

FCSS Agenda

January 19, 2023 at 3:30 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 for January 9, 2023**
- 4. Adoption of Minutes**
 - 4.1 From December 5, 2022
- 5. Financial Summary**
 - 5.1 For period ending December 31, 2022
- 6. Director's Report**
 - 6.1 For the period ending December 31, 2022
- 7. CAO Report**
 - 7.1 None
- 8. Unfinished Business**
 - 8.1 Parents & Tots 2023
 - 8.2 Woman's Wellness 2023
 - 8.3 P-FCSS005 – New Member Application Policy - Amendment
- 9. New Business**
 - 9.1 March Programs
- 10. Correspondence**
 - 10.1 FCSS Accountability Framework
 - 10.2 Community Response Committee Updates
 - 10.3 Grasslands Funding 2023
- 11. Adjournment**

Next Meeting Date: February 6, 2023 at 3:30 p.m.

MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON December 5 , 2022

ADVISORY BOARD MEMBERS

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

ADMINISTRATION

- Amanda Davis, CAO
- Amanda Barron, FCSS Director

1. CALL TO ORDER

CHAIR HAUCK called the meeting to order at 3:30 p.m.

2. ATTENDANCE AND REGRETS

Director Barron announced that she accepted Juanita Peirson letter of resignation from the Bassano FCSS Board Advisory Board on December 5, 2022 effective immediately.

- Christine Petkau

3. ADOPTION OF AGENDA

FCSS 77/2022 Moved by **MEMBER JENSEN** that the December 5, 2022 agenda is approved as presented.

CARRIED

4. MINUTES OF OCTOBER 4, 2022

FCSS 78/2022 Moved by **MEMBER BASARAB** to approve the minutes of the November 8, 2022 FCSS Advisory Board meeting as presented.

CARRIED

5. FINANCIAL SUMMARY

FCSS 79/2022 Moved by **MEMBER SLOMP** to approve the financial summary for the period ending November 31, 2022 as presented.

CARRIED

6. DIRECTOR'S REPORT

6.1 Director's Report

FCSS 80/2022 Moved by **MEMBER MITCHELL** that the FCSS Directors report for the period ending November 31, 2022 is approved as presented and discussed.

CARRIED

7. CAO REPORT

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

9.1 P-FCSS005- New Member Application - Kevin Jones

FCSS081/2022 Moved by **MEMBER SLOMP** that having received new member application and completed the skill matrix in accordance with policy P-FCSS005, that a recommendation is made to town council to appoint Kevin Jones as a volunteer on the FCSS Advisory Board effective immediately.

CARRIED

FCSS082/2022 Moved by **CHAIR HAUCK** that the FCSS Director investigates the feasibility of having youth members on the FCSS Advisory Board as offered previously. An update regarding this investigation shall be provided at the regular meeting in January 2023.

CARRIED

9.2 February Programs – Open Discussion

FCSS083/2022 Moved by **CHAIR HAUCK** that the FCSS Director engages Art & Soul to request their interest to offer a Valentine's card making clinic as part of the month's Random Acts of Kindness mission. The clinic is intended to be offered at no cost to community members and may be provided for children, youth, adults, seniors, or a combination. Bassano FCSS will contribute \$200 for delivery of this program.

CARRIED

Member Mitchell departed the meeting at 4:18 p.m.

FCSS084/2022 Moved by **MEMBER SLOMP** that the FCSS Director invites the Bassano RCMP to partner on a positive re-enforcement program during the month of February as part of the Random Acts of Kindness mission. Bassano FCSS will contribute \$150 for the purchase of novelty items from local businesses such as slushies, chocolate bars, and other treats to be given at random to individuals in the community by the RCMP.

CARRIED

FCSS085/2022 Moved by **MEMBER BASARAB** that the FCSS Director develops a short video series with community members related to anti-bullying and instances of kindness as part of the Random Acts of Kindness mission. The videos shall be posted throughout the month of February to highlight the importance of kindness. Bassano FCSS will



contribute \$100 for the purchase of pink anti-bullying t-shirts to be given to video participants.

CARRIED

FCSS08/2022 Moved by **CHAIR HAUCK** that the FCSS Director prepares a Family Day Giveaway as part

of the Random Acts of Kindness mission. The giveaway shall include a voucher for an evening of bowling to be used before December 31, 2023. Individuals or families may be nominated by anyone at the Bassano Town Office, winner to be chosen via a random draw. Bassano FCSS will contribute \$50 towards this program.

CARRIED

10. CORRESPONDENCE

10.1 FCSSAA provided an update on foodbank grants dated November 24, 2022.

11. MEETING ADJOURNED

FCSS087/2022 Moved by **CHAIR HAUCK** for adjournment of the regular meeting at 4:35 p.m.

CARRIED

Chair Signature

Director Signature



TOWN OF BASSANO

(51) FCSS Department

Town of Bassano

December 31, 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	(1,250.00)	1,250.00
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(6,015.00)	(8,557.25)	2,542.25
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)	(32,439.30)	(37,930.70)
Expenses				
2-51-00-110-00	FCSS - SALARIES	56,210.00	48,635.94	7,574.06
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	3,893.00	3,688.29	204.71
2-51-00-135-00	FCSS - AUMA BENEFITS	6,227.00	3,638.11	2,588.89
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	800.00	400.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	500.00	1,560.92	(1,060.92)
2-51-00-200-00	FCSS PROGRAMS	10,625.00	4,920.80	5,704.20
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	2,215.00	1,937.60	277.40
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	400.00	1,460.79	(1,060.79)
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	3,799.00	1.00
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	7,588.90	(2,588.90)
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	9,310.44	(9,310.44)
* TOTAL Expenses		90,070.00	87,340.79	2,729.21

*** End of Report ***

FCSS Director's Report

Period Ending: January 31, 2022

Prepared By: Amanda Barron, Director



Supporting Community Members

SUPPORTS

Seniors Benefits

Through the month of December, we supported 4 community members in Seniors Benefits

Bassano FCSS also helped 2 individuals with Income and Rental supports.

PROGRAMS

Christmas Hampers

Bassano FCSS was able, with the generous support of our community members to provide Christmas Hampers to 27 families and community members this season. A community wide food drive was held December 16, 2022 to help provide needed supply for distribution, Bassano Fire helped to deliver these again this year. Bassano FCSS received a contribution on December 23, 2022 of \$968.35 this unused portion will be carried over to 2023 Hampers.

INITIATIVES

Welcome Wagon (WW)

Civic Address	Date Received
206 1st Ave	15-Oct-22
513 5th Ave	1-Nov-22
205 8th St	9-Nov-22
302 4th St	16-Nov-22
8th Ave Close	23-Nov-22

There were no Welcome Wagon packages distributed in December.

PROFESSIONAL DEVELOPMENT

Director Training

Currently all Gale Courses have been completed.

GENERAL UPDATES

Woman's Wellness 2023

On Thursday, December 29, 2022, an electronic motion passed that Bassano FCSS spend up to \$5,000.00 on the retaining of a speaker and entertainment with \$1,800.00 of which to be allocated to The Boob Tour comedy show to include an opening act and one headliner.

ACTION Required. This motion must be formalized in the January meeting minutes.

FCSS Director's Report

Period Ending: January 31, 2022

Prepared By: Amanda Barron, Director



Supporting Community Members

Comedians for Woman's Wellness 2023 have been secured and a non-refundable deposit of \$612.00 was given for this service.

Community Registration Night

Following the September 6, 2022, meeting the discussion regarding hosting a second Community Registration Night was tabled until the first quarter of 2023. I have taken the time to speak with members of various user groups in attendance. Most groups did not acquire new volunteers or members. They also found that most visitors were of an aging population and seeking opportunities of engagement at the social inclusion level. It was also mentioned that most participants felt that enrollment in programs were either too far in advance and that local associations did not have rates set for fees and services at time of facilitation.

Is the board requesting any further action with the Community Registration Night?

Youth on Board

After the Advisory Board meeting on December 5, 2022 I took some time to research the FCSS Act and Regulation to ensure there were no factors prohibiting the development of programming to initiate Youth on Board. During this discovery it became evident that both our mandate and regulation not only support but encourage the development of programs such as Youth on Board to promote and facilitate volunteer involvement while helping to develop the awareness of social needs.

I also contacted Ms. Brita Goldie Bassano School Principal, she felt that it would be a program of value to students with interest in volunteerism and community development from the social standpoint for youth of 16 years and older. They would be willing to give credits to students who participate and if allowed by mandate and regulations to allow the students to have full board participation including voting rights.

I can begin working on this initiative under the direction of the board with this foundational knowledge. **Discussion required.**

UPCOMING PROGRAMS

February Programs

Anti-Bullying Videos

The process of videoing for our anti-bullying kindness campaign upon my return from holidays. Pink shirts have been designed and were ordered on December 28, 2022.

Random Acts of Kindness

Kindness Coupons have been designed, I am awaiting RCMP involvement confirmation, I do not foresee any complications with this partnership.

FCSS Director's Report

Period Ending: January 31, 2022

Prepared By: Amanda Barron, Director



Supporting Community Members



Valentine Card Making Collaboration

A letter of invitation to Art and Soul was hand delivered to Mirijam Janzen on December 22, 2022, in supporting the facilitation of a Valentine card making craft. Our proposal for a \$200.00 sponsorship was accepted.

Attachments

1. Action Items

Kelly, T.	Resolution index	
Kelly, T.	Rotate minutes on website.	
Barron, A.	Send recommendation to CAO re: appointment of Kevin Jones to council.	Completed 10-06
Barron, A.	Update policy P-FCSS005 - grade matrix has duplications - policy to be included on Jan. agenda.	Completed Dec 28, 2022
Barron, A.	Pending K. Jones appointment, prepare board binder.	Completed Dec 28, 2022
Barron, A.	Pending Kevin Jones appointment complete board member onboarding documentation and provide to CP.	Completed Dec 28, 2022
Barron, A.	Investigate Act, and Regulation to determine feasibility of having youth members join the Advisory Board - report back to board in Jan.	Completed Dec 14, 2022
Barron, A.	Draft letter to Art & Soul to offer Valentine's card making clinic. Develop program outline.	In progress 12-6
Barron, A.	Engage with RCMP to collaborate on Distribution of RAK coupons for youth. Pending their involvement, prepare a program outline for delivery.	In progress 12-8
Barron, A.	Create RAK vouchers for RCMP.	Completed Dec 28, 2022
Barron, A.	Purchase Coupons at local Buisnesses to a maximumm of \$150.00	
Barron, A.	Develop program outline for anit-bullying video series.	in progress 12-08
Barron, A.	Prepare anit-bullying videos with community members, RCMP, BEO, council, etc. edit videos and prepare for posting in Februaury.	
Barron, A.	Order pink-shirts for anti-bullying series.	ordered Dec 28,2022
Barron, A.	contact Ms. Goldie at Bassano School to Participate in Video clips with staff and students	In progress 12-08
Barron, A.	prepare and distribute social media initiative for RAK & Anti-bullying	in progress 01-06-23
Barron, A.	Create and distribute February Programs Advertising	in progress01-06-23
Barron, A.	Purchase Bowling Rental Pass to a maximum of \$50.00	

FCSS Director's Report

Period Ending: January 31, 2022

Prepared By: Amanda Barron, Director



Supporting Community Members

Barron, A.	Develop hype around family day give away.	
Barron, A.	Place nomination Box at Town Office for Family Day Giveaway	
Barron, A.	Plan and provide Christmas Party to Advisory Council.	in progress 01-06-23

Revised



REQUEST FOR DECISION

Meeting Date: January 19, 2023

Agenda Item: 8.1

Parents & Tots 2023

BACKGROUND

The Parents & Tots program in collaboration with SPEC was facilitated in Bassano for several years, as SPEC shifted into the Spoke and Hub framework, facilitation was paused. SPEC approached Bassano FCSS with the opportunity to renew our collaboration to offer Parents & Tots programming for the 2023 calendar year. The board expressed an interest to collaborate on the program at their November 8, 2022 meeting – administration was directed to prepare a set of terms for the program.

