

# FCSS Agenda

January 8, 2024 at 3:30 p.m.

Town Office Council Chambers 502 -2<sup>nd</sup> 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 8, 2024**

### **4. Adoption of Minutes**

4.1 December 4, 2023

### **5. Financial Summary**

5.1 Period ending December 31, 2023

### **6. Director's Report**

6.1 Period ending December 31, 2023

### **7. CAO Report**

None

### **8. Unfinished Business**

8.1 Volunteer Recognition 2024 RFD

### **9. New Business**

9.1 February 2024 Programs

9.2 New Member Application – Skye Chartrand

### **10. Correspondence**

None

### **11. Adjournment**

*Next Meeting Date: February 5, 2024 at 3:30 p.m.*

---

**MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON DECEMBER 8, 2023**

---

**ADVISORY BOARD MEMBERS**

- Tammie Hauck
- Christine Petkau
- Heather Basarab
- Alice Slomp
- Evelyn Jensen
- Kevin Jones

**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**

- Christine Petkau
- Evelyn Jensen
- Amanda Davis

**3. ADOPTION OF AGENDA**

**FCSS91/2023** Moved by **MEMBER SLOMP** that the December 8, 2023 agenda is approved as presented.

**CARRIED****4. MINUTES OF NOVEMBER 6, 2023**

**FCSS92/2023** Moved by **MEMBER BASARAB** to approve the minutes of the November 6, 2023 FCSS Advisory Board meeting as presented.

**CARRIED****5. FINANCIAL SUMMARY**

**FCSS93/2023** Moved by **MEMBER BASARAB** to approve the financial summary for period ending November 21, 2023 as presented.

**CARRIED**

**6. DIRECTOR'S REPORT****6.1 Director's Report – November 30, 2023**

**FCSS94/2023** Moved by **MEMBER JONES** that the FCSS Directors report for the period ending November 30, 2023 is approved as presented and discussed.

**CARRIED****7. CAO REPORT**

None

**8. UNFINISHED BUSINESS**

None

**9. NEW BUSINESS****9.1 January 2024 Programs**

**FCSS95/2023** Moved by **CHAIR HAUCK** that the FCSS Advisory Board proceeds in collaborating with Bassano Playfair Lodge, Bassano Memorial Library and the Volunteer Drivers of Bassano to facilitate Virtual Reality Travel for seniors to be held on the first Tuesday monthly from 10:00 a.m. – 3:00 p.m. at the Bassano Memorial Library with access to the remainder of the community after 3:00 p.m. Program will include a stamp able passport and be at no fee to participants for a three month trial period. Budget allowance of \$200.00

**CARRIED**

**FCSS96/2023** Moved by **MEMBER SLOMP** that the FCSS Advisory Board holds a Skate A Thon to be hosted at Bassano Arena in January with a budget allowance of \$300.00. Funds raised will be donated to BFRRS for upkeep and maintenance of the outdoor rink.

**CARRIED****9.2 Volunteer Recognition 2024**

**FCSS97/2023** Moved by **CHAIR HAUCK** to table Volunteer Recognition 2024 until January's Advisory Board Meeting for further discussion.

