Policy Title	Family and Community Services Advisory Board – FCSS Programming Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M# FCSS20/2021)
Policy Number	P-FCSS007
Review	To be reviewed annually by September 30
Reviewed by	Advisory Board – October 4, 2023

Policy Statement

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

Definitions

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

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

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipally of Bassano.

Responsibility

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

Process

1. The FCSS Advisory Board will ensure they follow all applicable Federal, Provincial, and Town legislation, acts, regulation, bylaws, policies, and procedures when creating programming for the community.

2. The FCSS Advisory Board will identify local needs within the community that fall within the mandate of FCSS, and the Regulation to promote the advancement of Bassano and its people. Needs identified by board members should be presented formally to the FCSS Advisory Board. If there is a majority vote to investigate the need, a motion shall be passed by the board members for the Director to prepare a proposal for further consideration by the FCSS Advisory Board while ensuring other projects and time commitments can be managed.

3. The FCSS Advisory Board shall stay within budget, decide what programs and activities will take place or be funded. The FCSS Director will be responsible for ensuring the FCSS Advisory Board is informed of funds available to the board when programming options are presented.

4. The FCSS Advisory Board has the power to develop, evaluate, maintain, or cancel programs that are no longer suited for the community. The FCSS Advisory Board may provide public relations for FCSS programming within the community. The FCSS Advisory Board will promote, encourage, and facilitate volunteerism in the community, and to encourage citizen participation in program development. The Director will facilitate co-operation and joint planning with related community groups, agencies, committees, or surrounding communities to better co-ordinate support service programs and facility planning.

5. When evaluating the continuation, termination or renewal of programs, the FCSS Advisory Board shall follow the Program Logic Model (Appendix A).

Communications and Marketing

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

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

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

Policy Reference

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

END OF POLICY

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Bassano
Family and Community
Support Services

Program Logic Model

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