

Bassano FCSS Board Meeting Agenda

January 10, 2022 Board Meeting



VISION

Bassano FCSS, 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 January 10, 2022 Agenda
4. Adoption of December 6th, 2021 Minutes
 - 4.I. Matters Arising
5. Financial Summary - For the period ending December 31, 2021
6. Director's Report – For the period ending December 31, 2021
7. CAO Report – For the period ending December 31, 2021
8. Unfinished Business
 - 8.I. Women's Wellness
9. New Business
 - 9.I. Rural Mental Health Grant Application
 - 9.2. February Programs – Random Acts of Kindness Day
 - 9.3. February Programs – Craft Kits
 - 9.4. February Programs – Fundraiser
 - 9.5. Upcoming Programs – Community Registration Night
 - 9.6. Upcoming Programs – Volunteer Registry
 - 9.7. Upcoming Programs – Welcome Wagon
 - 9.8. Upcoming Programs – Youth on Board
10. Correspondence
 - 10.I. Grasslands FCSS Funding Agreement
11. Meeting Adjourned

Next Meeting Date – February 7th, 2022 @ 3:30 PM



MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON DECEMBER 6, 2021.

ADVISORY BOARD MEMBERS

- Juanita Pierson
- Tammie Hauck
- Sandra Mitchell
- Alice Slomp
- Heather Basarab
- Christine Petkau

ADMINISTRATION

- Victoria Muhlbeier, Director
- Amanda Davis, CAO

1. CALL TO ORDER

Chair Tammie Hauck called the meeting to order at 3:34 p.m.

2. ATTENDANCE AND REGRETS

- Regrets from Evelyn Jensen and Heather Basarab. Allison Berg not in attendance.

3. ADOPTION OF AGENDA

FCSS77/2021 Moved by **Juanita Peirson** that the December 6, 2021 agenda is approved as presented.

CARRIED

4. MINUTES OF NOVEMBER 1, 2021

FCSS78/2021 Moved by **Alice Slomp** to approve the minutes of the November 1, 2021 FCSS Advisory Board meeting as presented.

CARRIED

5. FINANCIAL SUMMARY

FCSS79/2021 Moved by **Christine Petkau** to approve the financial summary for the period end November 30, 2021 as presented.

CARRIED

6. DIRECTOR'S REPORT

A director's report for the period ending November 30, 2021 was presented.

FCSS80/2021 Moved by **Christine Petkau** that the director's report for the period ending November 30, 2021 is approved as presented and discussed as attached to and forming part of these minutes.

CARRIED

7. CAO REPORT

None for current

8. UNFINISHED BUSINESS

8.1 2022 FCSS Budget - Draft

A request for decision outlining options for the 2022 FCSS budget was presented by CAO Amanda Davis.

FCSS81/2021 Moved by **Sandra Mitchell** that the FCSS Board of Directors approves the top-up funding request 2022-2024 letter dated November 18th, 2021 addressed to Town Council as amended. The board directs the FCSS Directors to submit it to administration as a delegation request for the December 13th, 2021 Council Meeting. The delegates to address Town Council will include Tammie Hauck and Victoria Muhlbeier.

CARRIED

9. NEW BUSINESS

9.1 New Director Application

An application for a new member to join the FCSS board was presented and a skill matrix was completed by each board member.

FCSS82/2021 Moved by **Tammie Hauck** that the FCSS Board of Directors sends the application to Town Council for further review.

CARRIED

9.2 Review of FCSS Meeting time

A request for decision outlining the review and potential change of FCSS meeting times was presented.

FCSS82/2021 Moved by **Tammie Hauck** that the FCSS Board of Directors keeps their monthly meeting on the first Monday of each month at 3:30 PM.

CARRIED

10. CORRESPONDENCE

10.1. Letter of Resignation – Kaylein Wirachowsky

11. MEETING ADJOURNED

FCSS83/2021 Moved by **Tammie Hauck** for adjournment of the regular meeting at 4:48 p.m.

CARRIED



Chair Signature

Director Signature

Unapproved



TOWN OF BASSANO

(51) FCSS Department
Town of Bassano
YTD

Page 1 of 1
2022-Jan-6
4:08:48PM

General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Revenue				
1-51-00-590-00	FCSS - OTHER REVENUE	(2,500.00)	(3,750.00)	150.00
1-51-00-590-03	FCSS - DONATIONS	0.00	(815.00)	0.00
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(5,400.00)	(12,395.97)	229.55
1-51-00-710-00	TSF FROM FCSS RESERVE	(20,150.00)	(20,150.00)	100.00
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	0.00	0.00
1-51-00-850-00	FCSS - GRASSLANDS FCSS/TOWN CONTRIB.	(22,350.00)	(22,350.00)	100.00
* TOTAL Revenue		(89,905.00)	(59,460.97)	66.14
Total Expenses				
2-51-00-110-00	FCSS - SALARIES	54,000.00	54,631.76	101.16
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	3,600.00	3,922.15	108.94
2-51-00-135-00	FCSS - AUMABENEFITS	5,750.00	5,754.12	100.07
2-51-00-137-00	FCSSRRSP CONTRIBUTION	1,200.00	1,200.00	100.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	250.00	178.32	71.32
2-51-00-200-00	FCSS PROGRAMS	14,805.00	6,256.79	42.26
2-51-00-211-00	FCSS-TRAVELLODGE/PHONE & BOARD DEVEL.	700.00	1,283.03	183.29
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	400.00	385.18	96.29
2-51-00-300-00	FCSS EVENTS	5,400.00	4,385.00	81.20
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	3,799.00	99.97
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	0.00	6,169.35	0.00
* TOTAL Expenses		89,905.00	87,964.70	97.84

Notes:

1. FCSS – Conditional Grant has been received in full \$39,505
2. This is a year-to-date budget report, expenses are still coming in for December

Director's Report for the Period ending December 31, 2021

Supporting Community Members

During December we assisted 9 seniors with accessing benefits and services, including local senior supports and food services - 8 senior individuals have previously received services from FCSS and 1 individual is has not received services prior. During the month of November, we assisted 1 family with children under 18 in accessing food, family law, and community supports, this family was new to FCSS services. Over the month of December, we supported 5 individuals in accessing local supports and federal benefits, 3 individuals have previously been seen by FCSS and 2 are new to FCSS supports. We support 2 interagency support referrals this month for Bridges family programs and the YMCA Employment Centre.

Programming Updates

Santa's Sleigh

The Santa's Sleigh event occurred on December 7th in conjunction with the Light up the Lights event at Bassano Campground. This was our first year hosting the event as an COVID friendly adaptation to our Santa Claus fun for children. The event had a great turn out and was well received by the community. If this event is hosted next year it is suggested we provide a chair/archway for Santa to sit at once at the park. Thank you to Bassano RCMP, Bassano Fire Department and the Bassano Christmas in The Campground committee for working with us to make this event possible.

Santa's Workshop

Santa's Workshop occurred on December 10, 2021. We hosted spots for drop in and spots for pre-booking. We only had one family utilize the drop in option and we served 23 children at the event. The event this year had a lower turn out than expected. Over the last two years the event has had a lower turn out, possibly due to COVID-19. Donations were not as plentiful this year but we still had donations left at the end of the event. Some parent feedback is that a weekend day does not work best to host this event if it is hosted again in the future. If COVID-19 is still an ongoing concern during the 2022 holiday season it may be advisable to split this event over two evenings (after school) and allow registration on one evening and walk in on the other.

Christmas Hampers

Christmas Hampers were provided to 36 community members on December 22, 2021. Each community member was provided a dozen eggs (Po'Dunk Farms), Toilet Paper (ConnectFist Credit Union Staff), milk, chicken burgers, buns (Emme's Esso), turkey or chicken (Heritage Propane), stuffing, gravy, cranberry (Kacia Reid), roasting pans for cooking turkey, feminine hygiene (Christine Petkau), fresh vegetables (Newel Colony), and a beef box (Hale Ranch Beef). Each hamper was also provided with \$130 in Bassano Bucks and other assorted non-perishable food items. The structure of Bassano Bucks was changed this year and gift certificates were purchased for individuals, this structure worked well and is recommended moving forward.

Town of Bassano

Angel Tree

The Angel Tree in Bassano hosted 55 names. FCSS purchased several gifts that were remaining using Christmas Donations to ensure all tags received a gift.

Board Appreciation

FCSS Board Members play a crucial role in delivering FCSS programs to the community, without the support of the Board FCSS would not be able to provide quality service to residents of the Town of Bassano. Each year we gather for a meal to recognize the dedication of FCSS Board volunteers, it is proposed we host this event following the February 2022 Board Meeting.



MONTHLY CAO REPORT for FCSS BOARD

Meeting: January 10, 2022

Agenda Item: 7

Amanda Davis, Chief Administrative Officer

Report period ending January 6, 2022

Budget

Town council will continue to work through department orientations over the next five months to understand the purpose, function, and role as part of their governance function. The FCSS delegation at the December 13, 2021 meeting was well received. The supplementary letter explained the overall function of social services in Bassano. The formal funding request will be presented from consideration at the January 17, 2022 meeting.

Thrive Fitness Centre

As part of the departmental review process and implementation of the Recreation & Leisure Master Plan, council has directed administration to complete a business case to assess the viability of the Thrive Fitness Centre. Currently, Thrive operates with an deficit (loss) of \$10,000/annum that is now funded equally by the Town and the County and there is low usership. Many factors contribute to this and will become apparent as we work through the analysis.

Thrive was initiated by FCSS. Today, the FCSS director provides administrative support for the operations of the fitness centre; financial expenditures are not longer funded from the FCSS budget. We aim to work together to determine the long-term viability of this facility and will collaborate with the FCSS board where applicable throughout the process.

Board & Director Recognition

The Mayor and Council recognize the time put into social programs in November and December to support the holiday season. Your work is outstanding – thank you for caring for those in need and making the holiday season special for everyone, especially those that are underrepresented in Bassano.

Attachments:

1. Thrive Fitness Centre – Viability Survey 1



UNFINISHED BUSINESS

Meeting Date: January 10, 2022
Agenda Item: 8.1

Women's Wellness

BACKGROUND

The Annual Women's Wellness Conference was anticipated to take place in March of 2022 but due to the ongoing global pandemic the FCSS board of Directors opted to forgo planning of the event for March 2022 and would review the viability of hosting the event at a later date. The FCSS Board of Directors indicated they would like to review the viability of beginning planning for this event in 2022.

At this time the Omicron variant of COVID-19 is present in our province and we are under public health and gather restrictions, we can not predict the state of restrictions in the future at this point.

OPTIONS:

- #1 – The FCSS Board of Directors continues to wait to begin planning of the Women's Wellness conference and reviews the viability of hosting a conference again in March of 2022.
- #2 – The FCSS Board of Directors determines a date for the Women's Wellness Conference and begins planning for the event.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)
- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

The currently changing public health restrictions make it difficult to plan future events as we do not know what the health restrictions may be at the time of the future event.

PROPOSED RESOLUTION

- #1 – The FCSS Board of Directors continues to wait to begin planning of the Women's Wellness conference and reviews the viability of hosting a conference again in March of 2022.

Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO

Rural Mental Health Grant Application

BACKGROUND

In 2021 the FCSS Director attended several sessions facilitated by Canadian Mental Health Association of Alberta to become a Community Animator. Canadian Mental Health offers grants to promote rural mental wellness, these grant funding options are only available to community animators and are not available to the general public. Projects support through this grant must align with the Rural Mental Health Project's guiding principles: community-driven, building on local strengths, 5 of 5 people have mental health, whole community approach, and developmental in nature.

INTRODUCTION

The grant funding for Canadian Mental Health opened on January 1, 2022 and closes on January 31, 2022. It is proposed that the FCSS board of Directors pursues an application of funds to support a youth program in Bassano.

The proposed youth program would run 1 time per week after school; youth will be given opportunities to engage in life skills that are meaningful to their day-to-day living, while building their resiliency and coping skills. Sessions may include development of cooking, cleaning and household skills but are not limited to these categories; through the program we aim to help youth learn about their diverse community and the value of volunteerism. Through programming youth will be given opportunities to learn about resiliency and skills that will help them navigate the world as an adult. Youth will be able to connect with one another and foster a sense of micro-community while giving back to their community.

OPTIONS:

- #1 – The FCSS Board of Directors would like to move forward with submitting a grant application to Canadian Mental Health Association with a focus on youth wellness, life skills and resiliency.
- #2 – The FCSS Board of Directors would like to move forward with submitting a grant application to Canadian Mental Health Association with a focus on _____ (ex. Seniors, families, young adults).
- #3 – The FCSS Board of Directors would like to forgo applying for additional funds from Canadian Mental Health Association, to support the development of new programming in the community.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)
- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

Canadian Mental Health Association Grants run from April – March each year and are provided on a 1-year basis.

Bassano currently has limited out-of-school structured youth programs outside of sports, this program would bridge a gap within the community.

Bassano has a high senior population, an application for seniors' programs may be seen as more appropriate by the FCSS Board.

PROPOSED RESOLUTION

- #1 – The FCSS Board of Directors would like to move forward with submitting a grant application to Canadian Mental Health association with a focus on youth wellness, life skills and resiliency.