Program Schedule:

- Third Tuesday monthly from 9:30 a.m. – 11:00 am. at the Bassano Community Hall.

FCSS Roles and Responsibilities

- Acquire location, provide access, and bear financial responsibility – confirmed. There is no cost to rent the Community Hall for FCSS programs and events per Bylaw 913/21.
- Help promote meeting dates through posters, electronic sign, and online advertising. The total cost of advertising is anticipated at <\$100/annum. plus administrative time.

SPEC Roles and Responsibilities

- Prepare and facilitate program.
- Supply all relevant materials for facilitation.
- Ensure building cleanliness is maintained.

OPTIONS:

#1 – That the Family and Community Services Advisory Board partners with SPEC Association to offer a Parents & Tots program in 2023 with administration preparing a Terms of Reference prior to commencement in accordance with the program outline.

#2 – That the Family and Community Services Advisory Board forego facilitating Parents & Tots for the 2023 calendar year.

DIRECTOR COMMENTS:

Community members have expressed an interest in having the Parents and Tots program available in Bassano.

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 partners with SPEC Association to offer a Parents & Tots program in 2023 with administration preparing a Terms of Reference prior to commencement in accordance with the program outline.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Parent & Tot Program Outline 2023

Revised



PROGRAM OUTLINE

Implementation Date: February 2023

Parents & Tots 2023

Purpose

The purpose of this document is to provide overview of the Parent & Tots program. The FCSS Advisory Board indicated support for this program, with the intent that it comes into effect in 2023 (M#FCCC073/2022).

The Parent & Tot program meets aligns with the FCSS mandate in the following ways:

- Coordinating with community organizations.
- People have positive social relationships.
- People are self-reliant, resilient and function in a positive manner.
- Promotion and delivery of strategies at the earliest opportunity.

The target audience we aim to attract for the program is:

- Families new to the area
- Socially isolated individuals
- Parents who want support in parenting skills

Program Delivery

SPEC Association approached Bassano FCSS to partner on the delivery of the Parent & Tot program for the 2023 calendar year. The program is intended to foster development skills in young children and promote parental communication.

In their first few years of life, young children acquire social and emotional skills, such as regulating emotions, sharing with others, and following instructions. These skills lay the foundation for developing literacy, numeracy and other cognitive abilities that are critical for success in school and life. Parents improve their social communication skills and connection with their children and other participants.

Many benefits can be gleaned from the Parent & Tot program. Examples are shown below.

- Improved ability to communicate with peers and adults
- Development of self-awareness
- Improved cooperative teamwork
- Ability to set and achieve individual goals
- Development of persistence
- Development of emotional management skills
- Greater active listening skills
- Reduced bullying

- Fewer health problems

SPEC will be providing a qualified facilitator to deliver programming available to parents (or caregivers) with children aged 0- 6 years to promote social connections for the adult and to encourage healthy play-based learning for children. This program incorporates FCSS prevention strategies such as promoting social belonging, encouraging engagement and the development/maintenance of healthy relationships.

No application process to acquire this service, and SPEC does not require a minimum number of participants to facilitate the program. There is one contingency, if there are no attending participants for two consecutive dates, the program will be cancelled.

Program Schedule:

Third Tuesday of each month from 9:30 a.m. – 11:00 a.m. at the Bassano Community Hall. *(Pursuant to Bylaw 913/21 Family and Community Support Services Bylaw, Municipal Responsibilities 15.3 the municipality will grant FCSS access and use of municipal buildings for the purpose of facilitating programs and events at no cost when the municipal building is available).*

Bassano FCSS's Roles and Responsibilities

- Provide a location for the program with access (includes any costs for the facility).
- Promote and advertise the program through print, online, and word-of-mouth.
- Liaison and coordinate with SPEC administration.
- Provide a program survey to SPEC to have participants complete to validate the program.

SPEC's Roles and Responsibilities

- Prepare and facilitate program.
- Supply all relevant materials for facilitation.
- Ensure building cleanliness is maintained.
- Promote and advertise the program through print, online, and word-of-mouth.
- Liaison and coordinate with the FCSS Director.
- Provide a program outcomes report.
- Ensure participants complete the survey provided by FCSS to validate the program.

FCSS Anticipated Cost

- Annual fee \$100 for print/distribution of marketing material.
- Administrative time = 20 hours.

Outcome Measures

To ensure we meet our program outcomes, FCSS will provide a survey to SPEC for attendees to fill out with the purpose of answering the questions below.

- As a result of the Parents and Tots program my family plays together more often.
- As a result of the Parents and Tots Program I do things with my child to help him/her learn more.

- As a result of the Parents and Tots Program I feel more positive in my role as a parent.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting Date: January 19, 2023

Agenda Item: 8.2

Woman's Wellness 2023

BACKGROUND

At the Advisory Board Meeting on November 8th, 2022 it was decided to begin planning Woman's Wellness Day on April 1st, 2023 to be hosted at the Community Hall. It was also decided at that time to not form an Ad Hock committee as the board size is small enough that each voice would be required to create a quality experience for ticket purchasers.

In planning to have a unique experience this year it is necessary to look back at the 2020 event.

The 2020 Women's Wellness included the following:

- The ticket price was set at \$50.00 each with a maximum of 150 tickets available
- Additionally, tables of 8 could be purchased at \$400.00 to allow for groups to purchase together
- Ticket sales began on December 1st and closed on February 15th for the March 7th event date.
- Sponsorship letters were distributed to various businesses with a range of sponsorship levels, these contributions were used for various expenses and donors were recognized within the event pamphlet.
- The event included two speakers as well as a craft bag project that was facilitated by Necia's Notables. This craft was provided at a cost of \$25.00 per person which was included in the ticket cost.
- Food Service for the event included a breakfast service of fruit, yogurt and muffins, as well as a catered meal from Subway.
- According to documentation the planning of this event began in May of 2019.

Clarification and Considerations

Time has gotten very short in the planning of Woman's Wellness 2023. To have a successful event the FCSS Advisory Board will need to make decisions to pertinent event details. The decisions that are of the utmost time sensitivity and importance include;

- Theme
- Speaker(s) and/or Entertainment
- Decorating
- Food Service/ Catering
- Ticket Price
- Sponsorship
- Door Prizes
- Event Schedule/Timeline
- EMCEE

In order to successfully facilitate Woman's Wellness Day the FCSS Advisory Board will need to secure and begin planning on key elements that enhance the experience during our function.

This open discussion is intended to provide guidance and direction. As a result of this Open Discussion, it is essential that we have clear directives to ensure the successful facilitation of this event.

Additional information will be presented at the meeting. We ask that the board comes prepared for a lengthy planning discussion related to Women's Wellness.

Attachments:

1. Program Outline – Women's Wellness 2023
2. Working Program Budget – Women's Wellness 2023
3. Volunteer Sign-up Sheet - *Draft*

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Women's Wellness 2023

PURPOSE

Woman's Wellness 2023 is typically designed to be an uplifting event where women of all ages can come together and share an afternoon of social interaction, learning, celebration, and laughter. The outcomes we hope to achieve includes a feeling of social inclusion/acceptance, belonging and or reconnecting to your community, an increased feeling of personal value and acceptance of oneself.

DELIVERY

On April 1, 2023, ladies from Bassano and surrounding areas will be immersed in a day specifically designed for women. A day to laugh, grow personally, and be part of the community of women. To attend, one must purchase a ticket. This will include a light breakfast, lunch service, and a mid-day snack, Boob Tour comedy show and Speaker, access to draws and chances at door prizes. Woman will have opportunities to visit and enjoy camaraderie during lunch and get some movement in between speakers.

Theme

BLOOM BABY BLOOM: Flowers need to have sunshine, water, and nutrient rich soil. Human beings are no different, we too need to nourish ourselves in body, mind, and spirit to experience whole body wellness. Bassano FCSS can help achieve this by planting the seeds of self-worth through our speakers, nurture our bodies with healthy food and drinks, water ourselves with the rain of laughter and spread sunshine in the form of social connections.



Location

Bassano Community Hall on April 1, 2023 from 9:00 a.m. - 3:00p.m.

Tickets

We need to determine the minimum and maximum number of tickets to be sold for the event. Looking at past ticket sales and attendees, we averaged 100. Rather than trying to overshoot ticket sales, it is wise to pick a set number and ensure all tickets are sold. The reason this makes sense for this event is a) timing; b) catering; and c) experience. Additional tickets could be offered for personal

invitations to increase the number of attending guests. This is one way to manage the budget. Our goal is to ensure the event breaks even. If there is a deficit, the loss must be funded directly from the FCSS programming budget for the year.

Ticket pricing must also be considered. What is a reasonable price for tickets based on the function. It is important that we consider economics (what people can afford to pay versus what we are offering as a service). Traditionally, tickets sold for \$50 each. Can we program the event and breakeven at that price? *Discussion required.*

Recommendations:

Donations and Fundraising

Leading up to Women’s Wellness and occurring near the event, there are many functions that have called upon business for donations/fundraising – a few examples are below.

- November 2022 – fundraiser for the Arena Management Board - \$140,000+
- December 2022 – Christmas Hamper donations = \$8,000+
- June 2023 – BBQ Competition - \$10,000+

Many sports team and community events will look to our local businesses for sponsorship. We need to take a closer look at our expectation to receive donations for the event and what is reasonable to ask for (if any). This decision will impact the budget.

Event Timeline

For reference, a draft event schedule is shown below. *Thoughts?*

Debrief the past event – what worked well, what did not?

9:00 AM	Registration
9:30 AM	Welcome
9:45 AM	Opening Remarks Town of Bassano
10:00 AM	Andrea Howlengar
11:30 AM	Walk fit with FCSS
12:00 PM	Lunchtime
1:00 PM	Boob Tour Comedian
1:45 PM	Intermission/ Refreshments
2:00 PM	Boob Tour Comedian
3:00 PM	Prize Draws
3:15 PM	Closing Remarks

Budget

This is a representation of estimated costs to host the event.

EMCEE

The FCSS Director and or Members of the Advisory Board will be the EMCEE’s for this event. *Thoughts? Who will be comfortable with this role?*

Event Décor

We have several suitable décor items in inventory that will match with our theme including,

- White table linens
- Colorful and flowered table centers
- Decorative Mason Jars, Glittered Bottles or Mirrored Pillars for bouquets or plants
- Battery operated string lights
- Black River Rocks

Flowers and Décor - \$450.00

Through the incorporation of live flowers, plants and/or succulents as table centerpieces we are able to reinforce our theme of nourishment, growth and wellbeing, this will also allow us to save additional cost by drawing them as prizes at the end of our event.

Food Service

Breakfast – Croissants, Yogurt, Seasonal fruit \$250.00

Lunch – TBD \$1,500.00

Snacks – TBD \$250.00

Cleaning Service \$300.00

Beverages Coffee, Tea, and Spritzers - \$250.00

If choosing to have wine, we could sell tickets at \$2.50 each

I would recommend the omission of alcoholic beverages at Women's Wellness 2023, with the theme proposed it contradicts our messaging of nourishing the body and mind.

Meal preferences? Catering ideas? Liquor? Discussion required.

- Hometime BBQ/Bakery
- Rosies Roadside Grill
- Armondo's
- Salad, Soup, Meat Platter, Buns served to each table
- Spritzers

It is also important to note that we will have additional meals being served to ourselves and our speakers, entertainers and volunteers that will directly impact our budget.

Speaker/Entertainment

Boob Tour Comedians \$1,800.00

Andrea Howlengar \$3,500.00

Sponsorship

Bassano FCSS will require the generation of Sponsorship money to help recoup some of the additional costs should we choose to outsource some of the program duties such as food and decorating.

