM Minutes  Yes  No

**Resolution:** To approve Motion #3, Approval of 2022/2023 Financials  Yes  No

**Resolution:** To approve Motion #4, Approval of Name Change  Yes  No

**Resolution:** To approve Motion #5, Approval of new Bylaws  Yes  No

**Resolution:** To approve Motion #6, Approval of new Mission Statement  Yes  No

Members's Initials: