

FCSS Agenda

February 5, 2024 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 February 5, 2024

4. Adoption of Minutes

4.1 Minutes of January 8, 2024 - AGM

4.2 Minutes of January 8, 2024 - Regular

5. Financial Summary

5.1 None

6. Director's Report

6.1 Period ending January 31, 2023

7. CAO Report

None

8. Unfinished Business

8.1 P-FCSS003 FCSS Human Resources – Director Appointment and Evaluations Policy

8.2 2024 Volunteer Appreciation Luncheon

9. New Business

9.1 2024 March Programming

9.2 Community Gardens

9.3 P-FCSS005 New Member Application – Matt Kelly

10. Correspondence

10.1 Director's Network Spring Conference

11. Adjournment

Next Meeting Date: March 4, 2024 at 3:30 p.m.

**MINUTES OF THE ANNUAL GENERAL BASSANO FCSS ADVISORY BOARD MEETING HELD ON
January 8,2024**

ADVISORY BOARD MEMBERS

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

ADMINISTRATION

- Amanda Barron, FCSS Director

1. CALL TO ORDER

FCSS Director Barron called the meeting to order at 3:31 p.m.

2. ELECTIONS**2.1 Nomination and Election of Chair**

FCSS Director Barron opened the floor for nominations for the position of Chair.

MEMBER BASARAB nominated Tammie Hauck for the position of Chair.

Since there were no other nominations on the floor **MEMBER HAUCK** called for nominations to cease.

FCSS Director Barron declared as Tammie Hauck as Chair for a one-year period commencing January 8,2024. Hauck accepted.

Chair Hauck resumed the meeting.

2.2 Nomination and Election of Vice Chair

CHAIR HAUCK opened the floor for nominations for the position of Vice Chair.

MEMBER JENSEN nominated Heather Basarab for the position of Vice Chair.

Since there were no other nominations on the floor **CHAIR HAUCK** called for nominations to cease.

Chair Hauck declared Heather Basarab as Vice Chair for a one-year period commencing January 8, 2024. Basarab accepted.

3. POLICY REVIEW

3.1 P-FCSS001 Board Member Orientation Policy

Policy P-FCSS001 was reviewed.

3.2 P-FCSS002 Code of Conduct Policy

Policy P-FCSS002 was reviewed.

3.3 P-FCSS003 Human Resources - Director Appointment and Evaluation

Policy P-FCSS003 was reviewed.

3.4 P-FCSS004 Board Meeting Policy

Policy P-FCSS004 was reviewed.

Member Petkau entered meeting at 3:45

4. PERSONNEL COMMITTEE APPOINTMENT

FCSS01/2024 Moved by **CHAIR HAUCK** that the FCSS Advisory Board tables the appointment of the Personnel Committee to the February Board meeting pending amendment of policy P-FCSS003 – Human Resources Director Appointment and Evaluation.

CARRIED

5. REGULAR BOARD MEETING DATES

FCSS02/2024 Moved by **MEMBER PETKAU** that Advisory Board Meetings remain the first Monday at 3:30 p.m. monthly, in the event of Statutory Holiday it will be moved to the next business day.

CARRIED

6. MEETING ADJOURNED

FCSS03/2024 Moved by **CHAIR HAUCK** for adjournment of the annual general meeting at 3:53 p.m.

CARRIED

Chair Signature

Director Signature

Unapproved

MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON January 8, 2024

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 3:53 p.m.

2. ATTENDANCE AND REGRETS

- Amanda Davis, CAO

3. ADOPTION OF AGENDA

FCSS04/2024 Moved by **MEMBER JENSEN** that the January 8, 2024 agenda is approved as presented.

CARRIED

4. MINUTES OF DECEMBER 4, 2023

FCSS05/2024 Moved by **MEMBER PETKAU** to approve the minutes of the December 4, 2023 FCSS Advisory Board meeting as presented.

CARRIED

5. FINANCIAL SUMMARY

FCSS06/2024 Moved by **MEMBER JONES** to approve the financial summary for periods ending December 28, 2023 as presented.

CARRIED

6. DIRECTOR'S REPORT**6.1 Director's Report – December 31, 2023**

FCSS07/2024 Moved by **MEMBER SLOMP** that the FCSS Directors report for the period ending December 31, 2023 is approved as presented and discussed.

CARRIED**7. CAO REPORT**

None

8. UNFINISHED BUSINESS**8.1 2024 Volunteer Recognition**

FCSS08/2024 Moved by **CHAIR HAUCK** that the Family and Community Services Advisory Board hosts a come and go luncheon for local volunteers. Bassano FCSS members will prepare soup, salad, and buns to be served from 11:30 a.m. - 2:00 p.m. at the Community Hall to recognize volunteerism in Bassano. Total program budget shall not exceed \$1100.00, and Bassano FCSS will apply for the Volunteer Alberta Enhancement Funding of \$600.00.