ATTACHMENTS

1. Rural Mental Health Grant Application Outline

Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO



Canadian Mental
Health Association
Alberta
Mental health for all

2022 COMMUNITY GRANTS

INDIVIDUAL COMMUNITY GRANT STREAM

OVERVIEW & CONTACT INFORMATION

COMMUNITY CONTEXT

1. Provide an overview of your community, including the local assets and resources. (2-3 paragraphs) Consider the physical, social, and cultural elements. What are the main strengths of your community?

RATIONALE & OBJECTIVES

2. What is the objective of your project? Please describe your project, highlighting three short-term goals you hope to achieve over the grant term (1 year). (1-2 paragraphs)
3. Once this project is complete and the 1-year funding term has ended, what legacy are you hoping to leave? (1 paragraph) Consider how the changes and impacts will continue after your project is complete (e.g., the knowledge gained/shared, relationships built, and other lasting benefits).
4. What are the key priorities your community is focusing efforts on? Using the 8 Domains of Mental Health as a lens, describe how your project relates to two to four of the domains. If your project touches more than four domains, consider the domains it will influence in the short-term (i.e., over the 1-year grant term). (2-4 paragraphs)
5. Why will your approach be successful within your community? (1 paragraph) Consider the strengths and assets you described in Question 1. How will your project build on these existing assets? How will these assets be further strengthened by your project?

COLLABORATIVE DESIGN

6. COLLABORATIVE APPROACH is one of the Rural Mental Health Project principles. We believe that setting direction and decision-making are done best through collective leadership. This involves all voices being valued and contributing to community-based efforts, through collective planning, learning, implementing, and decision-making. **Projects that do not demonstrate significant meaningful involvement from community members will not receive funding.** Additional resources to aid in brainstorming: *5D Worksheet (Module 4)*, *Usual Suspects Worksheet (Module 5)*, *Who Do We Want to Engage? Worksheet (Module 5)*, *Inclusivity Checklist (Module 5)* – all are included in the Application Guidelines. See also: [Liberating Structures](#) to learn more about various methods of collaborative facilitation.
 - a. Who will be involved in the design, planning, and implementation of the project? Demonstrate the citizen-led nature by identifying the “usual” and “unusual” collaborators who will be involved in this project, including people with lived experiences. (1-2 paragraphs or use table on the next page)



Canadian Mental
Health Association
Alberta
Mental health for all

2022 COMMUNITY GRANTS

INDIVIDUAL COMMUNITY GRANT STREAM

- b. What are the key roles and strengths of the different people involved, including the Animators facilitating this project? (1-2 paragraphs or use table provided)
- c. How will they participate and how will their perspectives be included? (1-2 paragraphs or use table provided)

Instead of writing paragraphs for Question 6, you may use the table provided. Please add or delete rows as needed.

ACTIVITIES & BUDGET

7. What activities does your project entail? Using the table below, describe the project timeline, outlining the key dates and milestones of your project plan and who will be involved. *Example included for your reference. Add or delete rows as needed.*
8. Using the table below, provide a breakdown of how the grant funds will be used to complete the project. *Examples are included for your reference. Add or delete rows as needed.*

Be sure to include any in-kind donations, contributions from partners, and other funding sources you will receive to support the project. Consult the [Application Guidelines](#) for a list of eligible and ineligible expenses.

REFLECTION & EVALUATION

9. How will you embed opportunities for learning while you are implementing (i.e., iterative learning)? For example, how will you debrief – including with your Action Team, community members, partners – throughout the activities and learn from what you have done? (1-2 paragraphs)

To aid in brainstorming, you may wish to review the 5D Worksheet (Module 4).

NETWORK BUILDING

10. How will you connect with other communities and Animators through the Rural Mental Health Network? (1-2 paragraphs)
11. How do you hope to benefit from the RMH Network and how will you contribute to the RMH Network? (indicate at least 1 point for each)

ADDITIONAL DOCUMENTATION

Although not required to apply for a grant, Letter(s) of Support from community members or grassroots organizations can be included to demonstrate how diverse groups of collaborators will be engaged and involved in the planning, decision-making, and implementation of your project.



REQUSET FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.2

February Programming – RAK Day/Week

BACKGROUND

On the second week of February, people all over the world celebrate Random Acts of Kindness Week by striving to make kindness an inspirational aspect of people’s lives. Last year, to celebrate RAK Day the FCSS Board dropped off baked goods at local businesses with information about fostering kindness in the workplace and creating kind communities.

