

FCSS Agenda

October 4th, 2022 at 5:00 p.m.

Town Office Council Chambers 502 -2nd Avenue



VISION

Bassano FCSS is a strong partner in a healthy community.

Mission

Bassano FCSS works to build a strong community through locally driven proactive partnerships and preventative programming.

1. Call to Order

2. Attendance and Regrets

3. Adoption of Agenda

4. Adoption of Minutes

4.1 September 6, 2022

5. Financial Summary

5.1 For the period ending September 30, 2022

6. Director's Report

6.1 For the period ending September 30th, 2022

7. CAO Report

7.1 None

8. Unfinished Business

8.1 Community Fund – Open Discussion

8.2 2022 Christmas Programs

9. New Business

9.1 2022 Trunk or Treat – Halloween Festivities

9.2 2022 Men's Mental Health & Wellness - Movember

9.3 Policy Review - P-FCSS006 Financial Planning Policy

9.4 Policy Review - P-FCSS007 Programming Policy

9.5 Policy Review - P-FCSS008 Funding Application Policy

9.6 P-FCSS009 Board Member Director Communication Policy - Draft

9.7 P-FCSS010 Welcome Wagon Initiative Policy – Draft

9.8 2023 Proposed FCSS Budget – *Addition*

10. Correspondence

10.1 FCSAA September Newsletter

11. Adjournment

Next Meeting Date: November 7, 2022 at 3:30 p.m.

MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON SEPTEMBER 6, 2022

ADVISORY BOARD MEMBERS

- Juanita Pierson
- Christine Petkau
- Tammie Hauck
- Alice Slomp
- Evelyn Jensen
- Sandra Mitchell
- Heather Basarab

ADMINISTRATION

- Amanda Davis, CAO
- Amanda Barron, FCSS Director

1. CALL TO ORDER

Chair Hauck called the meeting to order at 3:32 p.m.

2. ATTENDANCE AND REGRETS

- Heather Basarab
- Sandra Mitchell
- Alice Slomp

3. ADOPTION OF AGENDA

FCSS040/2022 Moved by MEMBER JENSEN that the September 6, 2022 agenda is approved as presented.

CARRIED

4. MINUTES OF JUNE 6, 2022

FCSS041/2022 Moved by MEMBER PETKAU to approve the minutes of the June 6, 2022 FCSS Advisory Board meeting as amended.

CARRIED

Member Slomp entered meeting at 3:35.

5. FINANCIAL SUMMARY

FCSS042/2022 Moved by MEMBER PETKAU to approve the financial summary for the period ending August 31, 2022 as presented.

CARRIED

6. DIRECTOR'S REPORT

6.1 A Director's Report - August 31, 2022

FCSS043/2022 Moved by **CHAIR HAUCK** that the FCSS Director prepares a letter of invitation to local businesses to participate in the welcome wagon package initiative. The FCSS Director shall hand deliver invitations to all main street businesses and include additional information in the next issue of the town's newsletter directed to all homebased and industrial commercial businesses. Further, a policy shall be drafted that addresses the purpose of the welcome wagon initiative, that it will remain a priority for FCSS to maintain, and that they will be available for distribution at the Town Office.

CARRIED

FCSS044/2022 Moved by **MEMBER PETKAU** that the FCSS Director's report for the period ending August 31, 2022 is approved as presented as attached to and forming parts of these minutes.

CARRIED

7. CAO REPORT

7.1 A CAO's Report - August 31, 2022

FCSS045/2022 Moved by **MEMBER SLOMP** that a bouquet of flowers be sent to former FCSS Director, Victoria Muhlbeier's place of work in recognition for her years of service to a maximum of \$80.00.

CARRIED

FCSS046/2022 Moved by **MEMBER PETKAU** that the FCSS participates in the 2023 Small Town Smoke Down event hosted by the Town of Bassano. Event programming will be addressed closer to the date of the event.

CARRIED

FCSS047/2022 Moved by **MEMBER PEIRSON** that the CAO report for the period ending August 31, 2022 is approved as presented as attached to and forming parts of these minutes.

CARRIED

8. UNFINISHED BUSINESS

8.1 2022 Community Registration Night

An open discussion was held regarding a 2022 fall community registration night

FCSS048/2022 Moved by **MEMBER SLOMP** that the community registration night discussion is deferred to the first quarter of 2023. This will allow the board time to identify the purpose and outcomes of the initiative. No further action will be taken until the board discusses to initiative in 2023.

CARRIED

8.2 2022 Halloween Programming

An open discussion was held regarding 2022 Halloween programming.

9. NEW BUSINESS

9.1 2022 Truth and Reconciliation Day

FCSS049/2022 Moved by **CHAIR HAUCK** that Bassano FCSS purchases two sets of The Secret Path with one-set each donated to the Bassano School and the Bassano Memorial Library for 2022 Truth and Reconciliation Day. In addition, the FCSS Director shall provide online materials to bring awareness to Truth and Reconciliation with a link to The Secret Path video and prepare a visual outdoor display at the Town Office.

CARRIED

9.2 2022 International Day of Older Persons

FCSS050/2022 Moved by **CHAIR HAUCK** that the FCSS Advisory Board proceeds with program option two for 2022 International Older Persons Day and hosts “Dancing through the Ages”, a street dance with live entertainment from Rutsur. The street dance is open to all ages as a celebration of our older generation and recognition of contributions they have made towards our community. The FCSS Director shall arrange event logistics. The program budget is \$700 with refreshments and snacks by donation.

CARRIED

9.3 2022 World Mental Health Day

FCSS051/2022 Moved by **MEMBER PIERSON** that the FCSS Advisory Board forgo in person programming at this time and launches an online mental health awareness campaign. In addition, there will be a display at Town office, with mental health buttons and Green Ribbons to show support and allyship.

CARRIED

10. CORRESPONDENCE

10.1 Brooks Newell Region 55+ Summer Games 2023

11. MEETING ADJOURNED

FCSS052/2022 Moved by **CHAIR HAUCK** for adjournment of the regular meeting of September 6, 2022, at 5:56 p.m.

CARRIED



Chair Signature

Director Signature

Unapproved



TOWN OF BASSANO

(51) FCSS Department

Town of Bassano

Period Ending September 30, 2022

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenue				
1-51-00-410-00	FCSS - TICKET/COURSE FEES	0.00	0.00	0.00
1-51-00-590-00	FCSS - OTHER REVENUE	(2,500.00)	(282.05)	(2,217.95)
1-51-00-590-03	FCSS - DONATIONS	0.00	(615.00)	615.00
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(6,015.00)	(40.00)	(5,975.00)
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	0.00	(39,505.00)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(22,350.00)	(22,350.00)	0.00
* TOTAL Revenue		(70,370.00)	(23,287.05)	(47,082.95)
Expenses				
2-51-00-110-00	FCSS - SALARIES	56,210.00	36,732.07	19,477.93
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	3,893.00	2,772.89	1,120.11
2-51-00-135-00	FCSS - AUMA BENEFITS	6,227.00	3,122.88	3,104.12
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	600.00	600.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	500.00	1,286.00	(786.00)
2-51-00-200-00	FCSS PROGRAMS	10,625.00	3,249.11	7,375.89
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	2,215.00	1,214.33	1,000.67
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	400.00	471.47	(71.47)
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	3,868.92	(68.92)
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	0.00	5,000.00
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	9,310.20	(9,310.20)
* TOTAL Expenses		90,070.00	62,627.87	27,442.13

*** End of Report ***

FCSS Director's Report

Period Ending: September 30th, 2022

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

In the month of September, we assisted four community members in accessing support services such as Seniors benefit and Housing supports.

PROGRAMS

Truth and Reconciliation

Bassano FCSS donated a copy of The Secret Path graphic novel to Bassano School and the Bassano Memorial Library as well as making a visual display about the Survivors Flag and its conception that was up at Town Office for the entire week of Reconciliation for community members to take in. Bassano FCSS also donated copies of The Secret Path a graphic novel based on the life and death of Charlie Wenjack a indigenous child who perished while attempting to walk home from a residential school. These were donated to Bassano Memorial Library and Bassano School Library. These were appreciated resources.

Community Fund

I have been able to locate the motion that was passed to initiate a Community fund however, I have been unsuccessful in locating any other supporting policies and financial documentation. The community fund will require more attention.

Angel Tree

Angel Tree has been an ongoing initiative for Bassano FCSS. Christmas can be an incredibly isolated time for many of our Seniors. Those who live alone or in assisted living facilities can often experience depression at special times of the year as they are away from loved ones.

Bassano FCSS has facilitated an afternoon of crafts, conversation, and fun by including the senior citizens in the development of the Angels. We will pair a senior with a local grade three student to build the Angel. Bassano FCSS would provide all materials, instructions, and a snack for the Angel builders. This program will be offered at the Pioneer Damister's center along with local Grade 3 students. The event date is yet to be determined.