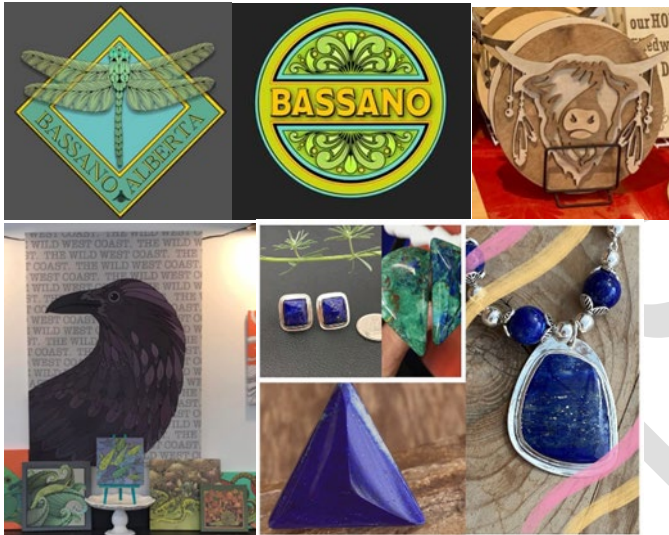
Corporate Sponsorship possibilities.

- Hale Ranch Beef Bassano Alberta
- Sexy AF Spirits (nonalcoholic, plant based) located in Calgary Alberta
- Microgrins, Brooks Alberta

Door Prizes/ Money Generators

Table Centers could be drawn as door prizes to keep costs low, and an additional budget of \$300.00 was allotted towards the purchase of door prizes. Bassano FCSS could promote local artisans.

- Stickers/ Artwork by Bank Creative
- Handmade Jewelry Earth Art by J (Judy Lasslop)
- Local Woodworking (Mike Baxter)
- Art and Soul Pottery, Artwork



Included in the budget was a \$700.00 projected earning on 50/50 and ticket sales at the door based upon previous years income. *Does the board want to sell 50/50 tickets at the event? Discussion required.*

Volunteer Positions

This event will require significant volunteer support, pre, during, and post. Volunteer positions and tracker will be presented.

It would be nice to have an FCSS Board lead movement break built into the program such as a walk fit type exercise, 15 mins of low impact fun to get the crowd engaged. We could even dress up in retro 80's style workout gear to add to the fun.

Outcome Measures

To ensure Bassano FCSS is successfully fulfilling our mandate and continue to provide programs that enhance the social needs of our community we must provide aggregated data in the form of Outcome Measure Surveys. Listed below are the Outcomes we hope to achieve for Women's Wellness 2023.

- As a result of attending Women's Wellness 2023 I have reconnected with people in my community.
- Attending Women's Wellness 2023 has helped me feel good about myself.
- Attending Women's Wellness 2023 has helped me feel a sense of belonging to my community.
- Attending Women's Wellness 2023 has helped me believe I have the ability to improve my life.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Revised

**Volunteer Sign up Sheet - Town of Bassano
FCSS Women's Wellness 2023**

Pre Event	Volunteer	During	Volunteer	Post Event	Volunteer	
Supply Shopping		EMCEE'S		Take down Décor		
				Wash table cloths		
Groceries				Package and return		
Door Prizes		Registration				
Centerpieces						
Food Preperation		Breakfast		Tables and Chairs		
Turn on Cooler				Wash and take down tables		
				Return chairs		
		Lunch				
Venue Preperation				Venue Clenup		
Tables				Kitchen		
Chairs				Main		
Décor		Snacks		Cooler		
Sound and Lighting						
Ticket Sales						
Amanda				Garbages		

**Volunteer Sign up Sheet - Town of Bassano
FCSS Women's Wellness 2023**

Tammie						
Evelyn						
Christine						
Alice						
Sandra		FCSS MOVEMENT				
Heather						
Kevin						
Sponsorship						
Corporate						
Local						
Catering						
Lunch Servers		Prize Draws				
Caterer						



P-FCSS005 New Member Application Policy – Amendment

BACKGROUND

At the Bassano FCSS Advisory Board Meeting on December 5, 2022 we discovered a duplication of wording within policy P-FCSS005 – Appendix B. Possesses *Identified Deficit Skillset Within the Current FCSS Board* was removed.

OPTIONS:

#1 – That the Family and Community Services Advisory Board approves policy P-FCSS005 New Member Application Policy as amended.

DIRECTOR COMMENTS:

This is an administrative update.

PROPOSED RESOLUTION:

#1 – That the Family and Community Services Advisory Board approves policy P-FCSS005 New Member Application Policy as amended.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS005 – New Member Application Policy - Amended



Policy Title	Family and Community Services Advisory Board – New Member Application Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	Amended – February 8 th , 2022
Policy Number	P-FCSS005
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – February 4, 2021

Policy Statement

The Family and Community Support Services Advisory Board will be comprised of eligible community members who will serve a term of commitment on the board.

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.

Town Council – means the elected body of the Town.

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

The FCSS Advisory Board shall actively promote its membership opportunities to attract a diverse mix of volunteers to support/advance the interests of social programming that aligns with the Town’s strategic goals and the FCSS Advisory Board’s mandate.

To be considered for the volunteer board appointment, an application must be submitted to the Director in accordance with this policy.

1. Applicants wishing to join the FCSS Advisory Board will be required to submit a letter of interest to the Director with the inclusion of a current Criminal Record Check, Child Intervention Record, and Board Skill Matrix (Appendix A). The Criminal Record Check and Child Intervention Record will remain confidential and held at the Town Office.

2. The Director will complete a preliminary review of the application for completion. If the application is complete, the application will be presented to the FCSS Advisory Board for consideration unless there are criminal record or intervention concerns. If concerns are identified the application will be brought forward to CAO to determine suitability for board membership.
3. In considering each applicant, the FCSS Advisory Board shall review the letter of interest, and the Board Skills Matrix. The application will be graded using Appendix B.
4. The FCSS Advisory Board shall make recommendations to Town Council regarding the appointment of a new Advisory Board Member. The recommendation shall be provided to the CAO in writing per the prescribed form (Appendix C).
5. Town Council shall take the comments and suggestions of the FCSS Advisory Board into consideration when considering the formal appointment of the applicant. If Town Council does not agree with the recommendation made by the FCSS Advisory Board, a meeting will be arranged to gain consensus before a final decision is made to ensure relationships are maintained.
6. The CAO shall complete Appendix C and return it to the Director stating the decision of council on the proposed Advisory Board member appointment.
7. The FCSS Director shall provide an Orientation process with each newly appointed FCSS Advisory Board Member.

Length of Term

1. Each new applicant will be subject to a 3-month probationary period. In this period the new applicant will be able to review the time commitment requirements of being a FCSS Advisory Board Member and ensure it is a fit for their life style. During the probationary period the new Advisory Board Member will not be part of any in-camera sessions. If at any time during the three month probationary period it is deemed, by the FCSS Board of Directors, that the new applicant is not able to fulfill the duties of an Advisory Board Member the FCSS Board will reserve the right to terminate the relationship with the applicant.
2. At the end of the probationary period, Advisory Board Member appointments shall be for a minimum of a three (3) year term.
3. At the end of a three (3) year term a, FCSS Advisory Board members may re-apply to Council for a consecutive term. The maximum number of terms is indefinite pending the appointment of Council.
4. The Director shall maintain an Advisory Board Member tracking sheet (Appendix D).



Confidentiality

1. All Board Members will be required to sign a Confidentiality Agreement provided by the Town.
2. The Director shall provide the CAO with all final documents related to the FCSS Advisory Board Member listed for security.

END OF POLICY

Amended

Applicant Check List

Letter of Interest
* Date Received: _____

Completed Skill Matrix
* Date Received: _____

Criminal Record Check
* Date Received: _____

Vulnerable Sectors Check
* Date Received: _____

* Date reviewed By FCSS Director: _____

* Date presented to FCSS Board: _____

* Date presented to CAO: _____

Applicant was Successful
in their application

Applicant was not Successful
in their application

* Date of applicant notification: _____



'Appendix D'

Board Member File Front Sheet

to be updated yearly

File sheet updated on: _____

Member Name	_____
Member Phone Number:	_____
Member Mailing Address:	_____
Member Home Address	_____
Member Email	_____

Date of Commencement with FCSS Board _____

Current Appointment Commencement Date _____

Term of Appointment Choose an item.

Appointment end date _____

Consecutive Terms Served Choose an item.

Membership Position Choose an item.

Copies of the following included in board member file:

- Letter of Interest
- Completed Skill Matrix
- Criminal Record Check *(must be valid within 3 years)*
* Date: _____
- Child Intervention Record Check *(must be valid within 3 years)*
* Date: _____

Is this board member part of any committees? Choose an item.

Committee Appointment: _____

Term Start: _____



Term End: _____

Amended

Board Skills Grade Matrix

The FCSS Advisory Board will use this matrix to determine if an applicant meets the needs of the board in an unbiased manner. This matrix will support the FCSS Advisory Board's recommendation to Town Council for the applicants appointment.

Applicant Name: _____

Date of Application: _____

Date of Review: _____

Board Skills Grade Matrix Completed by: _____

This person lives within the community of Bassano.	
Ability/Availability to attend monthly FCSS Board Meetings	
Ability/Availability to engage in and volunteer at FCSS events	
Possesses IDENTIFIED DEFICIT SKILL SET WITHIN THE CURRENT FCSS BOARD	
Previous Experience with Board Membership and Volunteer Positions	
Knowledge of the FCSS programming, mandates and guidelines	
	Total
	0

Applicants will be graded on a scale from 1 - 3 for a potential maximum score of 21.

Applicants must have a minimum score of 10 for applications to be recommended to council.

Each board member will be eligible to anonymously complete a grading scale for the applicant.

All grading scales will be provided to the FCSS Director and a average of scores will be created.

The score average will be presented to Town Council along with the member application package for approval of membership on the FCSS Advisory Board.

Grading Legend

- 1** Does not meet required skill
- 2** Meets Minimum required skill
- 3** Exceed minimum required skill

Board Skills Grade Matrix

The FCSS Advisory Board will use this matrix to determine if an applicant meets the needs of the board in an unbiased manner. This matrix will support the FCSS Advisory Board's recommendation to Town Council for the applicants appointment.

Applicant Name:

Date of Application:

Date of Review:

Board Skills Grade Matrix Completed by:

This person lives within the community of Bassano.	
Ability/Availability to attend monthly FCSS Board Meetings	
Ability/Availability to engage in and volunteer at FCSS events	
Possesses IDENTIFIED DEFICIT SKILL SET WITHIN THE CURRENT FCSS BOARD	
Previous Experience with Board Membership and Volunteer Positions	
Knowledge of the FCSS programming, mandates and guidelines	
	Total
	0

Applicants will be graded on a scale from 1 - 3 for a potential maximum score of 21.

Applicants must have a minimum score of 10 for applications to be recommended to council.

Each board member will be eligible to anonymously complete a grading scale for the applicant.

All grading scales will be provided to the FCSS Director and a average of scores will be created.

The score average will be presented to town council along with the member application package for approval of membership on the FCSS Advisory Board.

Grading Legend

- 1 Does not meet required skill
- 2 Meets Minimum required skill
- 3 Exceed minimum required skill



OPEN DISCUSSION

Meeting Date: January 9, 2023

Agenda Item: 9.1

March Programming

BACKGROUND

Bassano FCSS in recent years has focused primarily on Woman's Wellness throughout the month of March as International Women's Day falls on March 8th. March is also centered around Fraud Prevention month.

On December 5, 2022, a member of the local RCMP detachment was in the Town Office doing a survey on our level of knowledge with regards to fraudulent activity occurring in our area. There is a need for educating the population about the latest means perpetrators are using to conduct fraudulent activities and manners in which to protect ourselves. At this meeting the Constable Lin indicated that collaborations are possible to ensure the safety of the public and would be a free service with Bassano FCSS providing facilitation space to host a fraud prevention information session. This is a welcome opportunity to bolster our relationship with the RCMP as well as creating a safe space for fostering introductions of our new members to the community in a capacity building session on fraud reduction and awareness.

Clarification and Considerations

- Bassano FCSS has already committed to the facilitation of Woman's Wellness Day to be hosted on April 1st of 2023, which will require substantial time to plan and facilitate.
- There is a need for education surrounding Fraud prevention as incidents of fraudulent activity is on the rise.
- Due to everchanging methods criminals use in activities maintaining a fraud prevention strategy to the community at large would aid in protecting against becoming victimized.