INTRODUCTION

The FCSS Board is able to promote Random Acts of Kindness Day in several ways in our community, some ideas include filling local book houses and placing kindness cards in each of the books, placing kindness cards or post its on parked vehicles around the community, creating street signs promoting community kindness, and hosting a kindness coloring contest. The FCSS Board can also propose other ways in which they feel would be best suited to celebrate RAK Day within Bassano. Should the board wish to proceed with this event volunteer support for the board will be required, volunteer time commitment will be 1 – 2 hours on one afternoon.

OPTIONS:

#1 – The FCSS Board of Directors would like to move forward hosting a RAK Day coloring contest with a \$25 dollar prize, in addition to placing kindness cards in book houses and kindness post-its on local vehicles.

#2 – The FCSS Board of Directors would like to recognize RAK Day/Week in the following way

#3 – The FCSS Board of Directors would like to forgo RAK Day celebrations in the community for 2022.

DIRECTOR COMMENTS:

If the FCSS Board would like to move forward with creating kindness post-it’s the Director will connect with Bassano School and Bassano Dynamite Academy to see if students may be able to help facilitate the project.

ALIGMENT 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 – The FCSS Board of Directors would like to move forward hosting a RAK Day coloring contest with a \$25 dollar prize, in addition to placing kindness cards in book houses and kindness post-its on local vehicles.

Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.3

February Programming – Craft Kits

BACKGROUND

Craft Kits are a COVID friendly family-based program, geared toward families with children ages 4 – 10. Craft Kits designed to engage parents and children as they complete activities, in addition craft kits come complete with learning packs for children and a support letter for parents highlighting the content of the kits. Craft Kits are themed and the activities in each craft kit aim to help children developmentally.

INTRODUCTION

During the month of February, we recognize Random Acts of Kindness Day, it is proposed that a craft kit be produced during the month of February with the theme being Kindness.

OPTIONS:

- #1 – The FCSS Board of Directors would like to move forward with facilitating a kindness themed craft kit for the month of February, delivery of the craft kit will occur during RAK Week and 20 kits will be created

- #2 – The FCSS Board of Directors would like to forgo craft kits during the month of February.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)

- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

If the FCSS Board would like to move forward with creating kindness post-it's the Director will connect with Bassano school and Bassano Dynamite Academy to see if students may be able to help facilitate the project.

PROPOSED RESOLUTION

- #1 – The FCSS Board of Directors would like to move forward with facilitating a kindness themed craft kit for the month of February, delivery of the craft kit will occur during RAK Week and 20 kits will be created

Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.4

February Programming – Valentine’s Day Fundraiser

BACKGROUND

During 2020 Bassano FCSS hosted a Valentine’s Fundraiser, funds raised from the event were donated to Cantera Safe House and they totaled just over \$300.

INTRODUCTION

In alignment with Valentine’s Day the FCSS Board could again offer a Valentine’s fundraiser with proceeds going to Cantera Safehouse or another charity of choice. The Valentine’s baskets would require board volunteers for sorting and delivering. Each Valentine’s basket would contain chocolate cover strawberries, a flower, and a personalized card. If the FCSS Board wished to proceed with this event volunteer support from the board is required, a minimum of 3 volunteers will be required to contribute 2 hours to organizing the gifts and 1 hour to delivering the gifts on separate days.

OPTIONS:

- #1 – The FCSS Board of Directors would like to move forward with offering a Valentine’s fundraiser to the community. The fundraiser would begin January 17th – February 7th with delivery occurring on February 14th. Proceeds from the fundraiser will be donated to Cantera Safe House.
- #2 – The FCSS Board of Directors would like to move forward with offering a Valentine’s fundraiser to the community. The fundraiser would begin January 17th – February 7th with delivery occurring on February 14th. Proceeds from the fundraiser will be donated to _____.
- #3 – The FCSS Board of Directors would like to forgo craft kits during the month of February.

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 – The FCSS Board of Directors would like to move forward with offering a Valentine’s fundraiser to the community. The fundraiser would begin January 17th – February 7th with delivery occurring on February 14th. Proceeds from the fundraiser will be donated to Cantera Safe House.

Prepared by: Victoria Muhlbeier, FCSS Director
Reviewed by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.5

Upcoming Programs – Community Registration Night

BACKGROUND

During the September 2021 FCSS Board meeting it was proposed that the FCSS Board proceed with facilitating a community registration night for local volunteer clubs and recreation groups. The purpose of Community Registration Night is to create opportunity for all groups to come together on one evening to offer ease of access and increase community awareness around available opportunities for recreation, leisure, and community engagement available in Bassano.

