

FCSS Agenda

May 1, 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 May 1, 2023

4. Adoption of Minutes

4.1 April 3, 2023

5. Financial Summary

5.1 Period ending April 24, 2023

6. Director's Report

6.1 Period ending April 30, 2023

7. CAO Report

7.1 None

8. Unfinished Business

8.1 Meals on Wheels

8.2 2023 Bike Safety Rodeo

9. New Business

9.1 June Programming Part 2 – Seniors Week

9.2 FCSS Advisory Board – Reoccurring Program Policy P-FCSS011/23 – Proposed

10. Correspondence

10.1 2023 Senior's Week Community Declaration

10.2 Grasslands FCSS Announcement

11. Adjournment

Next Meeting Date: June 5, 2023 at 3:30 p.m.

MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON APRIL 3, 2023

ADVISORY BOARD MEMBERS

- Tammie Hauck
- Heather Basarab
- Christine Petkau
- Kevin Jones
- Alice Slomp
- Evelyn Jensen
- Sandra Mitchell
- Heather Basarab
- Kacia Reid

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

- Kacia Reid
- Alice Slomp

3. ADOPTION OF AGENDA

FCSS29/2023 Moved by **MEMBERPETKAU** that the April 3, 2023 agenda is approved as presented.

CARRIED

4. MINUTES OF JANUARY 19, 2023

FCSS30/2023 Moved by **MEMBERMITCHELL** to approve the minutes of the March 13, 2023 FCSS Advisory Board meeting as presented.

CARRIED

5. FINANCIAL SUMMARY

FCSS31/2023 Moved by **MEMBERJENSEN** to approve the financial summary for the period ending March 31, 2023 as presented.

CARRIED

Member Slomp entered meeting at 3:36 p.m.

6. DIRECTOR'S REPORT

6.1 Director's Report - March 31, 2023

FCSS2/2023 Moved by **MEMBERMITCHELL** to accept the discussion regarding Youth on Board having assessed the risk/liabilities and opportunities . At this time, the board will focus on creating opportunities for youth as part of program planning and to review the Youth on Board topic again in one -year.

CARRIED

FCSS3/2023 Moved by **MEMBERJONES** that the FCSS Directors report for the period ending March 31 , 2023 is approved as presented and discussed.

CARRIED

7. CAO REPORT

- None

Member Mitchell departed meeting at 5:15 pm

8. UNFINISHED BUSINESS

8.1 May Programs

FCSS4/2023 Moved by **CHAIR HAUCK** that the FCSS Advisory Board facilitates May 2023 Programming as follows:

1. Red Dress Day on May 5, 2023 - Educational and Awareness Campaign. The program shall be delivered with online educational material and an invitation to the community to participate by wearing a red dress.
2. Mental Health Awareness Week on May 15-21, 2023 – Resource-based Awareness Campaign. The FCSS Director shall prepare a resource-based initiative that outlines what services are available to individuals, families, and caregivers around mental health supports. The resource shall be designed as a door notice that will be hand delivered to all properties in Bassano. The FCSS Director shall make arrangements with the board to deliver the resources.
3. International Day of Families and Mental Health Awareness – May 15-21, 2023 – Program Based Activity. The FCSS Director shall plan a community walk, community chalk, community talk with a place to connect serving Italian Sodas and squares. Board games can be made available at the connection location.
4. Mother's Day 2023 shall be recognized through a social media campaign.

CARRIED

9. NEW BUSINESS

9.1 2023 Meals on Wheels

FCSS5/2023 Moved by **CHAIR HAUCK** to defer new business item 9.1 until the May meeting.

CARRIED

9.2 June 2023 Programming – Part 1 – Small Town Smoke Down

FCSS6/2023 Moved by **MEMBER PETKAU** that FCSS engages in Small Town Smoke Down and delivers a Mocktail Booth in partnership with Southeastern Fetal Alcohol Network.

CARRIED

Member Slomp departed at 5:41 pm

9.3 2023 Bike Safety Rodeo

FCSS7/2023 Moved by **CHAIR HAUCK** to defer new business item 9.3 and correspondence item 10.1 to the May meeting.