CARRIED**9. NEW BUSINESS****9.1 February 2024 Programs**

FCSS09/2024 Moved by **CHAIR HAUCK** that the FCSS Advisory Board facilitates a "Delete Hate" Workshop provided by Power of Humanity Consulting in February, contingent upon the receipt of \$1,000.00 funding from Walmart Community Grant. The program would be facilitated at the Bassano School with age-appropriate content and delivery. Workshops will be held to promote awareness on the issues of diversity, inclusion, and hate/bias. This program shall not exceed \$1,500.00.

CARRIED

9.2 PFCSS-005 – New Member Application – Skye Chartrand

FCSS10/2024 Moved by **MEMBER BASARB** that 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. The Bassano FCSS Advisory Board has reviewed the Board Skill Matrix and all onboarding requirements have been met, contingent upon the clearance of Vulnerable sector and Criminal record checks.

CARRIED**10. CORRESPONDENCE****None****11. MEETING ADJOURNED**

FCSS11/2024 Moved by **CHAIR HAUCK** for adjournment of the regular meeting at 5:16 p.m.

CARRIED

Chair Signature

Director Signature

FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

Throughout January we provided service to 3 individuals in submitting Seniors Benefits.

Referrals/ Supports

We provided 3 clients with referrals to various supports and provided assistance through the application process.

We acquired winter wear for 2 community members in need.

PROGRAMS

Rural Pop Up

Our monthly Rural Pop Up was moved this month to January 30th, SPEC provided advance notice and updated advertising for distribution early in the month to allow for adequate notice to participants. We have renewed our contract with SPEC to provide the Rural Pop Up program through 2024.

Virtual Reality Travel

The first session of Virtual Reality Travel was hosted by Bassano Memorial Library on January 16th. We supplied support materials to make the program more interactive, participants can stamp their passport with the destinations they travel to helping them track where they have visited. In our first session we had 1 senior spend 2 hours travelling and 4 youth participants.

Bassano Skate A Thon

On January 26th at Bassano Arena, we hosted the Skate A Thon. The arena generously donated the ice time to facilitate the Skate A Thon which aimed to help raise funds for continued maintenance of the Outdoor Rink. The aim of the Skate A Thon was to engage individuals in becoming active participants that contribute to the continued growth of our community. The Skate a thon raised \$552.50 to the Bassano Fire Rapid Response Society to develop an upkeep and maintenance fund for the Outdoor Arena. We had 7 skaters participate. In future years I would recommend we align with Family Day and host the Skate A Thon at the Outdoor Rink.

Meals on Wheels

We have renewed our contract with Newell Housing Foundation to continue the delivery of the Meals on Wheels Program. There was no increase in the pricing of meals, which remains at \$10.86 per meal. Bassano has 4 ongoing customers receiving daily meals and a handful each year with sporadic intermittent need.

INITIATIVES

Welcome Wagon

FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Through January Bassano FCSS distributed 4 packages to a new residents.

226 8 St	3-Jan-24
301 8 Ave	9-Jan-24
801 5A Ave	17-Jan-24
219 3 St	19-Jan-24

GENERAL UPDATES

MHFA Training Sessions

The Working Mind First Responders Training will be held on February 9th at Bassano Community Hall with 25 Fire Personnel from the Brooks Region attending.

Our community-based Mental Health Training is booked for March 14 & 15 at Bassano Community Hall. Advertising and registration forms have been sent throughout the Brooks Region.

Indoor Walking

The Indoor walking program has been setup to be facilitated at the Bassano Community Hall this winter to aid in promoting a healthy, active lifestyle. Community members can access the facility for a nominal fee per use or add unlimited walking to an existing Thrive membership. Indoor Walking takes place Monday, Wednesday and Friday from 9 am to 11:30am.

Provincial Annual Outcomes Reporting

Each year we complete Provincial Annual Outcomes Reporting on programming provided and the outcome measures associated with them. We are required to submit an annual report of expenditures to the Ministry for funded projects and services eligible under FCSS legislation. This ensures that grant funds have been allocated according to the provincial prevention priorities laid out and current community needs. I have started the reporting process that is due for submission by April 29, 2024.