**CARRIED****10. CORRESPONDENCE**

10.1 The FCSSAA Annual Report 2023 was reviewed.

**FCSS98/2023** Moved by **CHAIR HAUCK** to accept the correspondence and file items as information. **CARRIED**

**11. MEETING ADJOURNED**

**FCSS99/2023** Moved by **CHAIR HAUCK** to for adjournment of the regular meeting at 4:43 p.m. **CARRIED**

---

Chair Signature

---

Director Signature



**TOWN OF BASSANO**  
**(51) 2023 FCSS Departmental Budget**  
**YTD**  
**Dec 1, 2023**

Page 1 of 1  
2023-Dec-28  
4:00:04PM

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>Revenue</b>				
1-51-00-410-00	FCSS - 2023 WOMEN'S WELLNESS	(5,000.00)	(5,231.00)	231.00
1-51-00-590-00	FCSS - GENERAL REVENUE	(2,500.00)	(1,300.00)	(1,200.00)
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(5,000.00)	(10,815.05)	5,815.05
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	(1,780.00)	(37,725.00)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(35,230.00)	(35,429.00)	199.00
1-51-00-710-00	TSF FROM FCSS RESERVE	(12,620.00)	(968.35)	(11,651.65)
1-51-00-590-03	FCSS - DONATIONS	0.00	(1,725.00)	1,725.00
* TOTAL Revenue		(99,855.00)	(57,248.40)	(42,606.60)
<b>Expenditure</b>				
2-51-00-110-00	FCSS - SALARIES	58,000.00	49,860.28	8,139.72
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	4,050.00	3,865.69	184.31
2-51-00-135-00	FCSS - AUMA BENEFITS	6,555.00	6,757.11	(202.11)
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	1,200.00	0.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	2,500.00	750.00	1,750.00
2-51-00-200-00	FCSS PROGRAMS	10,000.00	8,908.77	1,091.23
2-51-00-200-01	FCSS PROGRAM - 2023 WOMEN'S WELLNESS	6,500.00	5,524.45	975.55
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,750.00	2,647.67	(897.67)
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	710.62	(210.62)
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	4,182.94	817.06
* TOTAL Expenditure		99,855.00	88,206.53	11,648.47

\*\*\* End of Report \*\*\*

# **FCSS Director's Report**

Period Ending: December 31, 2023

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **SUPPORTS**

#### **Seniors Benefits**

Throughout December we provided service to 4 individuals in submitting Seniors Benefits.

#### **Referrals/ Supports**

We provided 5 clients with referrals to various supports and provided support through the application process.

The Fire Fund gifting account that was set up for the families whose homes were destroyed was closed on December 18<sup>th</sup>. A big thank you to everyone who donated to help get these families back on their feet.

### **PROGRAMS**

#### **Rural Pop Up**

Our monthly Rural Pop Up was hosted on December 19<sup>th</sup>, we had children from Dynamite Day care and the community attend. We have expressed interest in continuing to offer the Rural Pop Up program in partnership with SPEC for 2024, programming will remain pursuant to continued community subscribership.

#### **Christmas Magic – Santa's Social & Sleigh Parade/ Light Up the Campground**

A great night was had by all on November 29<sup>th</sup> in Bassano for the Christmas Magic Programs. This evening provides opportunities for Bassano FCSS to partner with a wide variety of local associations. This year we partnered with:

- Christmas in the Campground committee
- Christmas Magic Committee
- Bassano Arts Council
- Royal Purple
- Bassano Fire Department
- Art and Soul

Santa's Social was bustling from start to finish with over 75 children receiving a small gift from Santa himself. Many families came and supported the Hotdog meal from the Royal Purple while taking in the craft opportunities and socializing.

Santa's Sleigh Parade was poorly attended as most locals went directly to the campground to enjoy the campfires and wait to turn on the lights. In future years I feel it would be wise to omit the parade and just hand out our candy canes at the campground,

#### **Seniors Lights Tour**

# **FCSS Director's Report**

Period Ending: December 31, 2023

Prepared By: Amanda Barron, Director



## **Supporting Community Members**

A big thank you to the ladies who provided hot chocolate, cookies, and conversation to the participants of the Seniors Lights Tour. The bus was at full occupancy, and everyone enjoyed seeing the beauty of Christmas in Bassano.

## **Holiday Craft & Activity Bags**

We created 40 Craft and Activity Bags to support emotional and fine motor development as well as promote social interaction. The kits contained games, crafts that promoted the extending of kind thoughts and actions, card games and Christmas ornament crafts. We distributed all of these bags with the remainder being included in the Christmas Hampers to the children.

## **Food Drive**

Bassano FCSS supported the local Food Drive through preparation of advertising and sorting donations. We received many donations for the Christmas Hampers, thanks to Tanis and Terri for organizing and our local 4H volunteers for going door to door.