CARRIED

10. MEETING ADJOURNED

FCSS8/2023 Moved by **CHAIR HAUCK** for adjournment of the regular meeting at 5:45 p.m.

CARRIED

Chair Signature

Director Signature



TOWN OF BASSANO
(51) 2023 FCSS Departmental Budget
YTD
04-24-2023

Page 1 of 1
2023-Apr-24
10:24:39AM

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-51-00-410-00	FCSS - 2023 WOMEN'S WELLNESS	(5,000.00)	(5,231.00)	231.00
1-51-00-590-00	FCSS - OTHER REVENUE	(2,500.00)	0.00	(2,500.00)
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(5,000.00)	(319.40)	(4,680.60)
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.	(35,230.00)	(12,474.00)	(22,756.00)
1-51-00-710-00	TSF FROM FCSS RESERVE	(12,620.00)	(968.35)	(11,651.65)
* TOTAL Revenue		(99,855.00)	(18,992.75)	(80,862.25)
Expenditure				
2-51-00-110-00	FCSS - SALARIES	58,000.00	12,463.45	45,536.55
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	4,050.00	965.73	3,084.27
2-51-00-135-00	FCSS - AUMA BENEFITS	6,555.00	1,687.65	4,867.35
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	300.00	900.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	2,500.00	(250.00)	2,750.00
2-51-00-200-00	FCSS PROGRAMS	10,000.00	1,266.55	8,733.45
2-51-00-200-01	FCSS PROGRAM - 2023 WOMEN'S WELLNESS	6,500.00	2,852.39	3,647.61
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,750.00	566.05	1,183.95
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	321.62	178.38
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	0.00	3,800.00
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	0.00	5,000.00
* TOTAL Expenditure		99,855.00	20,173.44	79,681.56

*** End of Report ***

FCSS Director's Report

Period Ending: April 30, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

In the month of April FCSS supported 4 Community members in enrollment/submission of Seniors Benefits.

Referrals/ Supports

FCSS provided support to 1 individual looking to acquire legal aid, and an additional 3 community members with enrollments to various supports.

PROGRAMS

Rural Pop Up

FCSS hosted the second session of this program on April 18th, SPEC provided a bouncy castle for children. Advertising for the second session was additionally distributed to Dynamite Daycare in hopes of boosting attendance. There were 22 participants. SPEC has requested to shift the program time to 10:00 a.m.-11:30 a.m. as they are having difficulty with enough time to load their resources and arrive before the program start time.

The next program date is May 16th, 2023 at the Community Hall from 10:00 a.m. – 11:30 a.m. I will create and distribute flyers with full date schedule and updated event time for the public.

Women's Wellness

April 1st FCSS welcomed 90 ladies to our Bi-Annual Women's Wellness. Based on the completed program surveys the attendees enjoyed their experience at the event. Some of the positive feedback included rave reviews on the meal, Italian Sodas were a hit, and our Keynote Elsa Martin was thoroughly enjoyed. Many laughs, and stories were shared.

Survey data was consolidated into our program debrief for reference in the future.

Few expenses continue to roll in. A project budget will be provided at the June meeting.

Canadian Volunteer Income Tax Program

Through the month of April FCSS completed an additional 10 tax returns.

INITIATIVES

Welcome Wagon (WW)

One Welcome Package was given through April.

409 3rd Ave Unit D	3-Apr-23
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GENERAL UPDATES

FCSS Director's Report

Period Ending: April 30, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

2023 Outcomes/Financial Reporting

We have completed and submitted our 2023 Annual FCSS Program Report, which is required to maintain our funding agreement under the FCSS Act. I have created a working document to ease reporting at year end. This spreadsheet allows us to input our events as they are completed with all outcomes both financial and social, volunteer hours, preventative themes etc. Program Outlines will be the guidepost in ensuring our Annual Reporting meets all our requirements.

Recurring Programs

FCSS has many programs that have been developed and recur from year to year. To create continuity I have been working on drafting a policy as it pertains to approved recurring programming. This will alleviate the need to revisit many programs that FCSS has facilitated on a consistent basis.