Brooks Newell Community Services Collaboration (BNCSC)

I attended the BNCSC meeting on January 18, 2024 at the Brooks SPEC office, through attending the bi-monthly meeting Bassano FCSS can engage in meaningful conversations linking us to other service providers, program and collaboration opportunities and develop working relationships within the local social service sectors to better support the needs of our community. By developing these professional connections Bassano FCSS is better equipped to provide our clients with referrals to services unavailable locally and to stay current on new programming within the Brooks Region.

FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



FCSS YEAR IN REVIEW

I would like to share with you some of the achievements of 2023.

- We welcomed 23 new residents to Bassano through our Welcome wagon.
- CVTIP program completed 24 tax preparations.
- 417 volunteer hours from 107 volunteers throughout our yearly programs.
- Provided 40 social programs locally.
- Delivered 41 Christmas Hampers within Bassano and Gem.

UPCOMING PROGRAMS

- Winter Walk Day – Feb 7, 2024
- Mental Health First Aid Training sessions Feb 9, March 14&15
- DELETE HATE workshops – TBD
- Volunteer Tax Preparations – Ongoing

Attachments

1. Action Items

[illegible]

P-FCSS003 HR Director Appointment and Evaluation

BACKGROUND

At the January 8, 2024 meeting the FCSS Advisory Board gave direction to amend policy P-FCSS003 HR Director Appointment and Evaluation policy to revise the structure of the Personnel Committee. Proposed amendments to the structure of the Personnel Committee are reflected and state the Personnel Committee is to be comprised of the Chair, Vice Chair and one additional Board Member.

POLICY OVERVIEW

The Town of Bassano will provide the FCSS Advisory Board with a Director to support the management of social programming and operations. This policy outlines how all HR matters and along with the hiring process will be managed and how the FCSS Board will be involved.

OPTIONS:

☒ #1 – That the Family and Community Services Advisory Board approves HR Director Appointment and Evaluation Policy P-FCSS003 is approved as amended.

☐ #2 – That the Family and Community Services Advisory Board requests that administration further amend the FCSS Policy 003 – HR Director Appointment and Evaluation. (define amendments).

DIRECTOR COMMENTS:

None

ALIGNMENT WITH OPERATIONAL POLICIES

n/a

PROPOSED RESOLUTION:

☒ #1 – That the Family and Community Services Advisory Board approves HR Director Appointment and Evaluation Policy P-FCSS003 is approved as amended.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS003 HR Director Appointment and Evaluation Policy – Proposed Amendment

Policy Title	Family and Community Services Advisory Board – FCSS Human Resources – Director Appointment and Evaluations Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M#FCSS17/2021)
Policy Number	P-FCSS003
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – February 5, 2024

Policy Statement

The Town of Bassano will provide the FCSS Advisory Board with a Director to support the management of social programming and operations.

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.

FCSS Personnel Committee – shall be a committee comprised of a maximum of three FCSS Advisory Board members that will engage with the CAO on all human resource matters regarding the Director.

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the CAO and the FCSS Personnel Committee to implement this policy.

Process

1. The FCSS Personnel Committee shall be appointed each year at the Annual General Meeting and shall consist of three (3) FCSS Advisory Board members, the board chair, the vice chair, and one board member. a minimum of two (2) and a maximum of three (3) FCSS Advisory Board members. The FCSS Personnel Committee shall consist of the Advisory Board Chair, Vice Chair and (1) additional board member that shall be appointed each year at the Annual General Meeting.
2. The FCSS Director will be hired by the CAO with input from the FCSS Personnel Committee.
3. The Director will be required to provide board leadership in fulfilling its program mandate, and to implement programs that meet the community's needs identified by the FCSS Advisory Board in alignment with the Town Operations set by Town Council.

4. Termination of a Director will be managed by the CAO in accordance with the Town's Personnel Policy and in consultation with the FCSS Personnel Committee where appropriate.
5. All human resources matters will be the responsibility of the CAO. The CAO will engage the FCSS Personnel Committee in human resource matters where applicable.
6. Salary and compensation for the Director will be managed by the CAO in accordance with the Town's Personnel Policy with FCSS operational budget input.
7. The CAO and the FCSS Personnel Committee will collaborate on a formal annual review of the Director.
8. The CAO will notify the FCSS Personnel Committee of any concerns that may arise between the Director and the FCSS Advisory Board to eliminate any conflict and to ensure effective operations.
9. The FCSS Personnel Committee will notify the CAO immediately if any concerns arise between the FCSS Advisory Board, a board member, or a community member regarding the Director. Where appropriate the CAO will address the concerns against the Director and communicate such actions with the FCSS Personnel Committee.
10. The CAO and the FCSS Personnel Committee shall maintain open communications.