## **Angel Tree**

The Angel Tree located at Connect First Financial provided 52 gifts this year to Christmas Hamper recipients. All gifts were returned for inclusion with the Christmas Hampers.

## **Christmas Hampers**

We have seen a thirty percent increase in Hampers going from 27 in 2022 to 41 this year. Given this increase Bassano responded with continued support, making this initiative successful. Each recipient received food, toiletries, and Bassano Bucks for local stores to access their needs. We were very fortunate to have Hale Ranch Beef and Heritage Propane supply the protein for the Hampers. Bassano Fire Personnel helped to deliver the Hampers again this year, with deliveries running smoothly.

In the coming years I believe it would be prudent to create a sign-off sheet for recipients stating that all parts of their hamper were received, this will help provide stability to the program.

## **INITIATIVES**

### **Welcome Wagon**

Through December Bassano FCSS distributed 1 package to a new resident. I have updated package contents and created an additional 12 packages to replenish our stock.

219 3rd St	12/15/2023
------------	------------

## **GENERAL UPDATES**

# **FCSS Director's Report**

Period Ending: December 31, 2023

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **MHFA Training Sessions**

We have secured February 9, 2024 to host The Working Mind – Mental Health Training specific to First Responders. The training will be provided for 25 County of Newell and Brooks Fire Chiefs, Deputy Chiefs and Administrative personnel.

I am working on securing a date in March for facilitation of the Mental Health First Aid Standard with additional youth components that will be accessible to the public at a subsidized cost of \$110.00. We will have availability for 25 students. I have also applied to Inter Pipeline for a grant in the amount of \$2500.00 to further reduce the cost per participant.

### **DIRECTOR TRAINING**

On January 8<sup>th</sup> I will begin the Information and Protection of Privacy (IAPP) Certificate program through the University of Alberta. The IAPP program consists of 5 courses, I aim to complete 2- 3 courses yearly until completion.

### **UPCOMING PROGRAMS**

Virtual Reality Travel

Skate A Thon

### **Attachments**

1. Action Items



<b>April 3, 2023 Regular Board Meeting</b>		
Barron, A	Add YOB Open Discussion to Agenda April 2024	
<b>November 6, 2023 Regular Board Meeting</b>		
Barron, A	Add Babysitting and Home alone courses to Spring programming options	
<b>December 8, 2023 Regular Board Meeting</b>		
Barron, A	Resolution Index	Completed 12/28/23
Barron, A	Rotate Minutes on website	Completed 12/11/2023
Barron, A	Contact Bassano Memorial Library, book dates for Virtual Reality T	Completed 12/14/23
Barron, A	Create support/booking and contact materials for Bassano Playfair Lodge (VRT)	started 12/29/23
Barron, A	Purchase materials necessary for VRT facilitation	Completed 12/11/2023
Barron, A	Contact Bassano Arena Board and solidify ice time dor Skate A Thon	Completed 12/28/23
Barron, A	Contact BFRRS to get volunteers for event.	Completed 12/28/23
Barron, A	Prepare program pledge sheets for distribution	Completed 12/28/23
Barron, A	Work with Bassano School to help advertise/promote Skate A Thon	
Barron, A	Add Volunteer Recognition as Open discussion January 2024	Completed 12/29/23

---

## 2024 Volunteer Recognition

---

### **BACKGROUND**

At the December 4, 2023 Advisory Board Meeting we held a roundtable discussion pertaining to Volunteer Recognition for 2024. It was noted at that time that members felt our nomination-based recognition has some downfalls.

1. Underrepresentation of some groups of volunteers.
2. The same volunteers consistently nominated, same groups of individuals each year.
3. Some demographics are rarely nominated. ie/ youth.
4. Community disengagement – low nominations.

During discussions a few new ideas were discussed, as shown below.

1. Volunteer come and go BBQ.
2. Volunteer Recognition Supper with entertainment.
3. Volunteer of the Month Award (FCSS chosen).
4. Continuing community nomination-based program.

Keeping in mind Bassano FCSS applies for the Volunteer Alberta grant of \$500.00 each year to help support Volunteer Recognition, we still must be mindful of our programming budget.