Fire Prevention Week

The date has been confirmed for the "Sing out on Fire Safety" performance by Mary Lambert for October 6th, 2023. FCSS will look for foster collaborations with Bassano School and Bassano Fire Department for the facilitation.

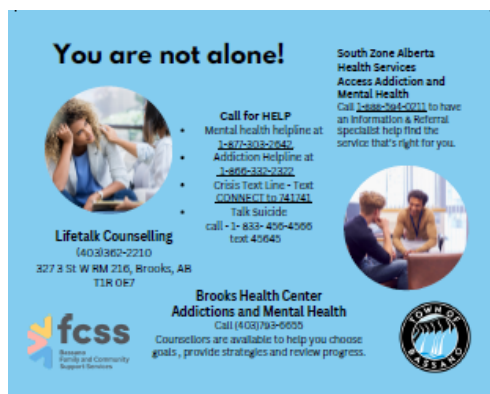
UPCOMING PROGRAMS

Red Dress Day

The National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People, known as Red Dress Day is observed on May 5th. Bassano FCSS will have visual symbolism at Town Office, in addition educational materials will be shared through social media outlets.

Mental Health Resource

On May 8th we will be distributing 500 Mental Health Resources through direct delivery to residences in Bassano, our resource contains local and provincial helplines, counselling, and urgent care supports for individuals struggling with Mental Health and/or Addictions.



FCSS Director's Report

Period Ending: April 30, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Walk, Chalk, Talk - Mental Health

On Thursday May 18th from 6:00 p.m. – 8:00 p.m. Community members are invited to walk down to the greenspace at the Community Hall. In honor of raising awareness on Mental Health attendees will receive a piece of sidewalk chalk, so they can spread their messages of support in Bassano as they walk through our community. Refreshments are available free of charge. As part of program development, I will extend invitations to local groups to come and participate, local Telus employees have committed to help facilitate this event as volunteers.

Small Town Smoke Down – Mocktails Booth

Bassano FCSS has partnered with the Southern Alberta Fetal Alcohol Network to provide preventative programming and alcohol-free refreshment options at our local Smoke down event June 3rd. FCSS will be purchasing the supplies for facilitation and be on site to assist where necessary. A 12 oz beverage will be available by donation, materials have been ordered for facilitation.

UPCOMING NATIONAL DAYS AND OBSERVANCES

It has been noted during previous meetings that there are many nationally recognized days and observances in the calendar year. Although FCSS may not program around each of these it is important to bring our attention to them should the Advisory Board wish to engage in program creation and/or online recognition.

Asian Heritage Month – May

International Men's Health Month – June

Canadian Forces Day – June 3

National Indigenous Peoples Day - June 21

Canada Day – July 1

Drowning Prevention Week – July 17-21

Attachments

6.1.1 Action Items

Town of Bassano
FCSS Advisory Board Action Items List 2023

March 13, 2023 Regular Board Meeting		
Barron, A	Purchase 6 gift baskets up to a value of \$100.00 each for Volunteer Week winners	Completed
Barron, A	Perform random draw of 6 winners from nominations	
Barron, A	Hand deliver baskets,if participant approves take photo and ask why they volunteer?	
Barron, A	Prepare post for FB with winners and upload.	
Barron, A	Secure the "Sing out on Fire Safety" program by Mary Lambert for Fire Prevention Week	Completed March 27, 2023
Barron, A	Collaborate with Bassano Fire Department on facilitation of program	notification given April, 23
Barron, A	Collaborate with County Fire Chief Stuart Luchies on program facilitation	
Barron, A	Book Community Hall for "Sing out on Fire Safety"	Completed March 17, 2023
Barron, A	Send invitations to Bassano School and Gem school to attend performance	
Barron, A	Collaborate with Bassano Fire Department to participate in performance.	notification given, readress early sept.
Barron, A	Contact Stuart Luchies with opportunity for County Fire Departments to provide program in other communities.	email sent 04/11/23
Barron, A	Draft advertising for public distribution for "Sing out on Fire Safety" performance.	
April 3, 2023 Regular Board Meeting		
Kelly,T	Resolution Index	
Kelly,T	Rotate Minutes on website	
Barron, A	Women's Wellness Debrief on Program Outline	Completed
Barron, A	Add YOB Open Discussion to Agenda April 2024	
Barron, A	Prepare education highlighting meaning behind Red Dress Day shared via social media promoting participation	Materials prepped
Barron ,A	Create Mental Health Support Services Guide for distribution	Completed ordered April 6/23
Barron, A	Create map and volunteer schedule for distribution of MHS	
Barron,A & Board	Distribute resources to community via door hangers	Materials received
Barron,A	Prepare , Walk, Talk , Chalk Day promotional for distribution	
Barron,A	Plan and organize WTC event with Italian Sodas and Squares	In progress