INTRODUCTION

It was suggested that the month of March would be an optimal time to host the first Community Registration night, should the FCSS Board wish to proceed with this event an ad hoc committee of 1 – 2 board members will be required to form to assist with liaising with community groups and helping with event set up and facilitation. The volunteer time commitment for this project is 1 – 2 hours liaising with community groups on one day and 3 hours assisting with the facilitation of the event on another day.

OPTIONS:

- #1 – The FCSS Board of Directors would like to move forward with planning a Community Registration Night for March 12, 2021, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the event.
- #2 – The FCSS Board of Directors would like to move forward with planning a Community Registration Night for _____, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the event.
- #3 – The FCSS Board of Directors would like to forgo planning a Community Registration night at this time.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)
- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

This program is something the FCSS Board of Directors will be able to pursue pending approval or additional funding, should funding not be approved the FCSS board will be required to review this motion during the February 2022 meeting.

Pending the community feedback and reception of the event it is proposed the FCSS Board review hosting this event semi-annually with registration for winter activities occurring in late August.

PROPOSED RESOLUTION

- #1 – The FCSS Board of Directors would like to move forward with planning a Community Registration Night for March 12, 2021, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the event.

Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.6

Upcoming Programs – Volunteer Registry

BACKGROUND

During the April 2020 FCSS Board meeting it was proposed that the FCSS Board proceed with launching a community volunteer hub. The volunteer hub would act as a central community location where volunteer clubs could list available opportunities, in addition community members would be able to access the hub and be matched with appropriate volunteer opportunities to help them contribute to their community.

INTRODUCTION

It is proposed the FCSS Board launch the volunteer registry in conjunction with volunteer week in April 2022, should the FCSS Board wish to proceed with this event an ad hoc committee of 1 board member will be required to form to assist with liaising with community groups. The time commitment from board volunteer required for this project is approximately 5 hours over 3 days. The project would begin in late February 2022 should the launch date be April 2022.

A Volunteer Registry Program proposal was developed in October 2020 to advance the project (see attached). The proposal outlines a vision and lays out step for implementation.

OPTIONS:

#1 – The FCSS Board of Directors would like to move forward launching a volunteer registry in conjunction with volunteer week of April 2022, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the hub.

#2 – The FCSS Board of Directors would like to move forward launching a volunteer registry on _____, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the hub.

#3 – The FCSS Board of Directors would like to forgo planning a Volunteer Registry at this time.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)

- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

This program is something the FCSS Board of Directors will be able to pursue pending approval or additional funding, should funding not be approved the FCSS board will be required to review this motion during the February 2022 meeting.

PROPOSED RESOLUTION

#1 – The FCSS Board of Directors would like to move forward launching a volunteer registry in conjunction with volunteer week of April 2022, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the hub.

Attachments:

1. Volunteer Registry Proposal

Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO



Program Proposal

Bassano Volunteer Project

January 10, 2022

by

Victoria Muhlbeier



AN INTRODUCTION

Thank you for taking the time to review the FCSS program proposal to undertake a Volunteer Resource Service in Bassano. The Bassano FCSS currently has one board member and one staff activity involved in the project and 7 other board volunteers to rely on for support, we commit to managing the project next year (January 2021 – December 2021) and evaluating the service for continued support at this time based on community need.

We have a vested interest in connecting members of our community with meaningful volunteer opportunities and look forward to what the project may bring to the community.

Questions may be directed to Victoria Muhlbeier at fcss@bassano.ca.

Sincerely,

Victoria Muhlbeier

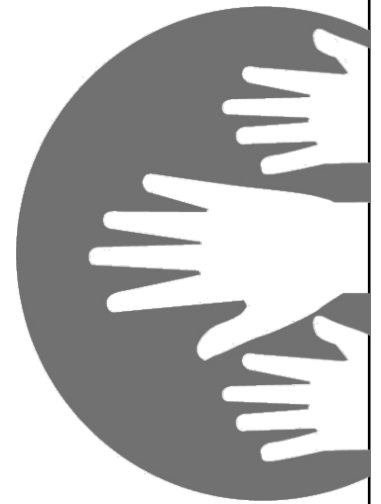
FCSS Bassano

OUR VISION

Our vision is to positively contribute to the lives of those in Bassano through increased awareness of local opportunities to contribute to the community.