This is a great way to encourage interactions with the elderly and provide an afternoon of social skill building for our youth.

INITIATIVES

Welcome Wagon (WW)

Welcome Wagon Packages are now available to new residents of Bassano. A letter of invitation to donate was hand delivered to all downtown businesses and an advertisement was put on both Bassano

FCSS Director's Report

Period Ending: September 30th, 2022

Prepared By: Amanda Barron, Director

Supporting Community Members



FCSS Facebook, Bassano Bulletin board and the electronic sign downtown. The invitation letter will be added to the town newsletter to promote all business' to contribute. We have had many contributions already, Western Financial, Brokerlink, Newell Further Education, Royal Purple, Pharmachoice and Connect First have been among those to contribute both resource material and supplemental swag.

PROFESSIONAL DEVELOPMENT

Director Training

Training continues with upcoming sessions for Microsoft Word Level 2 taking place this October. On September 22-23 I attended Mental Health First Aid provided at reduced cost by Bow Island FCSS, this course was very engaging and the skills I learned will be highly useful in my role as Director while engaging with community members. Often the community members we are assisting are struggling and this training will aid me to better recognize the signs and or symptoms of someone who is in distress. Assist Training will also be offered by Bow Island FCSS in the near future and I plan on attending that training.

GENERAL UPDATES

Moving forward I would like to ensure better program viability on larger scale projects, we need take time to consider adequate volunteer presence. Upon planning for the International Older Persons Day Dance, we had 50% availability by our board members to participate. For future events I feel it would be imperative to consider personal availability at the time we are deciding what and when programs are being facilitated.

UPCOMING PROGRAMS

Family Violence Prevention Month – November

Movember – addresses Men's Health, Mental, Suicide Prevention, Prostate and Testicular Cancer – proposal for consideration

Angel Tree

Christmas Magic

Christmas Hampers

Santa's Workshop

Santa's Sleigh in conjunction with **Christmas in the Campground**

Seniors light tour

FCSS Director's Report

Period Ending: September 30th, 2022

Prepared By: Amanda Barron, Director

Supporting Community Members



Attachments

1. Action Items - Information Only

Town of Bassano
FCSS Advisory Board Meeting Action Items 2022

Sept. 6, 2022 Regular Board Meeting

Directed to	Action	Completed
Administration	Signed documentation for minute book.	Complete
Administration	Rotate minutes on website.	Complete
Administration	Upload policies to website.	Complete
Barron, A.	Print documents for TH signing.	Completed 09/07
Barron, A.	Draft letter on FCSS letterhead to invite main street businesses to participate in WW.	Completed 09/14
Barron, A.	Draft 1/2 page advertisement for upcoming newsletter re: home based businesses and commercial/industrial properties for WW.	Completed 09/09
Barron, A.	Prepare a online poster to introduce WW and an invitation to the public/businesses to participate.	Completed 09/09
Barron, A.	Add WW invitation to the electronic sign.	Completed 09/15
Barron, A.	Add WW invitation to website.	Completed 09/14
Barron, A.	Prepare WW policy.	Daft to board - Oct. 4, 2022
Barron, A.	Hand deliver WW letter to MS businesses.	Completed 09/13
Barron, A.	Order flowers and have delivered to VM work with card from board, max. \$80.	Completed 09/07
Barron, A.	Email Sydney Smith that FCSS will participate in 2023 Small Town Smoke Down.	Completed 09/07
Barron, A.	Add Small Town Smoke Down to the 2023 FCSS plannings schedule.	
Barron, A.	Summarize discussion re: community registration night and send to the board for Q1 - 2023 planning.	Completed 09/08
Barron, A.	Add community registration night to January 2023 agenda as an open discussion.	
Barron, A.	Order two sets of The Secret Path and prepare letter to School and Library to explain the donation. Deliver gifts to parties.	Completed 09/13
Barron, A.	Prepare online materials for Truth and Reconciliation and post with link to The Secret Path.	Completed 09/12
Barron, A.	Prepare and install visual outdoor display at Town Office for Truth and Rec. day.	completed 09/26
Barron, A.	Arrange "Dancing Through the Ages" event and follow the publication policy. Provide event outline to CAO for review.	Completed 09/12
Barron, A.	Notify Bassano Health Centre and AHS that the board will look to engage their services in 2023 for seniors planning.	Completed 09/07
Barron, A.	Notify any contacts/vendors re: World Mental Health Day that programs will be faciliated internally.	Completed 09/07

Town of Bassano
FCSS Advisory Board Meeting Action Items 2022

Barron, A.	Prepare and install visual outdoor display at Town Office for mental health awareness.	
Barron, A.	Prepare online materials for mental health day and post.	
Barron, A.	Summarize board needs and expectation from CAO report discussions for internal use and event/program planning.	Complete - draft policy Oct. 4, 2022
Barron, A.	Prepare policy for board communications.	In progress 09/28
Davis/Barron	Add Community Fund discussion to October agenda.	In Progress 09/16
Barron, A.	Plan Trunk or Treat RFD for October meeting. Event shall include hot chocolate, fire, smores, decorations at the campground.	Completed 09/12



OPEN DISCUSSION

Meeting Date: October 4th, 2022
Agenda Item: 8.1

Community Fund

BACKGROUND

At the February 8th, 2022 Board meeting Bassano FCSS made a motion to create a separate fund that would be available to community members in urgent need of assistance. Community members wishing to access the fund would contact the FCSS Director. All donations would be distributed with the approval of a committee formed by the FCSS Board who would review all applications and requests for funds.

The FCSS Community Fund would act as a central point for local community members and businesses to make financial donations.

Motion FCSS022/2022 was carried – ***was the community fund initiated? This was not approved by the Town and there is no record of an account with the Town.***

Clarification and Considerations

- How was the need for the Community Fund identified? Did we historically have community members inquiring about funds?
- What steps are being taken to promote donations to this fund? How is this fund going to be replenished on an ongoing basis?
- Are community members aware that funds are available in emergent cases? How will this fund be marketed to the community?
- Do we have a policy in place for fund distribution?
- In the event of need to access funds what is the time frame in disbursement? How would we be able to provide funds quickly when we determined the Board would need to meet and approve allocation?
- What is the process for determining who is eligible to receive available funds?

This open discussion is intended to provide guidance and direction. The outcome of the discussion will result in a program summary to clarify the purpose and outcomes of the Community Fund to the board, as well as ensure all appropriate administrative policies are in place. To date, the fund has not been established, the Town is not collecting funds. However, at the September board meeting, Member Pierson indicated she had been collecting funds.

Board members should not be collecting any funds under this program until an actual process and policy is initiated. Audit and legal advice are required. Depending on the vision of the board, it is quite possible that this idea can simply be managed without a separate account.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting Date: October 4th, 2022
Agenda Item: 8.2

2022 Christmas Programs

BACKGROUND

Christmas is a busy and exciting time for Bassano FCSS. Through our Christmas Programming we dedicate time, energy, and resources in ensuring that our community receives the spirit of Christmas and feels supported. For many of our community members it is a time of financial strain and anxiety.

Bassano FCSS has continued to provide affordable options for little ones to bring the Christmas spirit home, we have supplied food and resources to alleviate stressors to families. We have contributed to bringing enjoyment to citizens of all ages. Programs such as Christmas Magic, Santa's Sleigh, Santa's Workshop and Light up the Night allow us to engage with the public, promote enjoyment and foster friendships.

Christmas Hampers and Angel Tree allow us to engage the public in making our community a stronger one through fostering compassion, charity, and inclusion. Community Christmas Hampers have been distributed in Bassano since the 1990's and have continued to support our community for the last 30 years.

Active Programs

- Santa's Sleigh
- Light up the Night
- Santa's Workshop
- Christmas Magic
- Angel Tree
- Christmas Hampers

Clarification and Considerations

- Would Bassano FCSS like to participate in all current Christmas programming options?
- Commitment/ Availability of Board members for each program
- Should we ask for continued collaboration with the Fire Department for Santa's Sleigh and Hamper deliveries?
- Would FCSS like to decorate a site for Light up the Night? Theme?
- Who all has historically contributed to Christmas Hampers? Funds/Donations? Do we send out an invitation to contribute?

The open discussion will support the FCSS department as we plan events this season. This is the time for the board to share any thoughts, opinions, and observations about the programs.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting Date: October 4th, 2022
Agenda Item: 9.1

2022 Trunk or Treat – Halloween Festivities

BACKGROUND

FCSS provided Trunk or Treat in the past as a Covid friendly way of ensuring community members could participate in Halloween festivities. It also serves as an opportunity for those living on farms or those that are uncomfortable with having people at their homes to participate. This was a well-received and appreciated event.