FCSS Advisory Board Action Items List 2023

[illegible]

SUBJECT: Meals on Wheels

This matter was deferred at the April 5, 2023, meeting.

BACKGROUND

The purpose of this open discussion is part fact finding, and part planning. We have identified various gaps in the Meals on Wheels program that fall to FCSS that require clarification.

It is our understanding that Meals on Wheels was originally started in Bassano to fill a need, initiated by FCSS. We are unable to find any file that clarifies the working relationship with users of the program.

A Terms of Reference that outlines the roles and responsibilities between the Town and Playfair Lodge is required if the FCSS board determines that the program shall continue. In addition, users of the program need to apply for the service to ensure they have means to pay. Currently, neither of these exist. Program management is happening at Playfair Lodge, unpaid accounts become debt to the Town and our departmental budget.

Administration contacted the Newell Housing Foundation to encourage them to take direct payment from users of the program. This request was denied. Newell Housing Foundation stated that if the program is to continue, it shall be fully managed by the Town.

MEALS ON WHEELS

Meals on Wheels is a service that provides hot, fresh meals to community members on an ongoing basis, available to those who may be unable to cook, have health problems, or are simply wanting to enjoy the service. From what we have been told, the program is supported by FCSS and coordinated with Newell Housing Foundation through the Playfair Lodge.

The Town has an agreement with the Newell Housing Foundation for the term of January 1, 2023 – December 31, 2023. The agreement does not detail the program or any roles and responsibilities.

In recent communication it has become apparent that changes are required to program delivery and maintenance. Newell Housing Foundation has made it clear that they do not want Playfair Lodge to have responsibility in the of the administration of the Meals on Wheels program. Moving forward, new clients will be directed to FCSS. This will alter the delivery of Meals on Wheels should FCSS choose to continue this program.

CURRENT PROGRAM DELIVERY

Participants of the program can call Playfair Lodge to order their meals, these are available Monday through Friday, with no availability on weekends or statutory holidays. The meals are delivered by the volunteer driver of the day at no charge. Playfair Lodge keeps a record of meals to participants on a month-to-month basis and arranges the transportation of the meals. At the end of each month, Playfair Lodge invoices the town for the participants meals. The town remits payment to Playfair Lodge and then invoices the participants directly, thus acting as the intermediary.

The number of program participants ranges from 3-10 per month, at a cost of \$10.86 per meal. Costs tend to increase on an annual basis.

HOW DO OTHER PLACES DELIVER THE MEALS ON WHEELS PROGRAM?

The Meals on Wheels program in Brooks is subsidized by Grasslands FCSS, all administration and program facilitation is provided through Seniors Outreach Society. This means Grasslands FCSS simply provides some financial backing to allow for a sliding scale of meals based on income levels.

CLARIFICATIONS AND CONSIDERATIONS

1. How does the board feel Meals on Wheels contributes to our community?
2. Grasslands FCSS provides grant funding to subsidize the Meals on Wheels program through Seniors Outreach, this helps provide a "Sliding Scale" for meals based on participant income levels. In development of an application process is there budgetary allowance to implement a sliding scale for subsidizing meals?
3. FCSS is financially responsible in the event of defaulted payment. How will this be maintained within our budget?

This open discussion is intended to provide guidance and direction. The outcome of the discussion will result in program development.