### **OPTIONS:**

☒ #1 – That the Family and Community Services Advisory Board provides a monthly Volunteer Award chosen by the FCSS Advisory Board with an open call for nominations from the community for consideration. Recipients would be recognized in the Bassano Times and receive a small thank you gift.

☐ #2 – That the Family and Community Services Advisory Board provides a Come and Go community barbeque celebrating our local volunteers.

☐ #3 – That the Family and Community Services Advisory Board continues with community-based nominations, providing a small gift to 3 recipients.

### **DIRECTOR COMMENTS:**

Choosing a Volunteer of the Month will help keep Volunteerism in the forefront of people's mind throughout the year, it will also enable us to ensure that all demographics are being represented and celebrated. By providing the opportunity for the community to nominate individuals on an

ongoing basis we will also increase the likelihood of increased nominations as people will not be forgotten through the wait time of the once yearly approach.

**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 provides a monthly Volunteer Award chosen by the FCSS Advisory Board with an open call for nominations from the community for consideration. Recipients would be recognized in the Bassano Times and receive a small thank you gift.

**Prepared by:** Amanda Barron, FCSS Director

**Attachments:**

1. None

---

## FEBRUARY 2024 PROGRAMMING

---

### **BACKGROUND**

February for FCSS is a time to promote an inclusive, caring and kind community. Over the last several years we have promoted and performed Random Acts of kindness through the distribution of kindness coupons to receive a treat from local businesses.

As part of our Anti-Bullying (Pink Shirt Day) we asked volunteers to speak on what kindness means to them and how an act of kindness changed their day for the better. These videos were then shared on our social media sites. We also distributed kindness cards redeemable at local shops for a small treat.

Bassano FCSS has committed to providing Mental Health First Aid – The Working Mind to be held February 9<sup>th</sup> at the Bassano Community Hall to First Responders as a free grant subsidized program.

**FCSS66/2023** Moved by **MEMBER PETKAU** that the Family and Community Services Advisory Board offers Mental Health First Aid Courses, Standard and First Responder Leadership in 2024. FCSS will fund 50 percent of the MHFA Standard course to a maximum of \$1,800.

**CARRIED**

### **PROGRAM OPTIONS**

#### **Kindness Crafternoon**

Each Friday school kids have a half day, to engage children socially and provide an opportunity to put the theme of kindness at the forefront Bassano FCSS could host a craft open to all from 1-3 pm at the Community Hall to create “Kindness Rocks” that they can distribute through town for others to find. Rocks could be painted with sayings and artwork, additionally we could provide themed games that evoke social skill building in the context of developing healthy relationships.



Delivery of this program will require a budget allowance of \$100.00 as we are able to use existing supplies for facilitation.

### **Delete Hate Workshops – Power of Humanity Consulting**

Delete Hate Workshops are education programs facilitated primarily in schools that address the issues of diversity, inclusion, hate and bias. These are valuable skill development tools that can be used everyday delivered in a safe environment to equip students with issues they face.

Workshops would be slightly different for each age category as shown below.

Building Empathy and Nurturing Healthy Relationships- Grades K-3 - 30 mins- This workshop focuses on ways of maintaining healthy relationships, building skills, and addressing bullying through fun filled interactive activities leaving participants feeling confident with their peers.

Bully and the Bystander – Grades 4-6 - 60 mins – Designed to help children understand the roles and responsibilities each person holds in developing a healthy safe community, the risks involved in being a bystander and tools to respond to bullies and unsafe situations. Scenarios and interactive activities engage participants in the development of tools and confidence to create confidence while holding personal boundaries in place.

Delete Hate – Jr & Sr High – 90-120 mins – This workshop focuses on the issues of diversity, inclusion, hate and bias by taking a proactive approach tackling the root causes of these behaviors that have an adverse effect on individuals. Anti-Discrimination and Bystander Intervention Training helps to provide valuable skill development and daily use tools to help Delete Hate.

We have been quoted \$1500.00 for the full day of workshops with no additional costs for travel or meals.