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 March programs to the board, as well as ensure all appropriate administrative policies are in place. Being new to this position, I would like to request that we continue to focus on delivering Women's Wellness and re-evaluate our timeline to support a Fraud Prevention Program. We will be at our maximum and it is not reasonable to add more programs.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO



Family and Community Support Services Accountability Framework



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Introduction to the Accountability Framework

The Government of Alberta's Strategic Plan includes a commitment to ensuring Alberta's government is responsive, accessible and will pursue opportunities for reform to enable the delivery of cost-effective, sustainable, and client-centred services¹. The Ministry of Seniors, Community and Social Services (Ministry) is committed to ensuring services are innovative, delivered in a fiscally responsible manner, and meet targeted outcomes that support Albertans². Accountability is central to these commitments and is fundamental to good government. Accountability creates an environment that:

- provides risk management appropriate to the desired outcomes;
- promotes continuous improvement and builds capacity to achieve better performance;
- provides public assurance that money is being spent appropriately and value is being obtained; and
- ensures compliance and due process for equitable and fair treatment of individuals and organizations.

As a steward of public resources, the Government of Alberta is responsible for ensuring accountability within the provincial Family and Community Support Services (FCSS) Grant Program.

The FCSS Accountability Framework

The FCSS Accountability Framework (Framework) builds on the strengths and the rich history of local FCSS programs that deliver services in communities across Alberta. The Framework reflects the collaboration between local FCSS programs, municipal associations, and the Government of Alberta who came together to develop the Framework with the intention of providing guidance for both the Ministry and local FCSS programs in designing and delivering preventive social services that fit Albertans' needs now and into the future.

The Framework will provide clarity about how FCSS supports are having an impact in the lives of Albertans. In this context, the Framework serves as a guide to both local FCSS programs and to the Ministry that administers the provincial FCSS Grant Program. Key elements of the Framework are:

- a common definition of prevention to guide both local FCSS programs as well as the provincial FCSS Grant Program;
- direction on provincial prevention priorities and strategies to help guide the work of local FCSS programs;
- a clear governance structure with roles and responsibilities for both the Government of Alberta and participating municipalities and Metis Settlements; and
- an outcomes model and key performance measures to demonstrate the impact and value of FCSS within communities as well as the collective impact to Albertans.

FCSS Accountability Framework governance

The Government of Alberta provides direction, guidance and oversight for the provincial FCSS Grant Program including identifying provincial prevention priorities and funding allocation. The Government also ensures appropriate reporting and key performance measurement practices are in place to demonstrate accountability to Albertans for the grant funding. Participating municipalities and Metis Settlements are responsible for identifying local social priorities and needs that align with FCSS legislation, the Framework, and associated policies. They are also responsible for designing, delivering or funding services in their community. The Government of Alberta, participating municipalities and Metis Settlements, and other FCSS stakeholders work collaboratively to ensure the successful administration and management of the provincial FCSS Grant Program.

To ensure ongoing engagement and partnership and to strengthen the collaborative nature of the FCSS Grant Program, a permanent Steering Committee will be established. The Steering Committee will be co-chaired by a representative of the Family and Community Support Services Association of Alberta (FCSSAA) and a senior leader from the Ministry responsible for the FCSS Grant Program. The Steering Committee will include membership from relevant Government of Alberta departments as well as representatives from local FCSS programs, with consideration given to programs that serve different geographic areas and have different community needs (e.g.; children and youth, seniors, families). Representatives from Alberta Municipalities, the Rural Municipalities of Alberta and the Metis Settlements General Council will also participate on the Steering Committee. The Steering Committee will meet regularly. At meetings, stakeholders will discuss the FCSS Grant Program, identify issues and suggest program or policy changes. The Steering Committee is not meant to replace other venues for ongoing collaboration and coordination between local FCSS programs, FCSS stakeholders and the Ministry, such as the Directors' Network meetings, and the annual FCSSAA conference.

The Family and Community Support Services Program

The provincial FCSS Grant Program is a partnership between the Government of Alberta and participating municipalities and Metis Settlements to design and deliver local preventive social services to improve the well-being of individuals, families and communities. Since its inception in 1966, the provincial FCSS Grant Program has become widely recognized across communities in Alberta as a cornerstone program providing local preventive social supports.

The FCSS program is made of up two key components: 1) provincial grant funding, and 2) the local contribution, both in financial resources and the time, talent and skills at the community level to deliver preventive social services. All municipalities and Metis Settlements are welcome to participate in the program. The grant program is based on an 80/20 funding partnership. The Government of Alberta contributes 80% of the funding for this program, while participating municipalities and Metis Settlements are required to match the remaining 20%. Many communities also contribute funding beyond their required contribution or seek additional funding from other sources to enhance their program offerings.

At the local level, a municipality or Metis Settlement council chooses whether to establish a program, and enters into an agreement with the province to jointly fund local programs. The participating municipality or Metis Settlement determines how FCSS funding is allocated based on local needs and provincial prevention priorities within the FCSS mandate. The types of programming offered in each community are reflective of the needs and circumstances of those communities. The provincial FCSS Grant Program is intentionally flexible to allow local FCSS programs to use a variety of preventive approaches in responding to social issues and building resilience. FCSS services enhance strengths, skills and abilities, build individual or community safeguards, and address protective and risk factors.

There is also flexibility within the provincial FCSS Grant Program to allow for a variety of delivery models at the community level. Some local FCSS programs deliver services themselves or fund other organizations to deliver services in their community, while others partner together to form multi-municipality programs that serve a broader geographic area. Local FCSS programs maximize and leverage community partnerships and connections, developing strong relationships within communities to address local social needs. Local FCSS programs also often work in partnership with other community organizations such as school boards, senior serving organizations, health services, and police services. Local FCSS programs also harness the power of civil society through a significant degree of volunteer involvement.

Programs offered through FCSS serve all ages and demographics and reach rural and remote communities. Typically, more than 300 municipalities and Metis Settlements provide FCSS services to Albertans through local FCSS programs each year. Programs serve over one million Albertans annually with almost all of the province's population having access to FCSS services where they live.

FCSS mandate and authority

The provincial FCSS Grant Program receives its mandate from the *Family and Community Support Services Act* (FCSS Act) and the *Family and Community Support Services Regulation* (FCSS Regulation). The FCSS Act is the legal framework under which FCSS operates. The FCSS Regulation sets out the responsibilities and service requirements that a municipality or Metis Settlement must meet to be eligible for funding. The Act and Regulation also provide an overview of the reporting requirements for local FCSS programs, including annual financial audit requirements as well as broad requirements that local FCSS programs need to fulfil. Further direction to local FCSS programs can be found in Grant Program documents that are not part of the Framework (see Government of Alberta resources section).

The FCSS Regulation is clear about the types of services a local FCSS program can and cannot provide. It states that all services provided under a local FCSS program must *“be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity”* [Section 2.1 (1)(a)].

The FCSS Regulation provides further direction that services provided under a local program must do one or more of the following [Section 2.1(1)(b)]:

- help people to develop independence, strengthen coping skills and become more resistant to crisis;
- help people to develop an awareness of social needs (e.g.; community needs assessments);
- help people to develop interpersonal and group skills which enhance constructive relationships among people;
- help people and communities to assume responsibility for decisions and actions which affect them; and
- provide supports that help sustain people as active participants in the community.

The FCSS Regulation also provides direction on the types of local programs and services that would typically be ineligible for FCSS funding. Types of activities that are not eligible for funding include those that provide primarily for recreational needs or leisure time pursuits; direct assistance (e.g.; money, food, clothing or shelter); those that are primarily rehabilitative in nature; and services ordinarily provided by a government or government agency. The FCSS Regulation allows for direct assistance including money, food, clothing or shelter during a public health emergency under the *Public Health Act* or under extenuating circumstances, as determined by the Minister.

Roles and responsibilities within the FCSS Program

Prevention is a shared responsibility. Governments working on their own cannot solve social problems. Social change requires coordination and collaboration between government, civil society, and engaged Albertans. Alongside and supported by government, Albertans, communities and civil society organizations are instrumental in identifying and developing solutions to social problems and are critical to the functioning of the FCSS program.

While the program relies on support from civil society organizations and volunteers, the Government of Alberta and participating municipalities and Metis Settlements are the key partners in the provincial FCSS Grant Program. Each have unique responsibilities to ensure the successful delivery of prevention programming in communities. The FCSS Act and Regulation outline *legislated* responsibilities for the Government of Alberta and participating municipalities and Metis Settlements, while the following table provides further direction on key roles and responsibilities.

	Municipalities and Metis Settlements	Government of Alberta
Roles	<ul style="list-style-type: none"> Set local priorities that align with identified community needs and provincial prevention priorities. Support individuals, families and communities across the lifespan through preventive social programs and services (primary and secondary prevention). Leverage local community capacity in design, delivery and coordination of preventive services. 	<ul style="list-style-type: none"> Assess provincial-level social needs and set provincial prevention priorities. Provide guidance on provincial prevention priorities to support local FCSS programs in addressing local community needs. Collaborate and engage with FCSS stakeholders to strengthen community preventive services across the province.
Responsibilities	<ul style="list-style-type: none"> Establish, administer and operate local FCSS programs. Design and deliver preventive social programs. Evaluate, monitor, and report. 	<ul style="list-style-type: none"> Establish program mandate (FCSS Act and Regulation), provincial program budget, policy documents and direction. Establish funding allocation and agreements. Provide provincial oversight and guidance, including monitoring program effectiveness and achievement of outcomes.

Risk Management

Risk is the uncertainty around future events and their potential to affect the achievement of objectives and outcomes. Risk management looks to improve decision-making under uncertainty to maximize the benefits and minimize the costs. The FCSS Act, FCSS Regulation and funding agreements are the key tools used to mitigate and manage risk for the provincial FCSS Grant Program. Along with the Framework, these documents provide direction to participating municipalities and Metis Settlements about provincial priority setting based on key social issues, program requirements (including responsibilities of municipalities and Metis Settlements), service requirements, prohibited and allowable costs, reporting requirements, and payment schedules. Other supporting processes, documents, and components of the provincial FCSS Grant Program that help mitigate risk include annual financial and outcome reporting, local FCSS program reviews, policy documents, and program guides.

FCSS and prevention

The provision of social services is broad and complex, involving a wide range of funders, administrators and stakeholders across governments, non-profit organizations and communities. Numerous provincial ministries, including Seniors, Community and Social Services, play a critical role in ensuring key services are delivered to support the mental, physical, emotional, spiritual, cultural, and social well-being of Albertans.

The FCSS Regulation states that all services provided by a local FCSS program must be of a preventive nature but there is no definition of prevention in the FCSS Act or Regulation. A common definition of prevention is important to guide both local FCSS programs as well as the provincial FCSS Grant Program.

Since FCSS was introduced in 1966, the core principle behind the program is to prevent social issues from worsening to the point of needing intervention requiring immediate, direct supports such as food, shelter or other supports to deal with an existing or imminent crisis. The working definition for both local FCSS programming and the provincial FCSS Grant Program includes taking a proactive approach and viewing prevention as a process rather than an event or an occurrence.

With this in mind, for the purposes of both local programs and the provincial FCSS Grant Program, prevention is defined as:

A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

FCSS and the prevention continuum

Prevention in the context of FCSS focuses on enhancing protective factors to improve well-being and prevent problems before they occur or at an early stage before they require crisis supports, which typically are part of tertiary prevention services. Thinking of prevention along a continuum, this means services and supports offered through local FCSS programs must focus on primary and secondary prevention. The provincial FCSS Grant Program's place on the prevention continuum is shown below:

FCSS services	Primary Prevention	<ul style="list-style-type: none"> • Address root causes of social issues with focus on the general population or a specific population. • Promote protective factors in the physical and social environment (including social relationships). • Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism.
	Secondary Prevention	<ul style="list-style-type: none"> • Address issues at an early stage for specific groups or at-risk populations. • Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience. • Can include connecting those in need with appropriate resources and skill development.
Additional services permitted only during a public health emergency or extenuating circumstance, as determined by Minister	Tertiary Prevention	<ul style="list-style-type: none"> • Address immediate needs with intent to prevent long-term impacts. • Support individuals or groups already affected by social issues by providing direct services. • Can include direct assistance such as food and shelter.