At the September 6, 2022, meeting as part of the open discussion, the board indicated their interest to continue with Trunk or Treat this year. We had decided informally that the Family and Community Services Advisory Board provide Trunk or Treat in Homecoming Campground on Monday October 31st, 2022.

Suggested Program Details

- This event will include a campfire, smore making, hot chocolate, and candy bags.
- Bassano FCSS will decorate a site (trunk) and the facilitate program.
- We will include about Safety tips about trick or treating at the event.
- The Director will create advertising to promote other trunk or treaters to join us at Homecoming Park beginning at 5pm and continue through until 8 pm.

Board – Volunteer Requirements

- To provide this program Bassano FCSS requires volunteer time before the event to plan and decorate, build trick or treat bags. During event volunteers will help in smore making and hot chocolate. We need 2 volunteers' pre-event for 2 hours and a minimum of 2 volunteers' during event for 3+ hours.

Who will be available to volunteer for this event? Let's assign roles at the meeting – please bring your calendars.

Cost

- \$200.00

OPTIONS:

#1 – That the Family and Community Services Advisory Board proceed with Trunk or Treat in Homecoming Campground on Monday October 31st, 2022. Bassano FCSS will provide a campfire, smore making, hot chocolate, and candy bags. Bassano FCSS will decorate a site (trunk) and facilitate program. We will also talk about Safety tips while trick or treating. The Director will create advertising to promote other trunk or treaters to join us at Homecoming Park beginning at 5pm and continue through until 8 pm.. Estimated cost for this program is \$200.00

#2 – That the Family and Community Services Advisory Board refrain from planning any Halloween festivities for 2022.

DIRECTOR COMMENTS:

Bassano FCSS requires volunteer time before the event to plan, decorate and build candy bags. We require 2 volunteers to contribute 2 hours each. We require 2 volunteers on October 31st at 5pm through 8pm to help in smore making, hot chocolate and passing out treat bags. This is our minimum commitment of volunteer service time.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)

- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board proceed with Trunk or Treat in Homecoming Campground on Monday October 31st, 2022. Bassano FCSS will provide a campfire, smore making, hot chocolate, and candy bags. Bassano FCSS will decorate a site (trunk) and facilitate program. We will also talk about Safety tips while trick or treating. The Director will create advertising to promote other trunk or treaters to join us at Homecoming Park beginning at 5pm and continue through until 8 pm.. Estimated cost for this program is \$200.00

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments: None

2022 Men's Mental Health & Wellness - Movember

BACKGROUND

To the best of my knowledge Bassano FCSS has not had much programming centered squarely on men's mental health and wellness. It has been evidenced that often men do not seek support as frequently as females do. We can begin to bridge this gap in our programming and by starting with well recognized programs such as Movember.

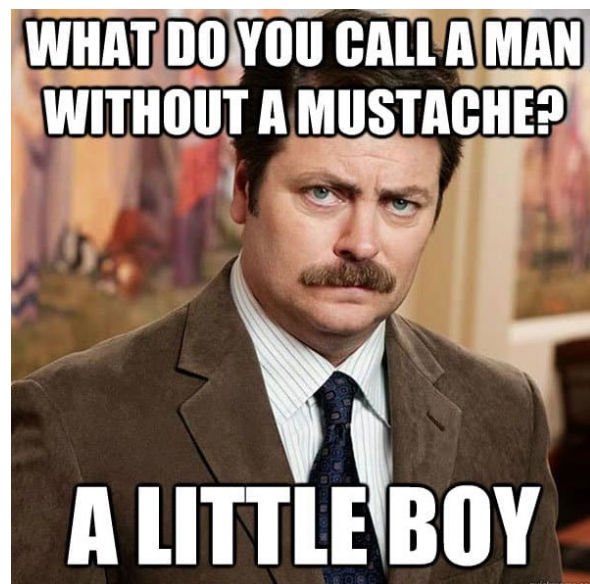
Movember originated in Melbourne, Australia in 2003. Two friends talked some of their friends into growing a moustache as a way of making a campaign about men's health and prostate cancer. At that time, they sent an email to thirty of their male friend's titled "Are you man enough to be my man?" with the rules of Movember and agreed to charge ten dollars to grow a Mo.

Since those first few years, Movember has continued to grow at an extraordinary pace. There are now official campaigns in 21 countries and together we've raised more than 730 million to fund over 1,000 men's health programs. Their focus has broadened to four key men's health issues: prostate cancer, testicular cancer, poor mental health, and physical inactivity. Through the growth of millions of moustaches, significant breakthroughs in scientific research, and a fundamental shift in the conversation around men's health.

WHY GET INVOLVED?

Men are dying before their time. But you can help us change and save lives. With the money you raise, we fund groundbreaking health projects across mental health and suicide prevention, prostate cancer, and testicular cancer – 1,250 projects so far. We've had a huge impact and we're determined to make it even bigger – that's where you come in.

https://ca.movember.com/register?prod_intent=move&mocamp=m



Program Option 1

That Bassano FCSS participates in the Movember movement by initiating a Movember moustache contest to bring awareness to men’s mental health and wellness. People can be nominated by picture submission by texting to FCSS Cellular phone or emailing. Once submissions have been received the Director shall post nominations to our Facebook page and a winner will be determined by total number of “likes” on their photo. This will give each person their “Mo”ment to shine and will have their mustache featured in an online advertisement promoting men’s mental health. The individual with the highest number of likes/votes will receive a 1-month membership to the Thrive Fitness Center.

Suggested price: 1-month Thrive membership – discussion required.

Program Option 2

That Bassano FCSS promotes and participates in “Make a move.” Run or walk 60 km over the month of November in support of the 60 men we lose to suicide each hour across the world. As part of this initiative, we would make a Bassano FCSS account for people to donate to our participation to raise funds for the Movember charity. We would also ensure that we include links to register for others that would like to participate and encourage them to do so. Estimated cost of facilitating is \$0.00



Program Option 3

That Bassano FCSS forego active programming around men’s mental health and acknowledges it online by providing information on the Movember movement and encourage self-awareness. Estimated cost of facilitating is \$0.00

OPTIONS:

☒ #1 – That the Family and Community Services Advisory Board participates in the Movember movement by initiating a Movember moustache contest to bring awareness to men’s mental health and wellness starting November 1, 2022. People can be nominated by picture submission by texting to FCSS Cellular phone or emailing. Once submissions have been received the Director shall post nominations to our Facebook page and a winner will be determined by total number of “likes” on their photo. This will give each person their “Mo”ment to shine and will have their mustache featured in an online advertisement promoting men’s mental health. The individual with the highest number of online Likes/votes will receive a 1-month membership to the Thrive Fitness Centre.

#2 – That the Family and Community Services Advisory Board promotes and participates in “Make a move” starting November 1, 2022. Run or walk 60 km over the month of November in support of the 60 men we lose to suicide each hour across the world. As part of this initiative, Bassano FCSS will sign up as a participant and will encourage people to sponsor us by donating to raise funds for the Movember charity.

#3 – That the Family and Community Services Advisory Board forego active programming. Bassano FCSS will acknowledge men’s mental health and wellness online by providing information about the Movember movement, its history and importance while encourage self-awareness.

DIRECTOR COMMENTS:

This is an important subject to address, Men’s Health needs to become more of an effortless conversation piece. Men often feel that they need to be silent as the perception of weakness is associated with communicating struggles. During a recent training I learned that men are at significantly greater risk of suicide due to some of these struggles. We can help here in normalizing these conversations and promoting men’s overall health and well-being. By opening conversation and bringing awareness to men’s health topics we can foster an atmosphere of growth and acceptance for men within our community.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)

- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board participates in the Movember movement by initiating a Movember moustache contest to bring awareness to men’s mental health and wellness starting November 1, 2022. People can be nominated by picture submission by texting to FCSS Cellular phone or emailing. Once submissions have been received the Director shall post nominations to our Facebook page and a winner will be determined by total number of “likes” on their photo. This will give each person their “Mo”ment to shine and will have their mustache featured in an online advertisement promoting men’s mental health. The individual with the highest number of online Likes/votes will receive a 1-month membership to the Thrive Fitness Centre.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments: none



REQUEST FOR DECISION

Meeting Date: October 4, 2022
Agenda Item: 9.3

Policy Review - P-FCSS006- Financial Planning Policy

BACKGROUND

The FCSS Advisory Board is required to review its operating policies on a regular basis. Financial Planning Policy P-FCSS006 is to be reviewed annually by September 30.

The Financial Planning Policy was created to ensure Bassano FCSS has a developed and maintainable budget that ensures our financial and reporting requirements are met with provincial and municipal governments as per our funding agreements.

This policy governs all FCSS programs.