I have also applied to receive a \$1000.00 Community Grant through Walmart for the facilitation of the Delete Hate Workshops.

### **CLARIFICATIONS/CONSIDERATIONS**

We have a heavy lineup of community skill building training through February and March with both the Mental Health First Aid Training sessions scheduled for February 9 and mid-March for the Standard with Youth. I have applied for a grant to help us support the second session as well, if successful we could receive up to \$2500.00.

It is my recommendation to ensure we receive grant funding to support the Delete Hate Workshops before committing to delivery as budgetary allowances must be maintained to ensure program funding throughout the year.

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:**

---

## P-FCSS005 New Member Application– Skye Chartrand

---

### **BACKGROUND**

In accordance with policy P-FCSS005, when applicants express desire in joining the FCSS Advisory Board they are asked to submit a Letter of Interest as well as a completed Skill Matrix. At this meeting, the board must complete the Board Skills Grid Matrix to determine the fit of the applicant. Pending the applicant meets the requirements, a motion is required to formally recommend their appointment to Town Council. Refer to the policy for more details.

### **INTRODUCTION**

On November 30, 2023 Skye Chartrand expressed an interest in joining the FCSS Board of Directors through a emailed Letter of Interest and Skill Matrix. The documents have been attached for the Board's review and recommendation to council.

### **DIRECTOR COMMENTS:**

None

### **ALIGNMENT WITH OPERATIONAL POLICIES**

☒ - P-FCSS005 – New Member Application

### **PROPOSED RESOLUTION**

*Pending the grade matrix outcome:*

The FCSS Advisory Board recommends that Town Council formally appoint Skye Chartrand as volunteer member of the Bassano FCCS Advisory Board in accordance with the skill matrix and contingent upon the clearance of Vulnerable sector and Criminal record checks.

### **Attachments**

1. P-FCSS005 – New Member Application
2. Letter of Interest
3. Skill Matrix
4. Matrix Grading Rubric

**Prepared by:** Amanda Barron, FCSS Director

**Reviewed by:**

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

Approved

## FCSS Advisory Board Member Appointment Recommendation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

## 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: \_\_\_\_\_

<b>Member Name</b>	_____
<b>Member Phone Number:</b>	_____
<b>Member Mailing Address:</b>	_____
<b>Member Home Address</b>	_____
<b>Member Email</b>	_____

**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: \_\_\_\_\_

Approved

# Board Skill Matrix

[illegible]

# 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	
	<b>Total</b>
	<b>0</b>

*Applicants will be graded on a scale from 1 - 3 for a potential maximum score of 18.*

*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

**From:** [Skye Martin](#)  
**To:** [Amanda Barron](#)  
**Subject:** EXTERNAL - Board member  
**Date:** Thursday, November 30, 2023 11:56:39 AM

---

**CAUTION:** This email is from an external source. Do not click links, images, or open attachments unless you recognize the sender and know the content is safe.

Good afternoon.

I'm Skye Chartrand and I'm interested in being on with the Bassano fcss. I have 2 kids that I bring to a lot of the fcss activities and think I would be a good help.

What I do/my interests:

- I drive school bus
- I'm on the skating board
- I'm a hockey mom
- I'm manager of the U9 hockey team
- I like puzzles
- I volunteer at the school
- I am involved in helping hands
- I am very crafty

Please let me know if I could be any help to the FCSS. Thanks!



Shye Chartrand

Living Location	Bassano Rural Bassano
Age	18 - 25 25 - 40 40 - 60 60 - 80 80+
Gender	Male Female Other
I Prefer	Planning Event Setting up and being involved at events I like to do both
Previous Board Experience	None Some Experienced
Strengths + Experiences	Strategic Planning Risk Management Working with Seniors Working with Youth Fundraising Social Media Leadership Skills Team Work Social Service Knowledge Has a passion for our mission and vision Strong Communication Skills Connecting with communtiy partners and businesses Creativity and visionary ideas Motivator for action within the group Availability in scheudle to attend board meeting