ATTACHMENTS

1. MOW Contract 2023 - Executed

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

This Agreement is made between:

BASSANO FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) and the **NEWELL HOUSING FOUNDATION**

INTRODUCTION:

1. The Newell Housing Foundation and the Bassano FCSS agree that it would be in their mutual benefit, and in the best interest of the community that the meals for the Bassano FCSS Meals on Wheels Program be provided by the Newell Housing Foundation.

TERM OF AGREEMENT

2. This agreement comes into effect on **January 1, 2023** and remains in effect until **December 31, 2023**.

PAYMENT OF MEALS ON WHEELS

3. The rate per meal shall be \$10.86 which is billed to the Town of Bassano.

RECORDS BILLINGS AND REPORTS

4. Newell Housing Foundation shall maintain accurate and up-to-date records of the number of meals delivered to clients. The Bassano FCSS or it's auditors shall have the right to inspect such records at any time upon a reasonable notice during the normal business hours of Newell Housing Foundation at the Newell Housing Foundation office.

SUBCONTRACTING

5. Newell Housing Foundation will not subcontract or assign its interest in this Agreement to any other party without the prior written consent of the Bassano FCSS.

TERMINATION AND NOTICE

6. The parties agree that either party may cancel this agreement upon one hundred twenty (120) days written notice to the other party.

These terms and conditions have been read and agreed to by:

BASSANO FAMILY AND COMMUNITY SUPPORT SERVICES



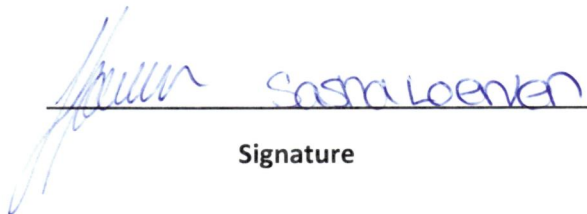
Amanda Davis, CAO

November 2, 2022

Signature

Date

NEWELL HOUSING FOUNDATION



Signature

November 2, 2022

Date

SUBJECT: 2023 BIKE SAFETY RODEO

This matter was deferred at the April 5, 2023, meeting.

BACKGROUND

Bike Safety is an extremely important topic for little ones, learning how to ride properly, safety equipment and knowing best practices to ensure their safety while riding. On average 74 Canadians die in cycling collisions each year, 73% of those incidents involved collision with a motor vehicle, with at least half of riders not wearing a helmet.

Spring is creeping into Southern Alberta, and many are getting ready to hit local roadways. Soon Bassano will be bustling with bicycles going back and forth to school, a friend's house, or the store for some ice cream. FCSS has provided the Bike Safety Rodeo for many years, historically FCSS has collaborated with Bassano School, RCMP, Brooks Safe Communities and AHS to ensure our youth receive this lifesaving information.

DELIVERY

Program delivery has varied from year to year, along with changes in collaborations. Event timing has also been a critical factor in delivering a successful event to our residents.

In previous years, FCSS provided the Bike Safety Rodeo during a school day in June, collaborating with Bassano School, the local RCMP or Brooks Safe Communities. Last year we hosted the Bike Safety Rodeo in August at the sport court in collaboration with Brooks Safe communities, while the program facilitation was on point, we experienced extremely low participation. This program is offered free of charge to participants.

CLARIFICATIONS/CONSIDERATIONS

Does the board wish to continue to deliver the bike safety program? If so, is this an annual event that we can develop a policy for so that it is ongoing and consistently planned?

- How has event timing impacted the ability to reach our youth?
- Are existing collaborations continuing to provide a quality program to our community?
- Is this a program FCSS would like to offer again this year?
- Is it possible to return to hosting this program in collaboration with Bassano School?

This open discussion is intended to provide guidance and direction. The outcome of the discussion will result in program development.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

SUBJECT: June Programming – Part 2 Seniors Week

BACKGROUND

Seniors Week is to celebrate and give recognition to the contributions seniors make to enhance the quality of life in Alberta. It is an opportunity to emphasize positivity, active living and lifelong learning throughout one's lifespan. Seniors' week has been celebrated annually since 1986 as inspired by the vision of the late Alice Modin who had begun campaigning to start a senior's day in Strathcona County over 30 years ago, in turn paving the way for senior's week.