OPTIONS:

#1 – That the Family and Community Services Advisory Board confirms a review of Financial Planning Policy P-FCSS006, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amend Financial Planning Policy P-FCSS006 (define amendments).

DIRECTOR COMMENTS

I have no concerns with the existing policy or recommended updates. It meets the objectives and supports our operational mandate.

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board confirms a review of Financial Planning Policy P-FCSS006, no changes are required at this time.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Financial Planning Policy – P-FCSS006



Policy Title	Family and Community Services Advisory Board – FCSS Financial Planning Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M# FCSS19/2021)
Policy Number	P-FCSS006
Review	To be reviewed annually by September 30
Reviewed by	Advisory Board – March 1, 2021

Policy Statement

The FCSS Advisory Board is responsible to develop and maintain an operating budget to ensure Financial and Reporting obligations are met as per funding agreements with the provincial and municipal government.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

1. Based on input from the FCSS Advisory Board the FCSS Director, with the support of the CAO, will prepare an annual operating budget outlining FCSS programs and expenses for the upcoming year by November 1 of each year.
2. The annual operating budget and programming presented will be aligned with the [FCSS program Handbook](#) and will follow FCSS reporting guidelines based on the [FCSS Measures Bank](#) which will allow for ease of reporting each year. FCSS annual reporting will be the responsibility of the FCSS Director and is to be completed by June 30th annually.
3. The proposed budget will be presented to the FCSS Advisory Board each year at the October FCSS Advisory Board Meeting for approval. The board approved budget must be provided as a recommendation to Town Council for final ratification.



4. A two-year projection budget shall accompany the proposed annual operating budget in accordance with the *Municipal Government Act*.
5. The FCSS Advisory Board shall not budget for a deficit.
6. The FCSS Advisory Board shall offer programs and services within the approved budget to meet the needs of the community in accordance with its mandate and funding obligations.
7. The Director is responsible to inform the FCSS Advisory Board of any program or funding limitations.
8. The Director is responsible to provide a financial update at each FCSS Advisory Board meeting.
9. The Director is responsible to support the FCSS Advisory Board in applying for grants to ensure the continuation of programs and services in Bassano.

Policy Reference

1. P-FCSS007 Programming Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY

Approved



REQUEST FOR DECISION

Meeting Date: October 4th, 2022
Agenda Item: 9.4

Policy Review - P-FCSS007 Programming Policy

BACKGROUND

The FCSS Advisory Board is required to review its operating policies on a regular basis. Programming Planning Policy P-FCSS007 is to be reviewed annually by September 30.

The Programming Policy was developed to ensure Bassano FCSS provides programs and services that have been tailored to the unique needs of the Bassano community, to advocate volunteerism and promote local participation. It also ensures program viability through providing a guideline for facilitation and marketing of programs.

The policy governs all FCSS programs.

Does the board have any comments on how programs are advertised. If you would like to see this expanded or changed, it should occur as part of the policy review process. If the board is satisfied with the existing policy, no other changes are recommended.

OPTIONS:

#1 – That the Family and Community Services Advisory Board confirms a review of Programming Planning Policy P-FCSS007, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amends Programming Planning Policy P-FCSS007 (define amendments).

DIRECTOR COMMENTS

None

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board confirms a review of Programming Planning Policy P-FCSS007, no changes are required at this time.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Programming Policy – P-FCSS007



Policy Title	Family and Community Services Advisory Board – FCSS Programming Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M# FCSS20/2021)
Policy Number	P-FCSS007
Review	To be reviewed annually by September 30
Reviewed by	Advisory Board – March 1, 2021

Policy Statement

Locally, FCSS is funded to provide programs and services that are tailored for the unique needs of the community of Bassano. The FCSS Advisory Board plays a key role in identifying community-based needs and implementing programming to support such needs within the community.

Definitions

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

1. The FCSS Advisory Board will ensure they follow all applicable Federal, Provincial, and Town legislation, acts, regulation, bylaws, policies, and procedures when creating programming for the community.
2. The FCSS Advisory Board will identify local needs within the community that fall within the mandate of FCSS, and the Regulation to promote the advancement of Bassano and its people. Needs identified by board members should be presented formally to the FCSS Advisory Board. If there is a majority vote to investigate the need, a motion shall be passed by the board members for the Director to prepare a proposal for further consideration by the FCSS Advisory Board while ensuring other projects and time commitments can be managed.
3. The FCSS Advisory Board shall stay within budget, decide what programs and activities will take place or be funded. The FCSS Director will be responsible for ensuring the FCSS Advisory Board is informed of funds available to the board when programming options are presented.

4. The FCSS Advisory Board has the power to develop, evaluate, maintain, or cancel programs that are no longer suited for the community. The FCSS Advisory Board may provide public relations for FCSS programming within the community. The FCSS Advisory Board will promote, encourage, and facilitate volunteerism in the community, and to encourage citizen participation in program development. The Director will facilitate co-operation and joint planning with related community groups, agencies, committees, or surrounding communities to better co-ordinate support service programs and facility planning.
5. When evaluating the continuation, termination or renewal of programs, the FCSS Advisory Board shall follow the Program Logic Model (Appendix A).

Communications and Marketing

All FCSS programs will be advertised to the community through various mediums to ensure we are able to reach a broad audience.

1. Advertising timelines will be set on a program-by-program basis as established by the FCSS Advisory Board.
2. All program posters will be distributed to the FCSS Advisory Board via email prior to their distribution as notification.
3. The Director will release communications for all programs in the following ways
 - Posters will be placed at businesses within the community including:
 - AG Foods
 - Creaky Floor
 - Credit Union
 - Bassano Pharmacy
 - Post Office
 - Subway
 - Empty Bottle
 - Harry's Place
 - Library
 - Town Office
 - Thrive
 - Community Hall
 - Western Financial
 - Esso
 - Liquor Store
 - Facebook
 - Town Website
 - Town Newsletter, when timing is applicable.



4. FCSS Board members will be responsible for ensuring they share information about FCSS programs within the community and promote participation in the programs and events. The Director will provide programming information to Town administration to assist with communication between all departments.

Policy Reference

1. P-FCSS006 Financial Planning Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY

Approved

Appendix 'A'

Program Logic Model

Program/Project Title:	
Statement of Need: <i>What</i> community issue, need or situation are you responding to?	
Overall Goal: <i>What</i> change or impact do you want to achieve?	
Broad Strategy: <i>How</i> will you address the issue, need or situation?	
Who is served? Target Group	
FCSS Overarching Goal: How does it contribute?	
Inputs : resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information including legislation	
Outputs: - <i>Activities and processes used, e.g., advertising, workshops</i>	



REQUEST FOR DECISION

Meeting Date: October 4th, 2022
Agenda Item: 9.5

Policy Review - P-FCSS008 Funding Application Policy

BACKGROUND

The FCSS Advisory Board is required to review its operating policies on a regular basis. Community Funding Application Policy P-FCSS008 is to be reviewed annually by September 30.

The Funding Application Policy was designed as a guideline to ensure that the FCSS Advisory Board provides social program grants in accordance with their annual operating budget. It allows groups and agencies to apply for funding to assist in social programming and/or request partnership support for facilitation of activities.

FCSS has not provided social program grants for a few years. This policy was developed to provide an option should the board deem it necessary to do so. The policy impacts FCSS's annual budget.

OPTIONS:

#1 – That the Family and Community Services Advisory Board confirms a review of the Funding Application Policy P-FCSS008, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amends Funding Application Policy P-FCSS008 (define amendments).

#3 – That the Family and Community Services Advisory Board rescinds Funding Application Policy P-FCSS008 as it is no longer applicable to the organization.

DIRECTOR COMMENTS

None

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board confirms a review of the Funding Application Policy P-FCSS008, no changes are required at this time.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Funding Application Policy P-FCSS008



Policy Title	Family and Community Services Advisory Board – FCSS Community Funding Application Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M# FCSS21/2021)
Policy Number	P-FCSS008
Review	To be reviewed annually by September 30
Reviewed by	Advisory Board – February 4, 2021

Policy Statement

The FCSS Advisory Board provides social program grants in accordance with their annual operating budget where possible. Groups and agencies may apply for funds to assist with their social programming in the Town or may request partnership support on activities in the community.

Definitions

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

1. Each year the FCSS Advisory Board will determine if it has funds to allocate to the FCSS Community Grant program as part of the operating budget process. If funds are allocated through this program, notification will be provided to the Town and key stakeholders.
2. The FCSS Advisory Board is not required to provide funds through this program.

Application

1. Applicants who wish to apply for funding shall follow the guidelines outlined in The Funding Application (Appendix A).
2. All applicants will be informed once the FCSS Advisory Board reviews their request and comes to a decision.
3. Successful funding applicants will be required to sign a funding agreement with Family and Community Support Services Bassano.