END OF POLICY

VOLUNTEER APPRECIATION LUNCHEON

BACKGROUND

Bassano FCSS prioritizes local volunteerism during Volunteer Week acknowledging the importance of our volunteers in supporting the growth, and development of the social functioning of our community. Community members from all demographics invest their time and energy into helping shape our community from ensuring the functioning of user groups, sports, and entertainment opportunities to keeping our community active and attractive each year.

At the January 8th meeting the following motion was passed:

FCSS08/2024 Moved by **CHAIR HAUCK** that the Family and Community Services Advisory Board hosts a come and go luncheon for local volunteers. Bassano FCSS members will prepare soup, salad, and buns to be served from 11:30 a.m. - 2:00 p.m. at the Bassano Community Hall to recognize volunteerism in Bassano. Total program budget shall not exceed \$1100.00, and Bassano FCSS will apply for the Volunteer Alberta Enhancement Funding of \$600.00.

CARRIED

DELIVERY

In deciding on the delivery of this program as directed, I identified gaps in our program approach. The gaps need to be discussed with the board to ensure we plan and deliver an inclusive program. The discussion at the January 8, 2024 meeting considered the roll out of the program and whether to send personal invitations to volunteers or to keep the event open to everyone. The come and go concept is too vague.

To better understand the scope of volunteerism in Bassano and the number of participants we may see attending, the board must engage further to determine the best course of action (e.g. will the event be by personal invitation only, and if so, what does that look like, is it inclusive, what may be the pitfalls of this approach. Or, will the event be a come and go where we plan food for X number of people? Once the food is gone, it is gone).

To help facilitate this discussion let's work through the following questions:

1. How do we define a volunteer?
2. How many individuals do we think volunteer locally? What level of involvement, recurring, one-time?
3. If proceeding with an invitational approach, can we ensure no one is missed? If someone is missed, does that matter?

4. In approaching from an open invitation community wide format, how will we gauge the quantity of food to prepare? What will we do with excess food? What happens if we run out of food and does that matter?
5. How do we want to make the volunteers feel at this event? If we can visualize and describe what this looks like, it will help us determine the best way to organize and plan the event.
6. As a volunteer yourself, what would excite you about coming to a volunteer luncheon, what you want to see, how would you want to be recognized?

CLARIFICATIONS/CONSIDERATIONS

I have tentatively booked Sunday April 14th from 11:30 a.m. – 2:00 p.m. at the Bassano Community Hall. In choosing this date I considered that many of our volunteers are working weekdays and that we may get more participants if the luncheon was held after Church services have completed. This date is proposed and open to discussion.

In terms of program delivery, this date allows us to acquire supplies Friday, meal and site preparation on Saturday and provide the luncheon on Sunday. In delivering the program the Advisory board must be able to dedicate some time on Saturday and Sunday to ensuring all preparations are made and executed.

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

2024 MARCH PROGRAMMING

BACKGROUND

There are several themes throughout the month of March, among them are Canadian Agricultural Safety Week, Fraud Prevention, International Day for the Elimination of Racism, and International Woman's Day. March 29th is Good Friday beginning Easter.

Last year we focused on the celebration of women with our Women's Wellness Conference. The theme was prioritizing whole body wellness in our daily lives and finding small ways to provide ourselves opportunities for creating wellness for ourselves and those around us.

We addressed Fraud Prevention later in June during our Seniors Week Programming with presentations by Bassano RCMP and Connect First Credit Union.

PROGRAM OPTIONS

Women's Relaxation Yoga Session – International Woman's Day

In continuing to build upon the foundational idea of creating whole body wellness Bassano FCSS could host an afternoon yoga session open to women of all ages. Yoga practices have garnered attention to widespread benefits, by acknowledging the links between body, mind and spirit participants may improve self-confidence, reduce feelings of stress, anxiety, and depression, and gain a more optimistic outlook. In terms of personal physical wellness, the incorporation of yoga practices can help increase flexibility and strength and mobility that is easily customizable to the participant.

This would be an introductory, relaxation-based session to ensure all individuals of varying skill levels could attend. We could also incorporate a social hour after with tea and treats to promote further social interaction. A budget of \$300.00 would be allocated to facilitate this program.



Colors of Easter – Art Contest

One of the integral components of society is art. With such grand diversity of mediums, art has the ability to communicate ideas, provoke thought and encourage self-expression. Throughout history artistic endeavors have helped shape the identity of many communities by capturing our stories and bridging the gap from one generation to the next. Art has also often been a catalyst for social change through the introduction of new cultures and providing alternative perspectives and narratives. It provides means to self-expression and has been used to help nurture individuality, and in some cases Art Therapy has been used to promote healing and increase cognitive functioning.