During a public health emergency as declared under the *Public Health Act* or under extenuating circumstances, the FCSS Regulation does allow local FCSS programs to offer direct assistance such as money, food, clothing, or shelter to sustain an individual or family (i.e. tertiary prevention).

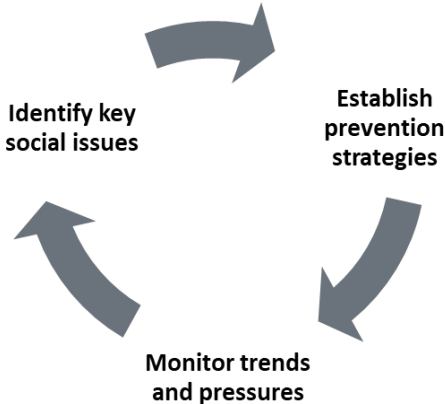
While enhancing protective factors can help individuals, families and communities better respond to life’s challenges, and may prevent a range of social issues, the Government of Alberta is committed to ensuring its programs and services, including the provincial FCSS Grant Program, are responsive, evidence-informed, and meet targeted outcomes that support Albertans. As such, the Government of Alberta has developed provincial prevention priorities for the FCSS Grant Program.

Provincial prevention priorities

Healthy and resilient families and communities are the building blocks of a strong Alberta. The Government of Alberta and local FCSS programs partner together to address key social issues that affect Albertans. This is done by tackling the root causes of social issues through preventive work to reduce risk factors and build resilience. Some examples of root causes are poverty, lack of education or employment, adverse childhood experiences, social isolation, and mental health challenges. This partnership between the Government of Alberta and local FCSS programs is key to ensuring Albertans thrive and can take on life’s challenges when they arise.

To collaboratively address social issues affecting Albertans, the Government of Alberta will communicate what is taking place on a wider provincial scale to define provincial social priorities for prevention. The Government of Alberta will also provide direction to local FCSS programs so they can incorporate the provincial prevention priorities into local programming. Local FCSS programs will then use this information in the design and delivery of preventive social services in their communities.

To assess broad, provincial-level social needs, and provide direction to local FCSS programs, the Government of Alberta will use the following process:



Identify key social issues to inform provincial prevention priorities

In advance of new grant agreement cycles, the Government of Alberta will assess provincial-level social needs and set provincial prevention priorities. Key sources of information to guide decision-making may include:

- trends and pressures, including gaps in service within and across the Government of Alberta as identified by the Ministry;
- data and information from Ministry and cross-ministry partners, FCSS stakeholders, and other trusted sources of evidence and research (e.g. Statistics Canada); and
- input from FCSS stakeholders (sources include regional FCSS meetings, annual conferences, the FCSSAA, Steering Committee representation, municipalities and Metis Settlements).

Establish provincial prevention strategies

Based on the available information and input, the Government of Alberta will develop areas of focus for local FCSS programs to concentrate on the design and delivery of services in their community. The strategies will be:

- connected to the key social issues identified;
- within the scope of primary and secondary prevention; and
- developed in partnership with FCSS stakeholders.

The Government of Alberta will communicate provincial prevention priorities and strategies to local FCSS programs in advance of grant agreement cycles, to allow local FCSS programs time to plan. This will also include updating the Framework and other key resources as needed.

Ongoing monitoring of trends and pressures

The Government of Alberta will monitor trends and pressures that affect the key social issues in Alberta and will engage with cross-ministry and FCSS stakeholders to support local programs in addressing emerging needs. The FCSS Steering Committee will play a collaborative role in identifying trends and emerging needs to help inform provincial prevention priorities. Ongoing monitoring will also help to ensure priorities continue to address current social needs and remain relevant and meaningful for the Government of Alberta and local FCSS programs.

Current provincial prevention priorities for FCSS

Key social issues affecting Albertans

Albertans have demonstrated great resilience in the face of economic and social challenges, which were exacerbated by the COVID-19 pandemic. These challenges continue to pose hardships for many individuals, families, and communities. Based on the sources of information described above, the Government of Alberta has identified the following key social issues affecting Albertans. These social issues are the basis for provincial prevention priorities, and should be considered when local FCSS programs are planning their community programming.

Homelessness and housing insecurity – Increased rates of homelessness have been associated with unaffordability of quality housing and high levels of substance abuse and family violence. Recent estimates suggest that more than 235,000 people in Canada experience homelessness every year³. In Alberta, at least 11.4% of Alberta households are unable to afford the housing they need⁴.

Mental health and addictions – Mental health issues affect many Canadians. A recent survey found one in three Canadians were struggling with their mental health⁵ and one in five Canadians will experience a mental health problem or addiction in any given year⁶. In Alberta, use of opioids and deaths from drug poisonings have been increasing at alarming rates. In 2021, the highest number of opioid deaths were recorded in a year, with 1,610 individuals dying from an unintentional opioid overdose, 38% higher than in 2020 (1,167) and 158% higher than in 2019 (625)⁷.

Employment – Alberta's unemployment rate remains somewhat higher compared to other provinces. While trending downwards, in March 2022, Alberta's unemployment rate was 6.5%, compared to the national unemployment rate of 5.3%⁸. In 2020, the Income Support program supported an average of 52,397 cases per month in Alberta. Of the total numbers of average annual Income Support caseloads, 31,364 were clients who were "expected to work" and 21,033 cases represent Albertans with "barriers to full employment"⁹.

Family and sexual violence across the lifespan – In a nation-wide web panel survey, 10% of women said they were very or extremely concerned about experiencing domestic violence¹⁰. In 2019, Alberta had the sixth highest rate of police-reported family violence compared to other provinces¹¹ and the fourth highest rate of police-reported sexual assault¹².

Aging well in community – Alignment of health, housing, and community based services can create safe and supportive environments for Albertans to age well in the community. It is estimated that 22% of people in long term care could be avoided with the right community based supports in place¹³. Approaches to integrate healthcare and community-based supports are essential to enable Albertans to age in their homes and communities and lower their risk of seeking hospitalization and/or long-term care.

While these social issues have affected many Albertans, it is important to note that certain population groups experience higher levels of vulnerability and/or discrimination. They often bear the most significant burden and experience the most adverse impacts. These groups may include children and youth, women, seniors, BIPOC individuals, 2SLGBTQIA+ individuals, Albertans with low-income, persons with disabilities, and people with lived experiences of trauma.

Establish provincial prevention strategies

When considering social issues within their communities and the impact on individuals and families with higher levels of vulnerability, local FCSS programs, alongside other social programs, play an important role in prevention. The definition of prevention for the FCSS program explains that prevention is a *proactive* rather than reactive process. Services and supports designed and delivered by local FCSS programs are the link between provincial priorities and community based action at the primary and secondary levels of prevention.

Primary prevention focuses on the general population or on broad subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment. Some examples include activities to support public education and awareness campaigns such as family violence prevention month, increasing community connectedness and partnerships, or promoting and supporting volunteerism.

Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage. This may include the groups identified above as having higher levels of vulnerability. Some examples are creating opportunities for social inclusion, skill development courses such as building healthy relationships, or connecting those in need with appropriate resources.

Enhancing protective factors through primary and secondary prevention helps to build healthier and more resilient communities. Communities that are more resilient are better able to prevent or mitigate impacts of broader social issues as well as deal with times of crisis. For example, building social cohesion, which includes the elements of active engagement in the community, a sense of belonging, and inclusion, contributes to improved mental and physical health and enhanced resilience and well-being. In a more cohesive community, people will feel supported and have access to the social supports they need.

Prevention strategies for the provincial FCSS Grant Program focus on enhancing protective factors for individuals, families and communities. Local FCSS programs can apply these strategies in a way that meets the unique needs of their local community. Through primary and secondary prevention approaches, local FCSS programs will use the following strategies to help address and prevent the provincial prevention priorities outlined above:

1. Promote and encourage active engagement in the community;
2. Foster a sense of belonging;
3. Promote social inclusion;
4. Develop and maintain healthy relationships;
5. Enhance access to social supports; and
6. Develop and strengthen skills that build resilience.

The services delivered or funded through local FCSS programs will align with one or more of the prevention strategies to help prevent or mitigate the impact of the key social issues and to build stronger and more resilient communities now and for the future. Some examples of types of services and supports that align with the above strategies include:

- assisting communities to identify their social needs and develop responses to meet those needs;
- promoting, encouraging and supporting volunteer work in the community;
- developing the skills of individuals and families for greater resiliency such as mentoring programs;
- supporting the social development of children and their families;
- supporting seniors to remain connected to their communities and providing home supports; and
- providing information and supporting access to available social supports in the community.

Ongoing monitoring of data and trends

Local FCSS programs will measure and report on their progress related to these strategies to demonstrate the effect of their efforts in their community. The Government of Alberta will continue to monitor data and trends related to social issues in Alberta on an ongoing basis.

The Government of Alberta will work with FCSS stakeholders to ensure priorities continue to address current social needs and remain relevant and meaningful for local FCSS programs. This includes listening to feedback through both the FCSS Steering Committee and directly from municipalities and Metis Settlements about the trends and issues they are experiencing in their communities.

Outcomes and measurement

Seniors, Community and Social Services uses an outcome-based framework to guide the use of the data collected by the Ministry. This enables the provision of better services, supports evidence-informed decisions, creates internal efficiencies, and helps the Ministry better understand the real impact of programs and services. Defining program objectives and corresponding outcomes and setting key performance measures (KPMs) are important parts of accountability for the provincial FCSS Grant Program. Program inputs and outputs along with program objectives, outcomes, and KPMs tie the foundational pieces of the FCSS program together, demonstrate the impact the program is having in communities and across the province, and tell the story of the FCSS program.

FCSS program objectives, logic model, and outcomes model

Program objectives

The Framework outlines five overarching objectives for the provincial FCSS Grant Program. These program objectives align with, and create a link between, the definition of prevention, provincial prevention priorities and strategies. They also create the starting point for the development of program outcomes and KPMs:

1. FCSS programming increases the protective factors of individuals, families and communities related to provincial prevention priorities;
2. FCSS programming strategically connects Albertans to address provincial prevention priorities;
3. FCSS programming reflects community demographics and needs;
4. FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan; and
5. FCSS programming fosters connectivity in participating communities.

Logic model

A logic model is a visual representation of the theory underlying a program. It shows how the provincial FCSS Grant Program is supposed to work, including intended outcomes and connection to the Ministry's outcomes. The FCSS Accountability Framework Logic Model (Appendix) depicts the local program's inputs, activities, outputs and outcomes. The provincial FCSS Grant Program's objectives and outcomes align with the Ministry-level outcomes of inclusion, participation and stability, as shown in the Logic Model. The FCSS Accountability Framework Logic Model illustrates how local FCSS programs contribute to ministry's achievements in these outcome areas.

FCSS Outcomes Model

The FCSS Outcomes Model below shows the immediate, intermediate and long-term outcomes to be achieved within the five program objectives as a result of the Ministry's partnership, support and funding. The Outcomes Model gives a more in depth look at the outcomes included in the Logic Model and their connection to the five program objectives.

At the immediate level, changes in knowledge, skills, ability or capacity should be realized as a result of program activities. If the immediate outcomes are achieved, at the intermediate level, changes in behaviour and activities should be realized. If the intermediate outcomes are achieved, the program should be able to influence change in the desired long-term outcomes to support Albertans across their lifespan.

Please see the FCSS Accountability Framework Logic Model for the full illustration of the intended progression of program outcomes. Some program objectives also share common outcomes. Additional detail on this is available in the FCSS Accountability Framework Logic Model.