Submission and Spending Deadlines

1. All applications for funding must be submitted to the FCSS Advisory Board no later than September 30th the year prior to requesting funds.
2. All funds must be spent by December 31st of the year in which they are given.
3. All required reporting must be submitted to the Director no later than February 15th the year following completion of funding.

Program Eligibility Criteria

Program eligibility will be based on provincially regulated FCSS criteria as outline

Services Eligible for Funding	Ineligible Services
<p>Services eligible for funding will meet one of the following measures:</p> <ul style="list-style-type: none"> • Assist individuals in experiencing social well-being • Assist individuals in connecting with others • Help children and youth develop positively • Foster healthy functioning within families • Provide families with social supports • Connect and engage the community with one another • Identify, address, and bring awareness to social issues in the community • Help individuals develop interpersonal skills • Help individuals have choice in their community 	<p>Services that are not eligible for funding are outlined as services that:</p> <ul style="list-style-type: none"> • provide primarily for the recreational needs or leisure time activities • are intended to sustain an individual or family, i.e., providing food, clothing or shelter • are primarily rehabilitative in nature • duplicate services that are ordinarily provided by a government or government agency

Policy Reference

1. P-FCSS006 – Financial Planning Policy
2. P-FCSS007 Programming Policy

END OF POLICY



REQUEST FOR DECISION

Meeting Date: October 4th, 2022
Agenda Item: 9.6

P-FCSS009 Board Member & Director Communication Policy – Draft

BACKGROUND

It was discussed at the September 6th, 2022 meeting that communications between the Advisory Board and the Director could be more effective by having a consistent means of communicating in which all members voice would be heard.

The Board Member Director Communication Policy was drafted to allow the board to have clear, transparent and time effective means of communication while allowing the board to conduct discussions for effective programming and planning. The attached policy has been drafted for consideration.

Within the policy it is stated that all communications shall be done via email with a reply all process. It is requested that members respond where possible within 72-hours. Is this reasonable?

OPTIONS:

#1 – That the Family and Community Services Advisory Board approves Board Member & Director Communication Policy P-FCSS009 as presented.

#2 – That the Family and Community Services Advisory Board approved the Board Member & Director Communication Policy P-FCSS009 as amended (define amendments).

#3 – That the Family and Community Services Advisory Board rejects the Board Member & Director Communication Policy P-FCSS009 as presented.

DIRECTOR COMMENTS:

This is a draft policy therefore I encourage feedback. Does the Advisory Board have any questions, concerns, or comments as to time frame or mode of communicating? I believe we captured the discussion and intention of the board per the meeting on September 6, 2022.

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board approves Board Member & Director Communication Policy P-FCSS009 as presented.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Board Member & Director Communication Policy P-FCSS009 - *Draft*



Policy Title	Family and Community Services Advisory Board – Board Member & Director Communication Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	
Policy Number	P-FCSS009
Review	To be reviewed annually at the AGM
Reviewed by	FCSS Advisory Board on October 4, 2022

Policy Statement

All members of the FCSS Advisory Board must engage in clear, transparent, and timely communication with the Director to ensure program viability. The Director shall in turn engage in clear, transparent, and timely communication with the FCSS Advisory Board members.

Definitions

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Communication – refers to the preferred method of communication between the FCSS Advisory Board members and the Director. Communications shall be completed via email.

Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

Process

1. All FCSS Advisory Board members will use email as its primary form of communication.
2. Each FCSS Advisory Board member shall provide the Director with an active email account for communications.
3. The FCSS Director shall maintain an email directory of all active FCSS Advisory Board members for communications.
4. To ensure communications are consistent between the FCSS Advisory Board and the Director, when an email is sent from the Director, the “Reply All” feature shall be used in response.



5. FCSS Advisory Board members will respond to communications in a 72-hour period allowing for timely decision making. Where immediate response are required, the Director shall contact FCSS Advisory Board members directly. The Director will not make extenuating efforts to contact FCSS Advisory Board members that do not respond within the agreed upon 72-hour period.

END OF POLICY

DRAFT



REQUEST FOR DECISION

Meeting Date: October 4th, 2022
Agenda Item: 9.7

P-FCSS010 Welcome Wagon Initiative Policy - Draft

BACKGROUND

Welcome Wagon Packages were started in Bassano in the late 1980's by Kelly Christman the local FCSS Director at the time. Over time their maintenance and distribution dwindled off, however the importance of the welcome wagon packages has never faded.

The Bassano FCSS Advisory Board communicated in June of 2021 they wanted to breathe new life to this initiative. Bassano has experienced a large number of new faces in recent years. Many of the new residents are experiencing difficulties locating and accessing local supports, programs, and other municipal information.

Bassano FCSS has made a commitment to ensure Welcome Wagon Packages will be available to alleviate some of these stressors. Through this initiative Bassano FCSS has an opportunity to extend a warm welcome to new residents. Through fostering connections its possible to help with integration to their surrounding and provide direction if needed to services, recreation, volunteer possibilities and local associations.

Pursuant to the board discussion at the September 6, 2022 meeting a Welcome Wagon Initiative policy has been drafted. It is important to have a policy in place to ensure the packages sent out by Bassano FCSS is one of quality information. It is vital to have current and purposeful content. By providing regular maintenance and content updating we can ensure the product we give to new residents will be meaningful and appreciated.

The proposed policy ensures this initiative remains a priority of Bassano FCSS.

OPTIONS:

- #1 – That the Family and Community Services Advisory Board approves the Welcome Wagon Initiative Policy P-FCSS010 as presented.
- #2 – That the Family and Community Services Advisory Board approved the Welcome Wagon Initiative Policy P-FCSS010 as amended (define amendments).
- #3 – That the Family and Community Services Advisory Board rejects Welcome Wagon Initiative Policy P-FCSS010 as presented.

DIRECTOR COMMENTS:

None

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)
- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board approves the Welcome Wagon Initiative Policy P-FCSS010 as presented.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Welcome Wagon Initiative Policy P-FCSS010 - *Draft*



Policy Title	Family and Community Services Advisory Board – Welcome Wagon Initiative Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	
Policy Number	P-FCSS010
Review	To be reviewed annually at the AGM
Reviewed by	FCSS Advisory Board on October 4, 2022

Policy Statement

To promote a welcoming and inclusive environment for new residents of Bassano, FCSS shall develop, maintain, and distribute Welcome Wagon Packages.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Director – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

FCSS Advisory Board – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

Members – volunteers appointed to the FCSS Advisory Board.

Municipal Staff – administrative employees of the Town.

Realtors- a person who acts as an agent in the sale and purchase of buildings and land.

Town – means the incorporated municipality of Bassano.

Town Office- Municipal building at 502 2nd Ave Bassano Alberta

Responsibility

It is the responsibility of the Director and the FCSS Advisory Board to implement this policy.

Development

Welcome Wagon Packages are intended to be information tools. Their purpose is to help new residents get acquainted with local services, programs, initiatives, and businesses. It is a way to engage 1:1 with the Town and the new resident.

Welcome Wagon Packages shall be designed in a way to promote locality. They are not intended to result in an information overload with unnecessary paper products.



Businesses and community organizations shall be invited to participate in the Welcome Wagon Packages by introducing their services and select swag, where applicable.

The Director is responsible for the approval of any content and material for the Welcome Wagon Packages.

1. The Director will compile Town resources for inclusion in the Welcome Wagon Packages.
2. The Director will maintain contact with the local business community to invite their participation to provide select materials for the Welcome Wagon Packages. An invitational letter will be available to the business community at all times that introduces the Welcome Wagon Package opportunity.
3. Welcome Wagon Packages shall include a minimum material set of:
 - a. Welcome Letter from the Mayor
 - b. Town of Bassano Business Directory
 - c. Bassano FCSS Infographic Pamphlet & Business Card
 - d. Tax, Utility and Permit information
 - e. Town Recreation and Leisure Facilities
 - f. Fire Pit Permit Information
 - g. Civic Address Requirements
 - h. Volunteer Registry Form

Distribution

1. Welcome Wagon Packages will be available at the Town Office.
2. The Director or Municipal Staff are responsible for the distribution of the Welcome Wagon Packages at Town Office.
3. The Director of Municipal Staff are responsible of informing Realtors that Welcome Wagon Packages are available at the Town Office.
4. The Director of Municipal Staff will meet 1:1 with the Welcome Wagon Package (where appropriate) recipient at the Town Office to provide an overview of contents and to provide guidance if needed to specific services and/or programs.
5. The Director shall include a status update regarding business supports and the number of Welcome Wagon Packages what were given each month within the Director's report to the FCSS Advisory Board.
6. The Director shall maintain a directory of Welcome Wagon Package recipients for internal controls.
7. The Director shall maintain regular advertisements that Welcome Wagon Packages are available for pick up at the Town Office.
8. Only one (1) Welcome Wagon Package shall be given per household.
9. Welcome Wagon Packages are available to property owners or renters.