One of the FCSS provincial priorities is focused on healthy active aging in the community. Here are some goals can we keep in mind when planning this year's Seniors Week programs:

1. Helping people maintain or improve their health status and quality of life.
2. Encourage people to remain physically and socially active.
3. Assist people in remaining as independent as possible.
4. Support families in coping with a family member's care.
5. Aid in directing families to core community support.



PROGRAMMING IDEAS

Bassano has an increasing senior population, many are active participating in a wide variety of projects, initiatives, and events locally [such as the Beautify Bassano Initiative, Bassano Arts Council, Willing Workers and so many more]. When considering the program options for seniors' week it is valuable to ask ourselves some important questions.

- Where does the board feel FCSS should place focus when thinking of seniors programming?
- Does the board wish to engage in a single program?
- What level of volunteer hours are you willing to contribute to Senior's week programs?
- How can we engage seniors both living in and out of care facilities?
- What sorts of events have been popular previously, and why?

Potential programming options are listed below.

1. Engage our local senior population and their families, FCSS could promote planting a community vegetable garden. FCSS would rent garden boxes at the community garden site, community members could come and help plant the garden that would then be open to residents of Bassano to harvest fresh vegetables throughout the summer. We could offer yard games and a picnic lunch to participants.
2. FCSS could hold a in a community wide frisbee golf tournament. Frisbees would be prepaid at the local library for residents to access. Participants would pick up their frisbee, and scorecard and meet us onsite for a game tutorial. A small prize could be given to the winner.
3. Open Bowling Day in Bassano. Seniors would be encouraged to bring a friend and bowl for free or show up and meet a friend. This is to promote active living, encouraging others to join in and increase engagement within our community.
4. FCSS could collaborate with RCMP and Alberta Health Services to host an information session about Fraud Prevention, Goals of Care, and an introduction to the Seniors Benefits program. We would provide refreshments.

Do any suggested programs encapsulate the board's vision for Senior's week? How many programs will we focus on for the week. Some events could be passive such as Open Bowling Day and Community Frisbee Tournament and others could be structured with the involvement of the board.

This open discussion is intended to provide guidance and direction. The outcome of the discussion will result in program development.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

SUBJECT: FCSS Advisory Board – Reoccurring Program Policy – P-FCSS011- Proposed

BACKGROUND

Bassano FCSS provides several social service-based programs on a yearly basis, many of which have limited advisory board participation.

The purpose of this policy is to clearly establish reoccurring preventative based social programs offered in Bassano that the Director will implement requiring limited involvement from the FCSS Advisory Board. The policy will allow the Director to properly plan and deliver reoccurring programs efficiently.

The following programs are proposed as re-occurring:

1. Bike Rodeo – June
2. Meals on Wheels - Yearly
3. Rural Pop Up - Yearly
4. Spring and Fall Annual Clean up
5. Car Seat Clinic – As available
6. Kick it to the Curb – August/September
7. Parade of Garage Sales - August
8. Angel Tree/ Christmas Hampers - December

The Director will plan/schedule events each year providing updates monthly in the Directors Report. To maintain communication the board and the director shall complete a debrief of each program at the next regularly scheduled board meeting to identify successes, lessons learned, and improvements. The Director shall integrate program learnings from the collaborative debrief to ensure maximum program value.

OPTIONS:

☒ #1 – That the Family and Community Services Advisory Board approves Reoccurring Programs Policy P-FCSS011 as presented.

☐ #2 – That the Family and Community Services Advisory Board approved the Reoccurring Programs Policy P-FCSS011 as amended (define amendments).

☐ #3 – That the Family and Community Services Advisory Board rejects Reoccurring Programs Policy P-FCSS011.

DIRECTOR COMMENTS

The board may identify other reoccurring programs to add to this policy. Further, this policy is not intended to capture programs that occur on an annual basis that require heavy involvement/participation by the board.