FCSS Outcomes Model

Program Objectives	Immediate Outcomes	Intermediate Outcomes	Long-term Outcomes
<p>FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities</p>	<p>Albertans are aware of FCSS programming in their communities</p> <p>↳ Albertans participate in FCSS programming in their communities</p>	<p>Albertans develop skills to build resilience</p> <p>↳ Albertans apply skills to build their resilience</p>	<p>Albertans have protective factors in place that enhance their resilience</p>
<p>FCSS programming strategically connects Albertans to address provincial prevention priorities</p>	<p>Local FCSS programs are aware of services and supports in their communities</p>	<p>Local FCSS programs strategically connect Albertans to services and supports that meet their needs</p>	<p>FCSS programming contributes to improvement in community-level social indicators</p>
<p>FCSS programming reflects community demographics and needs</p>	<p>Local FCSS programs are aware of their demographics and needs</p>	<p>Local FCSS programs design, deliver and/or fund programs that align with their demographics and needs</p>	<p>Local demographics and needs are addressed by the FCSS program</p>
<p>FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan</p>	<p>Local FCSS programs understand evidence-informed promising practices to support Albertans' access</p>	<p>Local FCSS programs design, deliver and/or fund programs that align with evidence-informed promising practices</p>	<p>FCSS programming is accessible to the populations being served</p> <p>FCSS programming is appropriate for the populations being served</p>
<p>FCSS programming fosters connectivity in participating communities</p>	<p>Local FCSS programs are aware of existing and potential connections to community groups, organizations, volunteers and other communities</p>	<p>Local FCSS programs leverage formal and informal relationships with and between community groups, organizations, volunteers and other communities</p> <p>Local FCSS programs create formal and informal relationships with and between community groups, organizations, volunteers and other communities</p>	<p>Albertans are supported by social networks within their communities</p>

Key performance measures

Key performance measures (KPMs) are measureable indicators that demonstrate progress towards intended outcomes. For the provincial FCSS Grant Program, they are important tools to help the Government of Alberta and key stakeholders understand if the program is addressing priorities and meeting program objectives. They also help to show how the work of local FCSS programs in the community fits into the provincial FCSS Grant Program as a whole.

The Government of Alberta will collect data from local FCSS programs and other sources to generate KPMs related to the priority areas and outcomes in the FCSS Outcomes Model. The KPMs are quantitative in nature (represented in numbers) and provide important information on the extent to which program activities occur, outputs are produced, and outcomes are achieved. In addition to the KPMs, additional *qualitative* data (descriptive information) may be collected from local FCSS programs and other sources to contextualize the KPMs and provide a more comprehensive understanding of the provincial FCSS Grant Program's performance. Every year, the Government of Alberta will compile data on KPMs in an annual report that will be shared with FCSS stakeholders.

Program objective	Key performance measures	Data source	Data compiled by:
FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities	<ul style="list-style-type: none"> Number of times Albertans participated in local FCSS programming 	Local FCSS programs Annual Reports (Annual Reports)	Government of Alberta (GoA)
	<ul style="list-style-type: none"> Percentage of participants who reported positive change on measures associated with prevention strategies after participating in local FCSS programming. Current prevention strategies for the provincial FCSS Grant Program include: <ol style="list-style-type: none"> promote and encourage active engagement in the community; foster a sense of belonging; promote social inclusion; develop and maintain healthy relationships; enhance access to social supports; and develop and strengthen skills that build resilience. <p><i>Note: This is not a single measure, but a set of measures in the Provincially Reported Outcome Measures List</i></p>	Annual Reports	
	<ul style="list-style-type: none"> Provincial-level indicators related to provincial prevention priorities. 	Publicly available data sources/databases (e.g. Statistics Canada)	
FCSS programming strategically connects Albertans to address provincial prevention priorities	<ul style="list-style-type: none"> Number of referral services provided by local FCSS programs <p><i>Note: This measure is intended to help local FCSS programs capture and report on the scope of information and referral services provided by their local program. As many local FCSS programs do not provide these services, this measure will not be mandatory in associated FCSS reporting.</i></p>	Annual Reports	GoA

Program objective	Key performance measures	Data source	Data compiled by:
FCSS programming reflects community demographics and needs	<ul style="list-style-type: none"> Number and percentage of local FCSS programs that have completed a community needs assessment to inform their services <p><i>Note: The community needs assessment refers to any type of assessment, initiative, and data collection activity undertaken by local FCSS programs to better understand their community demographics and needs, and inform their programs and services.</i></p>	Annual Reports	GoA
	<ul style="list-style-type: none"> Number of programs funded through local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy] 		
	<ul style="list-style-type: none"> Amount and percentage of funding used by local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy] 		
FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan	<ul style="list-style-type: none"> Percentage of FCSS participants who expressed satisfaction with FCSS programs/services 	Annual Reports	GoA
	<ul style="list-style-type: none"> Percentage of FCSS participants who report that FCSS programs/services were easy to access 		
FCSS programming fosters connectivity in participating communities	<ul style="list-style-type: none"> Number of community partnerships local FCSS programs have with other local FCSS programs, agencies, and/or organizations 	Annual Reports	GoA
	<ul style="list-style-type: none"> Number of volunteers who supported local FCSS programs 		
	<ul style="list-style-type: none"> Number of volunteer hours reported by local FCSS programs 		
	<ul style="list-style-type: none"> Total economic contribution of volunteers (in dollars) 		

Monitoring, evaluation and continuous improvement

Activities to ensure provincial FCSS Grant Program accountability and the availability of evidence to inform decision-making include KPMs, monitoring of measures, reporting of evidence, and evaluation. These activities help both the Ministry and local FCSS programs to better track their performance and maximize the value of their programming.

Monitoring performance and progress

Local FCSS programs track, monitor and review their programs and services throughout the grant cycle. At minimum, this is completed as part of routine reporting to the Government of Alberta. All reports submitted by local FCSS programs are reviewed and the information is used for KPMs, evaluation, program accountability, ongoing improvement and outcomes reporting. Annual reporting requirements for local FCSS programs include financial reporting, program reporting, and outcome reporting.

The Government of Alberta and local FCSS programs may also choose to undertake additional activities such as:

- using community, provincial or federal census data to inform FCSS program accountability activities;
- establishing dashboards and other performance monitoring mechanisms;
- setting meetings or routine check-in points to review data and information;
- comparing performance results against expectations to identify areas for improvement or future work; and/or
- creating processes to link performance metrics to ongoing program design, delivery and decision-making.

Evaluation

Evaluation is a process to systematically collect and analyze information. It is an integral practice for any organization. Evaluation provides information for learning, improvement, accountability and transparency. Local FCSS programs are expected to evaluate their services and supports to help build strong and responsive local FCSS programs. Evaluations should draw upon data collected through the KPMs and link to the provincial FCSS Grant Program logic model and FCSS Outcomes Model. Through evaluation, additional data collection and/or analysis may provide robust information about the FCSS program at either the local or provincial level. The Ministry will periodically conduct evaluations of the provincial FCSS Grant Program. Evaluation activities for the provincial FCSS Grant Program include:

- Local FCSS programs submit routine grant reporting to the Ministry in alignment with the KPM framework and FCSS grant agreement.
 - The Ministry reviews and approves annual reports to ensure local FCSS programs are using their dollars effectively, efficiently, and for eligible programs and services in their community, and to track the provincial FCSS Grant Program's progress on achieving outcomes. As part of this, the Ministry will consolidate data from annual reports and share findings back with participating municipalities and Metis Settlements and stakeholders, Government of Alberta partners, and the public.
- The Government of Alberta conducts annual, on-site program reviews with local FCSS programs throughout Alberta to ensure compliance with FCSS regulations. Local FCSS programs participate in these reviews, as required.
- To meet provincial accountability requirements and best practices, the provincial FCSS Grant Program will undertake periodic evaluations in alignment with the FCSS evaluation strategy for the 2022-2032 regulation period¹. Local FCSS programs will participate in periodic ministry-led reviews of the provincial FCSS Grant Program as necessary.

Continuous improvement

With a functioning performance management system, comprised of KPMs, measuring, monitoring, reporting and evaluation, local FCSS programs and the Government of Alberta will have the information they need to operate and drive improvement. Using data and information to identify areas for improvement and inform changes at the local and provincial level ensures programs remain relevant, accountable and are achieving their desired outcomes for the Albertans they serve.

¹ The FCSS Regulation expires on June 30, 2032. The FCSS evaluation strategy will help inform the regulation review that occurs prior to expiry, to help identify updates or improvements to the regulation.

Government of Alberta resources

A number of resources are available to local FCSS programs and their stakeholders to support the operation and delivery of FCSS programs in their community. These documents will be updated from time to time.

[Family and Community Support Services Program on Alberta.ca](#)

The FCSS webpage on Alberta.ca has additional resources to assist staff, elected officials, and local FCSS program board members understand the purpose of the provincial FCSS Grant Program, how provincial FCSS funding is allocated, and how it can be used. It will also provide a record of program policies, including interpretations of the FCSS Regulation.

Measures Bank

The FCSS Measures Bank provides a list of specific measures that local FCSS programs can use in their program evaluations to monitor their progress on achieving outcomes. The Measures Bank also includes information and tools related to data collection, including the design and delivery of participant surveys.

Knowledge Bank

The online Knowledge Bank houses documents and resources related to the provincial FCSS Grant Program, including those mentioned above. The Knowledge Bank also includes resources and guides to support local FCSS program staff with annual reporting and the online reporting system.

NOTE: Additional resources and support for local FCSS programs are available through the FCSSAA.

Glossary

Accessible: Programs and services are available to Albertans through a variety of mediums and are simple to navigate.

Appropriate: Programs and services are flexible, adaptable, individualized and available when needed.

BIPOC: The acronym stands for “Black, Indigenous and People of Color”.

Civil society: Civil society includes non-profit and voluntary organizations, registered charities, informal groups or movements pursuing shared interests or values, and private-sector organizations and individuals pursuing social good.

Evidence-informed practice: An ongoing process that incorporates client values/perspectives, staff expertise and research to inform decisions.

2SLGBTQIA+: The acronym stands for “Two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex and asexual, and all other sexual orientations and genders”.

Prevention: A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

Primary prevention: Primary prevention focuses on the general population or on subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment.

Promising practices: A program, service or strategy that shows potential for developing into a best practice.

Protective factors: Factors that prevent or mitigate the effects of exposure to risk factors and stressful life events.

Risk factor: Any attribute, characteristic or exposure of an individual that increases the likelihood of negative outcomes.

Risk management: Risk is the uncertainty around future events and their potential to affect the achievement of objectives and outcomes. Risk management looks to improve decision-making under uncertainty to maximize the benefits and minimize the costs.