Updating

1. It is the responsibility of the Director to ensure that the Welcome Wagon Package's Town contents are current.
2. No more than 10 Welcome Wagon Packages are to be maintained at one time.

Process

1. In accordance with the Financial Planning Policy P-FCSS006 and Programming Policy P-FCSS007 the FCSS Advisory Board shall include an annual budget of up to \$500 to maintain this program.

The FCSS Advisory Board shall ensure adequate time is provided to the Director to maintain the Welcome Wagon Package initiative as a priority deliverable. Policy Reference

1. P-FCSS006 – Financial Planning Policy
2. P-FCSS007 – Programming Policy

END OF POLICY



REQUEST FOR DECISION

Meeting Date: October 4th, 2022
Agenda Item: 9.8

FCSS 2023 Proposed Budget

BACKGROUND

Each year Bassano FCSS establishes an operating budget that lays out funding for programs and events. Over the past three years we have used an annual program calendar to help establish a guide to support budget planning.

Included as attachment is a projected list of programs based on the annual plan. These programs may change based on board directives, however, the framework supports the budget.

2023 Budget Highlights

- In 2023 we have budgeted \$6,500.00 for Women’s Wellness Day with estimated revenue at \$5000.00 leaving \$10,000.00 for additional programs. The Women’s Wellness budget will be narrowed down the closer we get to the event.
- We have \$500.00 monthly for programming.
- Beyond programming we have administrative supports including Seniors’ Benefits, Income tax services, Thrive, Food Bank and Rental Referral Subsidies that are captured as a service outcome.
- In 2023 Director Training is prioritized and budgeted accordingly.
- Any unspent funds from 2022 will offset the towns contribution to the FCSS budget in 2023.

(51) FCSS

Budget	2022 Approved	2023 Proposed	2024 Projected	2025 Projected
	\$90,070	\$ 99,855	\$ 93,750	\$ 103,300

2024 & 2025 Budget Projections

- These two years remain relatively unchanged. There will be \$9,000 - \$10,000/annum for programming. In 2025, Women’s Wellness is planned.

OPTIONS:

#1 – That the Family and Community Services Advisory Board recommends approval of the 2023 proposed budget and 2024 - 2025 projected budgets to town council as presented.

#2 – That the Family and Community Services Advisory Board recommends approval of the 2023 proposed budget and 2024 - 2025 projected budgets to town council as amended (define amendments).

DIRECTOR COMMENTS:

As part of the funding conditions with the Town, the Chair and the Director must attend the November council meeting to provide an update related to 2022 operations. What specific items would you like us to capture in the report?

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board recommends approval of the 2023 proposed budget and 2024 - 2025 projected budgets to town council as presented.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. 2023 -2025 Budget – Draft
2. 2023 Program Summary
3. Town of Bassano Funding Commitment Letter – January 18, 2022

**Town of Bassano
2023-2025 Operations Budget and Projections - DRAFT**

(51) FCSS

		2022	2023	2024	2025
	Revenue	Approved	Proposed	Projected	Projected
1510041000	FCSS - Tickets/Course Fees				
1510059000	FCSS - Other Revenue	\$ 2,500	\$ 7,500	\$ 2,500	\$ 7,500
1510059500	FCSS - Community Christmas Donation	\$ 6,015	\$ 5,000	\$ 5,000	\$ 5,000
1510084000	FCSS - Conditional Grant	\$ 39,505	\$ 39,505	\$ 39,505	\$ 39,505
1510085000	FCSS - Grasslands/TOB Contrib.	\$ 22,350	\$ 22,350	\$ 46,745	\$ 51,295
1510092000	FCSS - Transfer from Reserves	\$ 19,700	\$ 25,500	\$ -	\$ -
	Revenue Subtotal	\$ 90,070	\$ 99,855	\$ 93,750	\$ 103,300
	Expenditure	2022	2023	2024	2025
		Approved	Proposed	Projected	Projected
2510011000	FCSS - Salaries	\$ 56,210	\$ 58,000	\$ 61,000	\$ 64,000
2510013000	FCSS - ER Contributions	\$ 3,893	\$ 4,050	\$ 4,150	\$ 4,300
2510013500	FCSS - AUMA Benefits	\$ 6,227	\$ 6,555	\$ 6,600	\$ 6,800
2510013700	FCSS -RRSP Contributions	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
2510015000	FCSS- Adm. Training/edu.	\$ 500	\$ 2,500	\$ 1,000	\$ 1,000
2510020000	FCSS Program	\$ 10,625	\$ 16,500	\$ 9,000	\$ 15,500
2510021100	FCSS - Travel/Sub.	\$ 2,215	\$ 1,750	\$ 1,500	\$ 1,200
2510022000	FCSS - Advertizing/Membership	\$ 400	\$ 500	\$ 500	\$ 500
2510059500	FCSS - Events - Christmas Hampers	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
2510051000	FCSS - General G&S	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800
	Expenditure Subtotal	\$ 90,070	\$ 99,855	\$ 93,750	\$ 103,300
	Total	0.00	0.00	0.00	0.00

2023 Budget Notes

1. Unexpended revenue from 2022 will offset the municipal contribution in 2023. These numbers will be finalized after the audit in January.
2. Women's Wellness
 - Estimated revenue from ticket sales/donations = \$5,000
 - Estimated event costs = \$6,500

2023 FCSS Program Framework

The framework that follows provides month-by-month programs that FCSS has programmed around over the past few years. This was used to prepare the 2023 operations budget. As there other important dates throughout the year that the board would like to focus on?

January

- Typically, during the month of January, we are focused on program plans, year end reporting, and preparing grant submissions. At this time, no programs are planned.

February

Potential Monthly program themes and important dates		
Theme	Date	General Info
Random Acts of Kindness Day	February 17 th , 2023	Each year National Random Acts of Kindness Day grows in popularity. It is celebrated by individuals, groups, and organizations nationwide to encourage acts of kindness https://www.randomactsofkindness.org/
Pink Shirt Day	Last Wednesday of February, yearly	https://www.pinkshirtday.ca/ Bullying is a major problem in our schools, workplaces, homes, and online. Over the month of February, and throughout the year, Pink Shirt Day aims to raise awareness of these issues

March

Potential Monthly program themes and important dates		
Theme	Date	General Info
Fraud Prevention Month	All March, yearly	https://www.competitionbureau.gc.ca/eic/site/cb-bc.nsf/eng/h_00122.html CRA Representatives will come to the community to host fraud prevention sessions for free, this is a great time to plan a session for. You can generally host one for seniors at the lodge and one for general community in the evening at the hall.
Canadian Agricultural Safety Week	Second Week in March, yearly	https://www.casa-acsa.ca/en/canadian-agricultural-safety-week/

2023 FCSS Program Framework

		Good time to talk to AG Society and see if they would like to run a joint educational program.
International Women's Day	March 8 th , yearly	https://women-gender-equality.canada.ca/en.html This date is usually our planned date for the bi-annual Women's Wellness Conference.

Historic Programs		
Program Name	Reason for running	General Info
Women's Wellness – Biannual	Women's Wellness celebrates international Women's Day by providing information sessions that improve over all mental wellness for women and those who identify as female in our community.	Last event was hosted in March 2020. The board has postponed this event until at least March 2023. This is a whole day event, with multiple speakers, food, door prizes, activities and more. Attendees must purchase tickets.

April

Potential Monthly program themes and important dates		
Theme	Date	General Info
Volunteer Week	Third week of April, yearly	Let's celebrate Canada's volunteers. The empathy, compassion and generosity of volunteers creates connected communities and builds a stronger Canada. https://volunteer.ca/nvw2017
Administrative professionals day	April 24 th , yearly	No programs for this, just thank the ladies in the office extra today!
Earth Day	April 22	https://earthday.ca/april-22/campaign/ Earth Day is an annual event on April 22 to demonstrate support for environmental protection.