The purpose of the Bassano Volunteer Project is to create an easy to access directory of available opportunities in the community for individuals who want to volunteer. This project is beneficial for many reasons:

- ❖ Create opportunities for people to build meaningful connections in the community
- ❖ Create avenues for current board, volunteers, and service groups to acquire new members
- ❖ Expand the FCSS Board as well as create a roster of general volunteers able to assist with FCSS programming and events
- ❖ Over time the project will facilitate increased volunteerism in rural communities (Bassano), where access to formal services may be limited



OUR PLAN

The heart of rural communities are based in volunteers and their contributions to their communities. We aim to increase individuals' sense of belonging in Bassano while building on the foundation of what makes our community strong.

Our plan:

- ❖ Create a living document outlining volunteer opportunities in Bassano through liaising with volunteer groups (appendix 1) in Bassano (appendix 2). The document will outline what volunteer opportunities and positions are available in the community and how volunteers can help their group/organization positively give back. Community members will then be able to contact FCSS to complete an interest form (appendix 3) and find a volunteer match.

The available positions and roster of volunteers will be kept on a spreadsheet managed by FCSS (appendix 4).

Start where you are. Use what you have. Do what you can.

– Arthur Ashe

HOW TO ACHIEVE OUR PLAN

The Bassano Volunteer Project can be achieved by taking the following steps

1. Create a current list of volunteer organizations and services groups within Bassano for the purpose of contact about the project. (appendix 5)
 - ❖ ACTION 1: Coordinate with Town of Bassano Administration to ensure accuracy of current volunteer directory and contacts. This ensures all service groups are made aware of the project and can take part if interested.
2. Engage with local volunteer groups to create a list of current opportunities within the community
 - ❖ ACTION 2: send out program invitation (appendix 6) via email or mail to local volunteer groups. Messaging will be provided outlining the Bassano Volunteer Project, how it could benefit their groups and the ways in which to get involved or find out more
 - ❖ ACTION 3: A FCSS Board member will place follow up calls 1 – 2 weeks after the initial email or post mail is sent out to answer questions and encourage involvement with the program
3. Advertise for additional groups through social media and community advertisement
 - ❖ ACTION 4: Complete social media advertisement and distribute within the community

4. Compile volunteer data of available positions.
 - ❖ ACTION 5: Engage with groups requiring further assistance with forms. Follow up with service groups where additional information is needed, such as the mandate of the group or clarification of positions available.
 - ❖ ACTION 6: Place information in to volunteer spreadsheet (appendix 4)
5. Advertise for individuals looking to contribute to their community.
 - ❖ ACTION 7: Complete social media advertisement and launch campaign online and in the community through print ads.
6. Coordinate placement for volunteers.
 - ❖ ACTION 8: Meet with individuals expressing interest in becoming volunteers within Bassano to complete volunteer interest forms (appendix 3) and understand what volunteer match will be best suited for their interests and hobbies.
 - ❖ ACTION 9: Provide volunteers with the contact information and application process for service groups that may be a fit for their availability and interests.
7. Quarterly follow up with volunteer groups and organizations
 - ❖ ACTION 10: Send out an email to volunteer groups asking for updates on the success of the program for volunteer acquisition. Inquire about current available positions and current group contacts
 - ❖ ACTION 11: Provide updated information to administration to ensure accurate list of volunteer groups and services within the community.
8. Review success and community need for continued support of program
 - ❖ ACTION 12: Prepare data overview and RFD for FCSS Board of Directors.
 - ❖ ACTION 13: Inform Council of program outcomes and updates on program continuation.

TIMELINE

We anticipate this project will benefit the community and the impacts will be seen in long term growth. As with every FCSS program the eligibility and community need for continued support will be determined on a yearly basis.





REQUEST FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.7

Upcoming Programs – Welcome Wagon

BACKGROUND

During the June 2021 FCSS Board meeting it was proposed that the FCSS Board proceed with creating a Welcome Wagon package for new community members. The Welcome Wagon would act as a tool for new residents to use to become engaged with the community.

INTRODUCTION

It is proposed the FCSS Board begin work on this project with a launch date of March 2022, should the FCSS Board wish to proceed with this event an ad hoc committee of 1 - 2 board member will be required to form to assist with reviewing welcome packages and included content. The project would begin in late January 2022 should the launch date be March 2022. The volunteer time commitment for this project is 1 – 2 hours over 1 day and email communication.