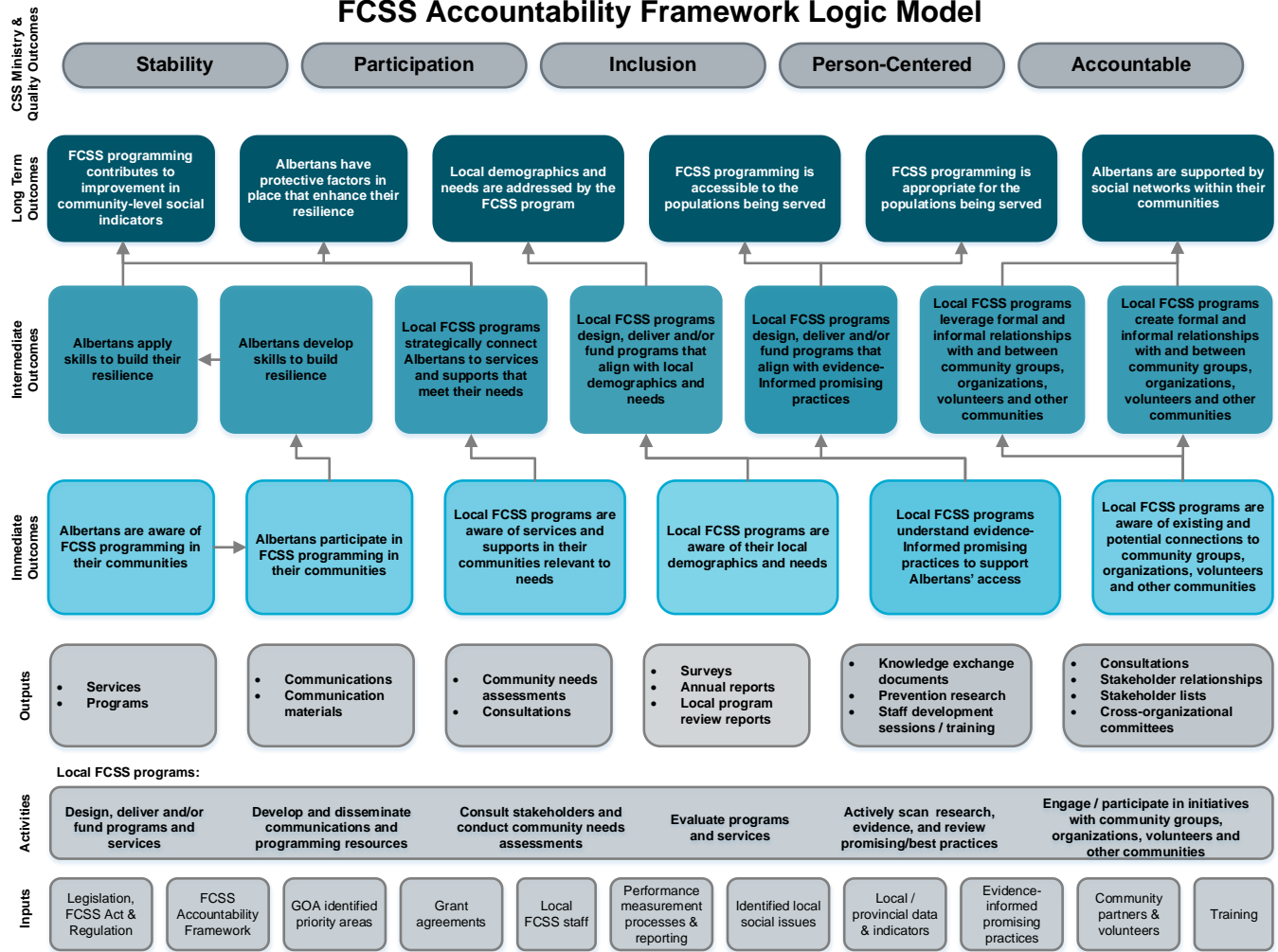
Secondary prevention: Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage.

Social inclusion: The act of making all groups of people within a society feel valued and included.

Tertiary prevention: Tertiary prevention focuses on addressing immediate needs with the intent to prevent long-term impacts.

Appendix

FCSS Accountability Framework Logic Model



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- ¹ Government of Alberta. Strategic Plan 2022-2025. Accessed March 29, 2022: <https://open.alberta.ca/dataset/6d0f1358-beb5-4bb7-8da1-a350a138039c/resource/0b805749-36ac-4c68-8504-a6daba63e8c7/download/budget-2022-goa-strategic-plan-2022-25.pdf>
- ² Government of Alberta. Ministry Business Plan: Community and Social Services. Accessed March 29, 2022: <https://open.alberta.ca/dataset/91c57caa-6878-4a31-9747-4e8f6a82d5aa/resource/8e60238b-f354-45fd-a54d-2833c531ddad/download/css-community-and-social-services-business-plan-2022-25.pdf>
- ³ Strobel S, Burcul I, Dai JH, Ma Z, Jamani S, Hossain R. Characterizing people experiencing homelessness and trends in homelessness using population-level emergency department visit data in Ontario, Canada. Health Reports. 2021 Jan 1;32(1):13-23. DOI: <https://www.doi.org/10.25318/82-003-x202100100002-eng>
- ⁴ Government of Alberta. Budget 2021. Accessed November 29, 2021: <https://www.alberta.ca/budget.aspx>
- ⁵ Angus Reid Institute. Pandemic fatigue: One-in-three Canadians report struggles with mental health; 23% say they're 'depressed'. Accessed May 4, 2022: <https://angusreid.org/pandemic-mental-health-addictions/>
- ⁶ Smetanin, P., Stiff, D., Briante, C., Adair, C., Ahmad, S., & Khan, M. (2011). The life and economic impact of major mental illnesses in Canada: 2011-2041. RiskAnalytica, on behalf of the Mental Health Commission of Canada 2011. Accessed on May 4, 2022: https://www.mentalhealthcommission.ca/wp-content/uploads/drupal/MHCC_Report_Base_Case_FINAL_ENG_0_0.pdf
- ⁷ Government of Alberta. Alberta Substance Use Surveillance System. Accessed April 11, 2022: alberta.ca/substance-use-surveillance-data.aspx
- ⁸ Government of Alberta. Economic Dashboard: Unemployment rate. Accessed March 31, 2022: <https://economicdashboard.alberta.ca/unemployment>
- ⁹ Government of Alberta. Community and Social Services 2020-2021 Annual Report. Accessed January 31, 2021: <https://open.alberta.ca/dataset/20f7bf5e-3b69-4400-8785-5b195e1491f1/resource/1caf2450-ab54-4378-a5c7-af047c27e759/download/css-annual-report-2020-2021.pdf>
- ¹⁰ Statistics Canada. The Daily — Police-reported family violence in Canada, 2020. Accessed November 29, 2021: <https://www150.statcan.gc.ca/n1/daily-quotidien/211104/dq211104b-eng.htm>
- ¹¹ Statistics Canada. Family violence in Canada: A statistical profile, 2019. Accessed December 7, 2021: <https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2021001/article/00001-eng.pdf?st=3aA5tRyE>
- ¹² Statistics Canada. Table 5, Police-reported crime for selected offences, by province or territory, 2019. Accessed February 3, 2022: <https://www150.statcan.gc.ca/n1/pub/85-002-x/2020001/article/00010/tbl/tbl05-eng.htm>
- ¹³ Canadian Institute for Health Information. 2017. Seniors in Transition Exploring Pathways Across the Care Continuum. Accessed August 15, 2022: <https://www.cihi.ca/sites/default/files/document/seniors-in-transition-report-2017-en.pdf>

Community Response Committee Zoom Meeting

RECAP

Updates Meeting

Tuesday, November 29th, 2022

2:30 pm – 4:30 pm

Purpose:

- To come together as a pro-active, prepared Community Response Committee to help meet the needs of residents in the event of large-scale economic and/or social changes.
- To take a pro-active approach to planning for a community response relevant to current and potential service needs as they relate to the economic and/or social climate in our area.

Attendees	Agency
Karen Kallen	Office of the MP – Martin Shields
Heather Piggott	MLA office for Premier Danielle Smith
Soulafa Mustafa	Alberta Supports, Senior, Community, and Social Services
John Petrie	City of Brooks
Lisa Tiffin	City of Brooks
Kendra Seiben	Brooks Safe Communities
Kaille Freimark	Grasslands Public Schools
Ahmed Kassem	Global Village Centre
Linda Bidyk	St. Vincent De Paul
Mara Nesbitt	Brooks Housing Society
Amanda Goodnough	SPEC Association
Michelle Geitz	Brooks Community Adult Learning Centre (BCALC)
Margaret Plumtree	Brooks and District Chamber of Commerce
Amanda Barron	Bassano FCSS/Town of Bassano
Sasha Loewen	Newell Housing Foundation
Kathy Bruins	Outcomes Facilitation & Project Development
Lynn Pye Matheson	Grasslands Regional FCSS
Victoria Muhlbeier	Grasslands Regional FCSS
Jourdan Jones	City of Brooks – Observer

Regrets	Agency
Layne Johnson	County of Newell
Murray Denoudsten	Life Talk Counselling
Val Allen-Foley	JBS Canada
Aurora Champlone	Brooks Food Bank
Judy Wild	Canada Revenue Agency Outreach
Yvonne Cosh	Village of Duchess
Kevin Swanson	City of Brooks
Karen Stolz-Stebanuk	Government of Alberta, Employment & Financial Services
Anita Bruce	Brooks Pre-School/Brooks Early Childhood Coalition
Sean Beaton	Grasslands Public Schools

Part A: Updates

OFFICE OF MP MARTIN SHIELDS (Karen Kallen)

- Over the prior year passport backlogs have been a concern of residents due to COVID backlogs
- The office located in Newell Plaza at 2-403 2nd Ave West and is open to the public
- Martin Shields is currently working in Ottawa

MLA OFFICE FOR PREMIER DANIELLE SMITH (Heather Piggott)

- The offices are open during regular business hours and can be accessed by appointment only, doors remain locked during open hours
- Danielle Smith was installed as the Brooks-Medicine Hat MLA November 29, 2022
- Challenges include increased numbers contact from individuals regarding their Freedom of Rights and Freedom of Choice around vaccines and those who remain unvaccinated
- Many constituents express being “over” COVID protocol
- Located at #4 – 650 Cassils RD E

SENIOR, COMMUNITY, & SOCIAL SERVICES: Alberta Supports (Soulafa Mustafa)

As Submitted

- Address 200- 600 Cassils Road East
- Staff returned to working in the office April 4th 2022 and have been open to the public since
- Hours of operation 8:15 am – 4:30 pm , closed from noon to 1 pm for lunch
- Office is closed from Dec 26th 2022 to Jan 2nd 2023. We reopen Jan 3rd 2023
- Staff continue to complete assessment and provided services online and over the phone with ability to provide in person services if the client meets the criteria
- The Career and Employment Consultants are split into 2 teams- 1.5 Case Consultant and 2.5 Assessment Consultants
- The Case Consultants Team covers case management duties for our active client group and may be reached at Tel: (403) 362-1236 and Fax: (403) 362-2140 or e-mail: CSS.EastCEC@gov.ab.ca
- The Assessment Consultant completes intakes and assessments over the phone and the approach remains to be provincial in scope for assessments.
- Albertans apply for income support online or Career, Employment and Information services are able to do so from the comfort of their homes if they have access to a phone or computer to complete the online application. If they don't have access, they are able to do so at our office during the above mention location and operation hours.
- We have an **Employment Kiosk** in the Alberta Support Centre that provided Albertans with access to **Virtual Assistance** with Employment and career services. Albertans can schedule an apt or drop in and would be connected with a Career and Employment Consultant based on availability. Encourage to access this resources and services.
- Staff are busy with the main trend noted around individuals needing Income Support due to short term medicals, fleeing abuse, or client struggling with multiple barriers to employment
- Lots of employment and clients securing employment more easily now that the Labour Market has picked up.

CITY OF BROOKS (John Petrie & Lisa Tiffin)

- Municipalities struggled with navigating COVID mandates
- Things are back to “business as usual”

SAFE COMMUNITIES AND BROOKS RCMP (Kendra Sieben)

- Fingerprints are available by appointment only
- No longer offering detachment tours with students, mobile presentations are being brought to schools instead
- Scamming and frauds are on the rise due to seasonal shopping
- In the past 6 months there has been an increase in requests for presentations on consent from the schools.
- Cram the Cruiser will be taking place December 4th from 10 AM – 4 PM at Canadian Tire

GRASSLANDS PUBLIC SCHOOLS (Kaille Freimark)

- Pre-COVID services have returned
- They have received 351 1:1 counselling referrals to date this school year across the division
- Majority of referrals are due to stress, anxiety, grief and loss, parental issues, divorce, peers or self esteem.
- Over the summer in person programming had lower attendance than previous years
- Adopt-a-Family is currently underway for the holiday season
- There is a lack of substitute teachers available across the province and we are impacted by this in the division
- Students presenting with increased struggles with ability to focus due to increased screen time from online/virtual schooling over the previous 2 years.

GLOBAL VILLAGE CENTRE (Ahmed Kassem)

- The Mental Health Conference hosted by Global Village and Medicine Hat College is in its third year. The most recent conference was on November 10th and an online viewing link will be made available at globalvillagecentre.ca in the near future
- The Global Village Healthy Worker Program ran with JBS management last month, 519 people attended the training
- Working with Lethbridge University and the Fit for Life Program to introduce a Fit For Life chapter in Brooks, they will study the impacts of playing chess on brain function.
- Working with Probation, Global Village has started offering a Cultural Enlightenment Program for newcomers who have been charged with crimes in Canada to help aid in development of understanding of societal norms in Canada.
- The John Ware Youth Program is going well.