May

Potential Monthly program themes and important dates		
Theme	Date	General Info
Mental Health Week	First week of May, yearly	https://www.mentalhealthweek.ca/
Red Dress Day	May 5 th , yearly	https://www.jaimeblackartist.com/exhibitions/ The REDress Project focuses around the issue of missing or murdered Aboriginal women across Canada
International Day of Families	May 15 th , 2023	This day provides an opportunity to promote awareness of issues relating to families and to increase the knowledge of the social, economic and demographic processes affecting families. https://www.un.org/en/observances/international-day-of-families

June

Potential Monthly program themes and important dates		
Theme	Date	General Info
International Men's Health Month	All June, yearly	https://menshealthmonth.org/ Anchored by a Congressional health education program, Men's Health Month is celebrated across the country with screenings, health fairs, media appearances, and other health education and outreach activities. <i>Sometimes the MANVAN will come out for this event, or prostate cancer awareness month.</i>
Senior's Week	First week of June, yearly	Seniors' Week has been recognized since 1986 to celebrate and recognize the contributions seniors make to enhance the quality of life in Alberta. https://www.alberta.ca/seniors-week.aspx
National Indigenous Peoples Day	June 21, yearly	https://www.canada.ca/en/canadian-heritage/campaigns/celebrate-canada/indigenous-peoples-day.html National Indigenous Peoples Day takes place on the summer solstice, June 21. It's a special occasion to learn more about the rich and diverse cultures, voices, experiences and histories of First Nations, Inuit and Métis peoples.

2023 FCSS Program Framework

		Learning about Indigenous Peoples, places and experiences is a step forward each Canadian can take on the path to reconciliation.
Bassano Rodeo	Last weekend in June	Hosted through the Ag Society. This is an opportunity for community engagement. Currently there is no programming for kids on Saturday. Petting zoo, farm safety, skill based games.
Small Town Smoke Down – Children’s Events	First weekend in June	During Small Town Smoke Down FCSS will host approximately 3 hours of children’s programming.

July

Potential Monthly program themes and important dates		
Theme	Date	General Info
Drowning prevention week	Third week of July, yearly	https://www.lifesavingsociety.com/home.aspx good opportunity to partner with pool and Safe Communities if desired
Canada Day	July 1, yearly	Can theme craft kits and other events around this
Bike Rodeo	To create awareness and knowledge around safe bike handling and rules of the road for youth	This event is hosted in partnership with AHS (Laura Lukye), Safe Communities, and Bassano RCMP. This event can be hosted at any time during the summer, must be a weekday during business hours. This event is targeted for youth 6 - 12

August

Potential Monthly program themes and important dates		
Theme	Date	General Info
Active August	All August, yearly	To encourage community members to get out and active in August
Parade of Garage Sales	Weekend, mid August, yearly	To encourage community members to participate in Active August

September

Potential Monthly program themes and important dates		
Theme	Date	General Info
Alberta Culture Days (DamFest)	Varies, during the month of September, bi-annually	https://www.alberta.ca/alberta-culture-days.aspx Alberta Culture Days is an opportunity to discover, experience and celebrate arts and culture through local events and activities, in person and online across the province.
World Suicide Prevention Day	September 10 th , yearly	http://www.iasp.info/wspd/ By encouraging understanding, reaching in and sharing experiences, we want to give people the confidence to take action. To prevent suicide requires us to become a beacon of light to those in pain.
Orange Shirt Day (<i>also - National Day for Truth and Reconciliation</i>)	September 30 th , yearly	September 30, 2021 marks the first National Day for Truth and Reconciliation. The day honours the lost children and Survivors of residential schools, their families and communities. https://www.canada.ca/en/canadian-heritage/campaigns/national-day-truth-reconciliation.html

October

Potential Monthly program themes and important dates		
Theme	Date	General Info
International Day of Older Persons	October 1, yearly	https://www.un.org/en/observances/older-persons-day The holiday is celebrated by raising awareness about issues affecting the elderly, such as senescence and elder abuse. It is also a day to appreciate the contributions that older people make to society. This is a good time for a speaker rather than activity

2023 FCSS Program Framework

World Mental Health Day	October 10, yearly	https://www.who.int/campaigns/world-mental-health-day The overall objective of World Mental Health Day is to raise awareness of mental health issues around the world and to mobilize efforts in support of mental health.
Fire Prevention Week	October 9- 15	Since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.
Kick it to the Curb	To encourage people to be active members in their community as well as reduce, reuse and recycle.	This is a low maintenance activity. People do not have to register. Advertise the event and create a FB event page, you can then encourage people to post the location of their treasures on the group for others to find or you can encourage people to get out around town and simply see what they find
Trunk or Treat/Halloween	To create opportunities for those who live in the County to participate in seasonal fun	This event is held in the campground and attendees can decorate their vehicles and hand out candy from a designated stall Fire with marshmallows for roasting are great, especially if weather is colder.

November

Potential Monthly program themes and important dates		
Theme	Date	General Info
Family Violence Prevention Month	November, all month, yearly	https://www.alberta.ca/family-violence-prevention-month.aspx Each November, communities can help raise awareness and prevent family violence by organizing public events and activities. We can host a community walk with Fire and RCMP to recognize this event

2023 FCSS Program Framework

Movember	November, all month, yearly	https://ca.movember.com/ - prostate cancer awareness, men's health
Christmas Magic	Community Engagement	<p>Christmas Magic is a yearly event designed to promote local shopping.</p> <p>FCSS provides children's activities during this event and coordinates Santa photos. This is not a babysitting service</p>

December

Potential Monthly Programs		
Program Name	Reason for running	General Info
Christmas Hamper	To provide families with access to food and Christmas cheer during the holiday season	<p>FCSS arranges the application, packing and delivery of hampers, as well as the Angel Tree.</p> <p>Hampers are delivered by Bassano Fire Department.</p> <p>Packing and sorting is done by FCSS Board.</p> <p>FCSS pursues business sponsorship for the hampers. (Hale Beef, Pioneer Gas, Emme's Esso, Juanita Peirson and more)</p> <p>FCSS hosts the Angel tree in Chinook Financial.</p> <p>FCSS provides Bassano Bucks as gift certificates to local stores, no pre-paid visa.</p>
Food Drive	Collecting food for Christmas Hampers	Food drive usually organized by Tanis Alexander. FCSS will need to be available this night to bring food in to the drop off location as groups arrive back from their assigned areas.
Seniors Lights Tour	To connect local seniors with their community	Arranged by Playfair lodge in conjunction with the County of Newell Mini Bus. FCSS provides advertising and can arrange a hot cholate social for seniors at the lodge with help from the Bassano 4H group
Christmas in the Campground	Community Engagement	FCSS can decorate a stall with town staff for this event.

2023 FCSS Program Framework

		Funds from this event go towards Christmas Hampers.
Santa's Workshop	Allow children the opportunity to shop for their families and be involved in choices that impact their lives	<p>FCSS collects donations of gently used items and arranges them for children to come in and buy.</p> <p>Children can buy a maximum of 5 gifts each and must come with a list of who they are shopping for. Gifts are \$1 per gift.</p> <p>FCSS Board acts as helper elves who assist with shopping and wrapping gifts.</p> <p>Children can come through only once and the event is for those aged 6 – 12, no exceptions as per FCSS Board discussion</p> <p>It is suggested the event be hosted on two days with the option to register for appointments one day and drop in on the other</p>
Santa's Sleigh	A town wide community engagement event	<p>Run in coordination with Bassano RCMP, Fire and FCSS. Santa is driven around town on a parade route in a fire truck, ending at the campground for smores at hot chocolate.</p> <p>FCSS members follow end of parade and hand out goodie bags to children from Santa.</p> <p>Have a spot for Santa to sit for photos when he arrives at campground. give Santa a sack of gifts to hand out.</p> <p>Can be run on the same night as the light up in the campground.</p>



"The Best in the West by a Damsite"



Chief Administrative Office
502 - 2nd Avenue
P.O. BOX 299
BASSANO, ALBERTA T0J 0B0

PHONE: 403-641-3788
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January 18, 2022

Town of Bassano
c/o FCSS Department
P.O. Box 129
Bassano, AB T0J 0B0

Attention: Tammie Hauck, FCSS Chair

Dear Chair Hauck and Respective Members,

Re: FCSS 2022-2024 Top-up Funding

Working together to modernize processes to support sustainable operations of the FCSS department has come with its challenges, and this is acknowledged. As we have overcome these challenges, there has been great success as it relates to social programming in Bassano.

Council discussed in length the value social services bring to the community and voted in favor of providing predictable funds to maintain a full-time FCSS department between January 1, 2022 and December 31, 2024 on January 17. To support this initiative, a tough decision was made to eliminate a part-time administrative position within the Town that helped us deliver on various other strategic goals and objectives. Recognizing that decision, we stress the importance of the need to maintain a strong collaboration between council, the advisory board members, and staff.

The Town's funding commitment is as follows:

- In guaranteeing three-year funding there is full agreement that the FCSS Advisory Board delivers programs in alignment with the Town's long-term strategic objectives, and the provincial mandate for FCSS as described in our respective bylaws and policies.
- Funding is contingent up ongoing collaboration between the parties to ensure the overall success of the Town.
- The financial commitment ensures fixed costs are covered through the provincial grant, the Grasslands FCSS contribution, and municipal taxation. The board is responsible to raise extra funds to deliver programs.
- By November 1 annually, a written program report must be presented to Town council that outlines services delivered and people serviced. The Town's contribution will average \$30,000 per annum. A continuation of Town funds will be assessed in September 2024 to ensure the above targets have been met.