OPTIONS:

- #1 – The FCSS Board of Directors would like to move forward with creating a Welcome Wagon package to be available in March of 2022, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the packages.
- #2 – The FCSS Board of Directors would like to move forward with creating a Welcome Wagon package to be available _____, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the packages.
- #3 – The FCSS Board of Directors would like to forgo planning a Welcome Wagon package at this time.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)
- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

This program is something the FCSS Board of Directors will be able to pursue pending approval or additional funding, should funding not be approved the FCSS board will be required to review this motion during the February 2022 meeting.

Should the FCSS Board wish to proceed with this project they have the option to deliver Welcome Wagon packages in person to new residents or have them available at a location such as the post office.

PROPOSED RESOLUTION

- #1 – The FCSS Board of Directors would like to move forward with creating a Welcome Wagon package to be available in March of 2022, pending the approval of additional funding. An ad hoc committee consisting of _____ will assist with planning the packages.

Prepared by: Victoria Muhlbeier, FCSS Director
Reviewed by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting Date: January 10, 2022
Agenda Item: 9.8

Upcoming Programs – Youth on Board

BACKGROUND

During September 2021 the FCSS Board launched their Youth on Board initiative to engage young people in the community through engagement on the FCSS Board. The program did not have any applicants and the Board motioned to review launching the program again in January 2022.

INTRODUCTION

The FCSS Board currently has the potential to apply for additional funds to support youth programming in their community. The funding approval will not be confirmed until March of 2022, should funding be approved there is potential to combine the two programs to achieve the same outcomes for the community. It is proposed the FCSS Board tabled this project until they have additional information on funding approval, it is suggested this program in reviewed in April 2022 and if funding is unsuccessful the program could potentially relaunch to align with the 2022-2023 school year.

OPTIONS:

- #1 – The FCSS Board of Directors would like to review the viability of Youth on Board programming in April 2022.
- #2 – The FCSS Board of Directors would like to proceed with planning to run Youth in Board programming again for the following dates _____.
- #3 – The FCSS Board of Directors would like to forgo planning a Youth on Board program at this time.

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS006 – Financial Planning Policy (program fits within budget)
- P-FCSS007 – Programming Policy (program logic model, establish advertising timelines)

DIRECTOR COMMENTS:

This program is something the FCSS Board of Directors will be able to pursue pending approval or additional funding, should funding not be approved the FCSS board will be required to review this motion during the February 2022 meeting.

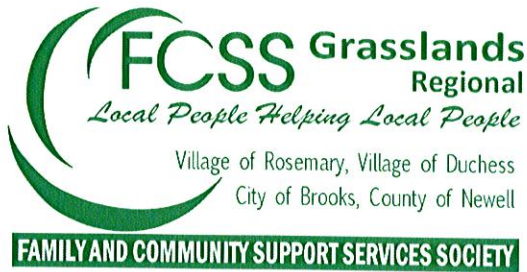
Should the FCSS Board choose to pursue a Youth on Board program and be successful in their funding request the FCSS director may not have time to properly manage both programs.

PROPOSED RESOLUTION

- #1 – The FCSS Board of Directors would like to review the viability of Youth on Board programming in April 2022.

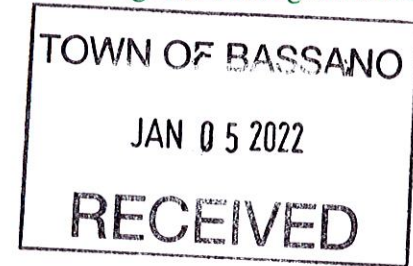
Prepared by: Victoria Muhlbeier, FCSS Director

Reviewed by: Amanda Davis, CAO



P.O. BOX 1994
BROOKS, AB T1R 1C7
Telephone: (403) 362-4549
Fax: (403) 362-4571

Website: www.grasslandsregionalfcss.com
E-Mail: grasslandsregional.fcss@telus.net



December 31, 2021

Bassano FCSS
Box 299
Bassano, AB T0J 0B0

Re: **2022 Grasslands Regional FCSS Conditional Funding**

Attention: Bassano FCSS Board Members and Victoria Mulhbeier, FCSS Director.

Dear Board Members and Victoria:

On behalf of the Grasslands Regional FCSS Board of Directors I am pleased to enclose the Grasslands Regional FCSS 2022 Grant cheque to Bassano FCSS in the amount of \$12,474 (twelve thousand, four hundred seventy-four dollars).

Thank you for the services provided to residents around Bassano in this very unpredictable year. We look forward to working together in 2022.

If you have any questions, please contact me at 362-4549.

Happy New Year!

Be Well and Safe.

Kind Regards,

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