ALIGNMENT WITH OPERATIONAL POLICIES

Operations

PROPOSED RESOLUTION:

☒ #1 – That the Family and Community Services Advisory Board approves the Reoccurring Programs Policy P-FCSS011 as presented.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. Reoccurring Programs Policy P-FCSS011- Proposed

Policy Title	Family and Community Services Advisory Board – Reoccurring Programs Policy
Authority	Director
Approved (Dates/Motion #)	
Policy Number	P-FCSS011
Review	To be reviewed annually by November 1
Reviewed by	Advisory Board on May 1, 2023

Policy Statement

The FCSS Advisory Board is responsible to develop, maintain, and provide preventative based social programs and support services in Bassano pursuant to the Family and Community Support Services Act, the Family and Community Support Services Regulation, and the Town's strategic plan.

Purpose Statement

The purpose of this policy is to clearly establish reoccurring preventative based social programs offered in Bassano that the Director will implement requiring limited involvement from the FCSS Advisory Board. The policy will allow the Director to properly plan and deliver reoccurring programs efficiently.

Definitions

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

Council – means the elected body of the Town.

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

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

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the Director to ensure this policy is implemented.

Reoccurring Programs

The programs listed are reoccurring and supported by the FCSS Advisory Board. The Director shall schedule and plan the events each year with updates provided to the board via the monthly Director's report. The board and the director shall complete a debrief of each program at the next regularly scheduled board meeting to identify successes, lessons learned, and improvements.

The Director shall integrate program learnings from the collaborative debrief to ensure maximum program value.

1. Bike Rodeo – June
2. Meals on Wheels - Yearly
3. Rural Pop Up - Yearly
4. Spring and Fall Annual Cleanup
5. Car Seat Clinic – As available
6. Kick it to the Curb – August/September
7. Parade of Garage Sales - August
8. Angel Tree/ Christmas Hampers - December

Process

1. Programming will align with the [FCSS program Handbook](#) and must follow FCSS reporting guidelines based on the [FCSS Measures Bank](#).
2. Programming will align with P-FCSS006 Financial Planning Policy and P-FCSS007 Programming Policy.
3. The Director is responsible to ensure programs are offered, maintained, and facilitated annually with a clearly defined program outline, objective, and measurement matrix.
4. The policy shall be reviewed annually by the FCSS Advisory Board to ensure its purpose and validity.

Policy Reference

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

END OF POLICY



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

Bassano, Alberta

Community

Irvin Morey, Mayor

Official Title

A handwritten signature in blue ink, likely belonging to Irvin Morey.

Official Signature

A handwritten signature in black ink, likely belonging to The Honourable Jeremy Nixon.

The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services

Congrats, Victoria!



The Grasslands Regional Family and Community Support Services (FCSS) Society is pleased to Announce that Victoria Muhlbeier will be assuming the role of Executive Director effective July 3, 2023.

With over a decade of experience in the non-profit sector, Victoria's FCSS journey began in 2019, initially serving as part of the Bassano FCSS team, and eventually transitioning to the role of Project Coordinator at Grasslands Regional FCSS in 2022. Since, Victoria has made significant contributions to our organization, stepping up with innovative ideas, a strong work ethic and a keen insight & understanding of working with others for the betterment of our communities.

For those of you who have had the pleasure of working with Victoria already, you will know her as someone who is a professional with a strong ethical foundation who genuinely cares about people and communities. With her research background, knowledge and experience in the voluntary sector and her understanding of community and organizational capacity building, we are confident that Victoria will continue the Grasslands Regional FCSS' commitment to working with others to help build communities that offer a positive quality of life for all residents.

The Grasslands Regional Board of Directors would also like to acknowledge and extend our sincere appreciation to Lynn Pye-Matheson for beginning the journey with the newly created Grasslands Regional FCSS Board in 2004 and her continuous commitment to FCSS. Lynn's compassion and unwavering passion to work, always, for the greater good of our communities will be missed. We wish her happiness and fulfilment as she moves onto the next chapter of her life.

Announcement by the Grasslands Regional FCSS Board of Directors.