Find attached an operating budget for 2022 with 2023-2024 projections. We ask that you review this budget carefully to determine how to attract extra program funds where applicable. Please work with the CAO to prepare any budget adjustments for final approval of council.

Town administration will proceed to update the FCSS Director contract to remove the year-by-year employment terms.

With much of your funding secured, we are confident that you will continue to deliver exceptional programs in Bassano. Please confirm in writing your agreement to these terms prior to the issuance of a public announcement that the FCSS department will be maintained as a full-timer service.

Any comments or concerns shall be directed to Amanda Davis, CAO via email at cao@bassano.ca.

Sincerely,



Irv Morey
Mayor

Enc.



Jan 19, 2020.

Town of Bassano
2022 - 2024 Operations Budget and Projections

(51) FCSS

	Descriptive Summary	2021		2022		2023		2024	
		Approved	Proposed	Proposed	Projected	Projected	Projected		
Revenue									
1510041000	FCSS - Tickets/Course Fees		\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
1510059000	FCSS - Other Revenue	\$ 5,400	\$ 5,400	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
1510059500	FCSS - Community Christmas Donation	\$ 39,505	\$ 39,505	\$ 39,505	\$ 39,505	\$ 39,505	\$ 39,505	\$ 39,505	\$ 39,505
1510084000	FCSS - Conditional Grant	\$ 22,350	\$ 31,425	\$ 31,425	\$ 42,519	\$ 42,519	\$ 43,845	\$ 43,845	\$ 43,845
1510085000	FCSS - Grasslands/TOB Contrib.	\$ 20,150	\$ 20,150	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
1510092000	FCSS - Transfer from Reserves	\$ 89,905	\$ 88,430	\$ 88,430	\$ 89,524	\$ 89,524	\$ 90,850	\$ 90,850	\$ 90,850
	Revenue Subtotal								
Expenditure									
2510011000	FCSS - Salaries	\$ 54,000	\$ 56,210	\$ 56,210	\$ 57,896	\$ 57,896	\$ 59,000	\$ 59,000	\$ 59,000
2510013000	FCSS - ER Contributions	\$ 3,600	\$ 3,893	\$ 3,893	\$ 4,050	\$ 4,050	\$ 4,150	\$ 4,150	\$ 4,150
2510013500	FCSS - AUMA Benefits	\$ 5,750	\$ 6,227	\$ 6,227	\$ 6,478	\$ 6,478	\$ 6,600	\$ 6,600	\$ 6,600
2510013700	FCSS - RRSP Contributions	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
2510015000	FCSS- Adm. Training/edu.	\$ 250	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
2510020000	FCSS Program - New	\$ 14,805	\$ 10,000	\$ 10,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
2510021100	FCSS - Travel/Sub.	\$ 700	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
2510022000	FCSS - Advertizing/Membership	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
2510059500	FCSS - Events	\$ 5,400	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
2510051000	FCSS - General G&S	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800
	Expenditure Subtotal	\$ 89,905	\$ 88,430	\$ 88,430	\$ 89,524	\$ 89,524	\$ 90,850	\$ 90,850	\$ 90,850
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SEPTEMBER 2022

FCSSAA NEWS

Family & Community Support
Services Association of Alberta

625, 7 Sir Winston Churchill Square NW
Edmonton, AB T5J 2V5 | 780-415-4790 | fcssaa.org



FCSSAA Annual Conference

**The 2022 annual conference
registration is now open!**



The conference is on November 16-18
at the Fantasyland Hotel in Edmonton.

The conference offers a range of sessions to choose from with
keynote presentations by Dr. Jody Carrington and Hal Johnson
and Joanne Macleod of BodyBreak and Amazing Race Canada.

In an effort to keep the conference fee reasonable, we are
offering two pricing options. The conference fee for members is
\$450 with a banquet ticket or \$400 without a banquet ticket.
Additional banquet tickets may be purchased for \$55 each.
The non-member registration fee is \$550 and \$500 respectively.

The conference sessions are all listed on the website.
For conference information and to register, [click here](#). Please
note the conference is in person, and sessions will not be
recorded.

Thank you to Calgary Bow-River for your work planning the
conference and securing presenters.

Fantasyland Hotel Rooms

There is a waiting list for the Fantasyland Hotel conference
rooms. Please check with other programs in your region before
you cancel any rooms. If a program has several rooms they don't
need, please send Colleen a list of rooms you won't need. If no
one in your region wants them, by October 7 we'll get the email
out on the 8th with whatever has been received. The hotel
needs final decisions by Oct. 16.

Breakfast with MLAs

A friendly reminder that the breakfast with the MLAs at the
conference is only for MLAs and registered delegates.
Unfortunately, we don't have the space to accommodate
any other guests.

Fall Regional Meetings

Fall regional meetings will take place in the afternoon of
November 16th at the conference. Each region will determine
their representative to the FCSSAA Board at the meeting.

FCSSAA AGM 2022

The 2022 FCSSAA AGM will be held at the conclusion
of the conference on November 18 (10:30 AM). The
AGM is an in-person event, there is no virtual option.

Each member program may assign two voting
delegates at the conference to vote electronically.
There will be more information about how to register
voters at the conference. The AGM package will be
sent out in October.

Program Sharing Market

The Program Sharing Market is a chance to share
your knowledge and work that has been done in
your community. We are looking for a few more
people to showcase a recent project or
program/service to share with other FCSS leaders
during a breakout session at the FCSSAA
Conference.

The session will have 8-10 different projects or
programs that have been run in other communities
from across the province. Participants will be given
the opportunity to listen and learn about projects
that are of interest at 15-minute intervals. The
session will allow participants to attend at least four
conversations with some networking time allotted
at the end. To participate, please contact Colleen
Burton Ochocki with a description of your
program/project. coordinator@fcssaa.org

New Brand Launch

Over the past year, the Advocacy and
Communications Committee of the
FCSSAA Board has been working on
a brand and marketing plan with
William Joseph Communications.

A new, refreshed look is coming and we
are excited to share the work at
the conference.





Silent Auction

The silent auction will be back in person at the conference. This is a great opportunity to showcase businesses or experiences in your community. More information will be sent out in the next month.

Video Projects

We are working on a couple projects to share at the conference -the Stronger Together "creedo" and sharing successes/highlights from your program. There is still a bit of time to get your submissions in. Please send them by September 29 to Mellissa director@fcssaa.org. Thanks to the programs who have submitted their videos!

Outcome Measures Trainers

The FCSS Outcome Measures Trainers are available to provide training and ongoing support around planning, implementing and reporting outcome measures for your local FCSS Programs. They would like to remind everyone that there are only a few months left to ensure you have implemented some measurement and have outcome data to report for 2022. And as a reminder, whether you measure outcomes for a program, or not, for every program, you MUST track and report # of participants, # of volunteers and # of volunteer hours. If you have any questions, need assistance with anything outcome related, or are curious about the next available training, please contact your OMT.

Karen Titanich ktitanic@telusplanet.net 780-435-6276

For Yellowhead and Northwest regions

Kim Kueber kimberlykueber@gmail.com 587-353-1205

For West Central, Calgary – Bow and South regions

Jannette Riedel j.riedel@mannville.ca 780-763-3005

For Edmonton Evergreen, Northeast and East Central regions

Lynn Pack lynnpack@telus.net 780-831-1333

For the Metis Settlements

Webinar - Tips on Sharing your Stories

If you weren't able to join us for the webinar on September 22 or you want to revisit the information, the recording for the webinar [is available here](#).

Webinar - Community Volunteer Income Tax Program: BEW FCSS Best Practices

Please join us on October 4 at 10:00 am via Zoom

Barons-Eureka-Warner Family and Community Support Services has been offering the Community Volunteer Income Tax Program (CVITP) for five years, and they have observed a steep increase in the popularity of the program. BEW FCSS has learned what works, what doesn't, and how to make the process more efficient. In this session, BEW FCSS will provide an overview of the CVITP program, the do's and don'ts of offering the tax program in your community, and a few of the best practices BEW FCSS has put in place over the last few years.

[Click here to register](#)

Office Closed

The FCSSAA office will be September 30th for Truth and Reconciliation Day and October 10 for Thanksgiving.



FCSSAA Board

2022 Board Meeting Dates

October 14 (online) and November 16 at the FCSSAA Conference. The new board will be appointed at the AGM.

FCSSAA Membership 2022-23

Invoices for the 2022-23 membership fees have been sent out.

Thank you for connecting to the provincial FCSS community through the FCSSAA.

We look forward to another exciting year!

**Thank
you!**



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