To engage our community with focus on the development of self-expression Bassano FCSS could hold a coloring contest for children 3- 12 years of age with those 13 and up to draw or paint from scratch an Easter themed scene, the top 3 selected from each category to win a small prize. A budget of \$200.00 would be allocated to facilitate this program.



International Day for the Elimination of Racism

On March 21st, 1960 in Sharpeville, South Africa during a peaceful demonstration against apartheid "pass laws" police opened fire killing 69 people. International Day for the Elimination of Racism is observed annually on March 21st since 1966. This day serves as a call to action to eliminate all forms of racial discrimination, injustice, systemic racism and hate.

We have committed to running the DELETE HATE workshops that are planned for facilitation at Bassano School upon receipt of grant funding which ties directly into this prevention priority. It is recommended Bassano FCSS prepares materials for online awareness and education purposes.

Fraud Protection

Today the instances of individuals becoming victims of fraud is alarming. In a report from the Canadian Fraud Center as of June 30, 2023 there were 32,458 reported frauds and 21,299 victims, this information indicates that individuals are targeted multiple times.

It is important to educate our community on the types of fraud, how they can protect themselves, and what to do if they suspect they have become a victim. To help provide necessary information to the community we could create an informational postcard or pamphlet for distribution to the community, like our Mental Health postcard. This would contain information on Spoofing (the act of disguising/manipulating information for the purpose of committing fraud), Protection measures and what to do if you become a victim.



A program budget of \$200.00 would be allocated to this program.

CLARIFICATIONS/CONSIDERATIONS

Bassano School provides students with a yearly program based on Agricultural Safety; it would not be in our best interest to program around this prevention measure as there is no need for duplication.

We are also committed to providing Mental Health First Aid training on March 14 & 15 at the Community Hall, to facilitate administrative hours to prepare and providing day of support will be necessary.

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

BASSANO COMMUNITY GARDEN

BACKGROUND

The Bassano Community Garden has been operated over the last several years by the Royal Purple. Late last year, Royal Purple informed town council they will no longer program the garden boxes. There are 10 large garden boxes divided into 2 sections, each section was previously rented for \$10 each/planting cycle.

It was proposed at the November 20th, 2023 Council meeting for Bassano FCSS to adopt the boxes, to develop a program, and to utilize the space for the continued benefit of our community. If the board is favorable, we can certainly achieve this outcome by continuing to offer garden box rentals to the community which allows individuals without access to land the ability to grow their own food.

Before discussing programming options, it would be valuable to have a roundtable discussion.

1. Does the board see value in leading and programming the community garden? If so, how – if not, why?
2. Does the board have any feedback to share on their knowledge or experience with the community garden?
3. What would be an acceptable box rental rate per box?
4. Is there an opportunity to provide community capacity building through the Community Garden? Community capacity in this sense means improving ones ability to provide for oneself and learn skills that aid daily living.
5. Are there any possible community collaboration and or volunteerism opportunities that could be developed? If so, what and why?
6. Would the board consider planting unpurchased garden boxes for the purpose of growing vegetables used for the Christmas Food Hampers?

REFERENCE PHOTOS



CLARIFICATIONS/CONSIDERATIONS

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

P-FCSS005 New Member Application– Matt Kelly

BACKGROUND

In accordance with policy P-FCSS005, when applicants express a desire to join 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 January 8, 2024 Matt Kelly 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 Matt Kelly 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: Amanda Davis, CAO

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

Approved

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: _____

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	
	Total
	0

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

January 4, 2024

Good Morning Amanda.

I'm writing to you this morning to let you know that I'm interested in becoming a board member for FCSS.

I have three university degrees including an MBA and PhD in economics.

I have extensive experience in strategic planning, municipal economic development and leadership.

I am a committed Christian and my focus will be on three main biblical principles....feeding, clothing and housing people.

I'll get the vulnerable sector check and board skill matrix completed next week.

I look forward to the possibility of working with FCSS and contributing to our town.

Thanks,

Matt Kelly

MATT Kew



Board Skill Matrix

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 schedule to attend board meeting	

MUSTARD SEED



2024 DIRECTORS' NETWORK CONFERENCE

Evolving Needs Adaptive Strategies

May 1 (Afternoon) - New Directors
May 2-3 - Directors' Network Conference

GRANDE PRAIRIE, AB

Delta Hotels Grande Prairie Airport
11700 99 Ave Grande Prairie, AB
Phone Reservations: 780-533-6000
Group Booking Name "City of Grande
Prairie May 2024"

Use the QR code above or [click here for
reservation](#)



fcssaa

Family and Community Support
Services Association of Alberta