ST. VINCENT DE PAUL (Linda Bidyk)

- No more COVID guidance, operating as usual
- Creating Christmas Hampers for clients who do not qualify for food bank support, will be delivered December 20th
- Very busy with applications
- St. Vincent has lower funds than the group would like to see. Dependent primarily on donations
- Cutting back on rental assistance to aid in utility support
- They have applied for a small grant to help support individuals with utility costs.

BROOKS HOUSING SOCIETY (Mara Nesbitt)

- Manages 86 affordable housing units at 235 Meadow Lake Way
- Working on developing a new build of affordable housing units, partnering with the City of Brooks to obtain land for build
- The build will expand our portfolio of 3 and 4 bedroom units as this is an area of need in the community that we can not currently meet
- Hoping new build will take place in 2023, if any agency would like to provide a letter of support for the project please reach out to Mara
- New Income Thresholds will be released in June 2023, this occurs yearly
- If levels change and become lowered it can impact tenants with an income over the new threshold and they will no longer be able to rent with Brooks Housing Society

SPEC ASSOCIATION FOR CHILDREN & FAMILIES (Amanda Goodnough)

- Doors are open to the public on a walk-in basis but it is requested you book appointments for more complex needs to ensure proper time is given to each client
- Small reception desk moved to front door to aid in client navigation through the building
- Planning to organize Mental Health First Aid training for staff
- Closed from December 24th – January 3rd
- Coats for Kids (and Adults!) is currently happening, donate coats at SPEC
- The annual toy drive is underway in partnership with Mareta's, you can donate around town or refer a family if you know someone in need

BROOKS COMMUNITY ADULT LEARNING CENTRE (BCALC) (Michelle Gietz)

- Have been open since September 2020 meeting for in person services
- Had lower enrollment over prior months, only 150 Permanent Resident students enrolled in July
- As of October 2022, there are over 300 Permanent Resident Students enrolled in classes, this does not account for online courses. With online course enrollments total students are over 500
- For the first time since September 2020 BCALC has a waitlist for student placements, the current waitlist is 10 people
- Currently offering 11 online classes and will introduce an additional online class in January 2023
- Transportation during winter months is a major barrier for students

- Would appreciate any donations of coats or unused winter items for students who come underdressed for the weather
- Looking to buy used students lockers, please let Michelle know if you of any to purchase.

NEWELL FOUNDATION (Sasha Loewen)

As Submitted

- *Newbrook Lodge Brooks (Independent Seniors Living with Supports)*
 - The Newbrook Lodge is still running the short-term rental and respite program.
 - We are also offering trial stays for interested persons to try out lodge life before committing to the move - Rob Tinis, the Lodge Manager, is the contact at the Lodge for more information.
 - There are vacancies available.
 - We have no COVID related restrictions at any of our sites any longer.
- *Playfair Lodge Bassano (Independent Seniors Living with Supports)*
 - The Playfair Lodge in Bassano is full as are the 8 Dr. Scott Apartments onsite for independent seniors living.
- *Pioneer Villas in Brooks (Independent Seniors Living)*
 - There are 109 one-bedroom and 1 two-bedroom units in the 4 Pioneer Villas in Brooks for seniors 65+.
 - These units are subsidized with rents based on income.
 - There is currently limited space in these units.
 - These units are completely independent living. There is a small waitlist.
- *Heritage Villas- Duchess & Tilley Wildrose Villa- Rosemary (Independent Seniors Living with Supports)*
 - There are 6 units in Tilley, 6 units in Rosemary, and 4 units in Duchess. Currently all these units are full.
- *Update on Rental Assistance Benefit/ Community Housing*
 - We continue to see a great need for rental subsidy and community housing. Many families are struggling to find appropriate rentals in the area.
 - We continue to see a shortage of larger 4- and 5-bedroom units.
 - The community housing units are all full. We maintain a waitlist for these units with many households waiting for placement.
 - There are 41 community housing units in Brooks ranging from 2-4 bedrooms.
 - The Rental Assistance Benefit was increased to a maximum of \$600/month from a maximum of \$400/month in August.
 - The Foundation's new website is up and running at www.newhf.ca and all programs can be applied for online.

OUTCOMES FACILITATION (Kathy Bruins)

- No changes in operations during COVID, operations continue as normal
- Self referrals are common for clientele
- Open two evenings a month, every other Tuesday.

JBS CANADA (Valerie Allen-Fowlie)

As Submitted

- Continue to offer covid-19 swabs for anyone presenting to work ill or with any symptoms.
- Health Services department continue to follow all PPE requirements as per AHS recommendations for nursing staff
- Temp checks still completed on arrival at security buildings
- We are not immune to the various respiratory illness circulating in Alberta this fall/winter – resulting in increased absenteeism due to illness.
- We continue all the Covid-19 preventative measures put in place during Covid-19 pandemic in the plant, except masking which is optional.

BROOKS FOOD BANK (Aurora Champlone)

As Submitted

- Hampers are available on a 6-week cycle
- Hampers have a base of 100 – 145 lbs of food plus household products
- There are 410 unique households accessing the hamper program during 2022, to date. This works out to 902 unique individuals in Brooks and the County

	Year	Hampers Provided	Individuals assisted	Year	Christmas Hampers Provided
	<i>Jan 1, 2022 – Nov 1, 2022</i>	689	1,583	2022	Projected 110-135
	2021	525	1,137	2021	106
	2020	656	1,607	2020	89

- The Food bank is currently seeking donations of:
 - Sugar
 - Rice
 - Jams
 - Pickles
 - Hot Chocolate
 - Gravy Packages
 - Hamburger Helper
 - Canned Vegetables
 - Candy Canes
 - Box Stuffing
 - Mashed Potatoes
 - Cans of Soup

LIFETALK COUNSELLIING (Murray Denoudsten)

As Submitted

Program Update

- Lifetalk provides counselling to individuals, couples and families on a fee for service basis using a sliding scale fee structure. No one is turned away because of inability to pay.
- Counselling is available for personal, emotional concerns and relationship issues.
- We meet the majority of our clients in person. Video and/or telephone counselling is available for those who request it.
- Currently our counsellors are working with AHS with the Family Violence Treatment Services. This involves meeting with individuals that have been mandated by the courts to go through a

12 session program to deal with violence. These sessions finished in November. We are looking at new sessions to take place in early spring.

- Our counsellor, Roxanne has returned from maternity leave in November. Our new counsellor, Cara continues to build her practice. We also have a new full-time counsellor starting in January.
- We continue to monitor for interest in sessions like anger management.

SERVICE CANADA (Judy Wild)

As Submitted

- The [Canada Dental Benefit](#) opens today, so please encourage your low income clients with children under 12 to book dental appointments right away.
- CRA's Community Outreach and Support Division is excited to offer virtual and in-person presentations on the following topics:
 - **New to Canada**- Canada Child Benefit, Disability Tax Credit, GST, Canada Workers Benefit, Residency, Community Volunteer Income Tax Program (CVITP)
 - **Benefits and Credits for All** - Canada Child Benefit, Disability Tax Credit, GSTC, Canada Workers Benefit, Community Volunteer Income Tax Program (CVITP)
 - **Income Tax Basic Concepts** - Canada's tax system, Basic steps on how to file your tax return.
 - **Disability Tax Credit** - Eligibility, Application, Deduction, Community Volunteer Income Tax Program (CVITP)
 - **Adults 65+** - Income, Benefits, Credits, Deductions, Scams, Community Volunteer Income Tax Program (CVITP)
 - **Students and Income Tax** - What are taxes, Levels of Government, Do you need to file, How do you file, Community Volunteer Income Tax Program (CVITP)
 - **Indigenous** - Canada Child Benefit, Disability Tax Credit, GST, Canada Workers Benefit, Community Volunteer Income Tax Program (CVITP)
 - **Scams** - How to recognize a scam and what to do about it
 - **Digital Services** - Learn what you can do with CRA's online services
- We spend time in every session discussing how and when to contact the CRA, what to do if they've received a letter from the CRA, how and why it is important to keep their personal information up to date.
- Our mandate is to increase vulnerable individuals' awareness of, and access to, the benefits and credits to which they are entitled.
- For more information, go to [How outreach officers can help your community learn about tax and benefits – Canada.ca](#) or call us at 1-866-837-1531. We are happy to help with any general questions you may have or to schedule a session at your convenience.

BROOKS & DISTRICT CHAMBER OF COMMERCE (Margaret Plumtree)

As Submitted

- The Chamber will be going live in January, 2023 with their new Job Board for members on their website. This will support local jobs and the recruitment of local talent.
- The Chamber continues to support local business, provide advocacy, resources, news and information.

TOWN OF BASSANO/FCSS (Amanda Barron)

As Submitted

We are operating in person services and programming. Our levels of social services delivery have maintained themselves, no increases to report. Christmas Hampers are in progress, no significant increase or decrease in numbers provided and many recipients have received a hamper in past years.

GRASSLANDS REGIONAL FCSS (Lynn Pye-Matheson)

- COVID data released to the public in September 2023, it is also available on our website
- Currently completing the 2022 Quality of Life results, they will be available June 2023
- The Brooks and District Mental Health Action Group has formed and they will work on creating awareness for mental health services in the community, building communities of practice, gaining information about resources available to community members from outside of the community, and developing collaborative solutions and actions to work on identified mental wellness concerns in the area.

GRASSLANDS REGIONAL FCSS (Victoria Muhlbeier)

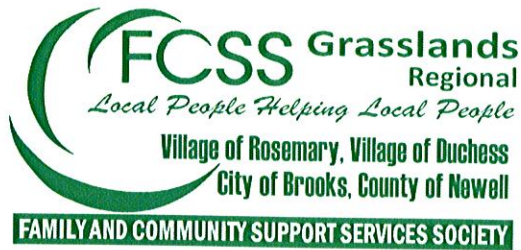
- The LiveBrooksNewell continues to be a great resource as a one-stop shop for regional cross-sector information on community programs and services. Reminder that organizations and services can post events, workshops and information on the website.
- Website has a Volunteering section to post volunteer opportunities, to find a listing of opportunities and resources for Volunteer Management.
- Contact Victoria for more info on how to post/advertise events of volunteer opportunities
 - Projectcoordinator.fcss@telus.net

Part B: Moving Forward

- In May of 2022 the CRC Committee determined it would return to meeting on a semi-annual basis as in-depth pandemic response was no longer required by the group.
- As of November 29th, 2022 there are no emerging trends or concerns that require a more in-depth response from the committee, the committee will continue to meet semi-annually.

Next meeting

**Tuesday, May 30th, 2023 from 2:30PM to 4:30PM
Zoom (as decided by CRC Members).**



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Bassano FCSS
Box 299
Bassano, AB. T0J 0B0

October 28, 2022.

Subject: 2023 Grant Funding from Grasslands Regional FCSS

Attention: Amanda Davis, CAO, Bassano FCSS Board Members and Amanda Barron, FCSS Director

Dear Amanda Davis, Board Members and Amanda Barron;

On behalf of the Grasslands Regional Family & Community Support Services Society (Grasslands Regional FCSS), I wish to thank the Bassano Board and staff for your commitment to preventive social programming in your community. We also very much appreciate partnership initiatives such as the regional Seniors Activity and Information kits (which we have distributed to 500 seniors throughout the region for the past few years) and the Quality of Life Survey research project.

The Grasslands Regional FCSS Board of Directors is pleased to approve a 2023 grant in the amount of \$12,474.00 in recognition of the services you provide to County of Newell residents who live in proximity to Bassano.

We are currently compiling the results of the Quality of Life #3 (2022) Survey. The survey sought feedback from all Newell Region residents including Bassano. As with the 2014 and 2018 Quality of Life research, we will generate a report specific to Bassano as well as the Newell Region report which we hope will be helpful to you and others across the sectors. Release is planned for May, 2023.

It has been a pleasure working with FCSS and the Town of Bassano throughout the years and we were happy to have the shared position through Victoria to help Amanda transition into the position. We look forward to working together with Amanda!

On Behalf of the Grasslands Regional FCSS Board of Directors,

Warm Regards,

Lynn Pye-Matheson, MSW RSW
Executive Director, Grasslands Regional FCSS.