

FCSS AGM Agenda

January 19th, 2023 at 3:30 p.m.

Town Office Council Chambers 502 -2nd Avenue



VISION

Bassano FCSS is a strong partner in a healthy community.

Mission

Bassano FCSS works to build a strong community through locally driven proactive partnerships and preventative programming.

1. Call to Order

2. **Elections** (Procedural Bylaw#913/21 10.1 states The Chair and Vice-Chair shall be elected by the Board Members attending at the Annual General Meeting in January each year and may be re-elected for successive terms.)

2.1 Nomination and election of Chair

2.2 Nomination and election of Vice Chair

3. Policy Review

3.1 P-FCSS001 Board Member Orientation Policy

3.2 P-FCSS002 Code of Conduct Policy

3.3 P-FCSS003 Human Resources - Director Appointment and Evaluation

3.4 P-FCSS004 Board Meeting Policy

4. **Personnel Committee Appointment** (P-FCSS003- HR Director Appointment and Evaluation states The FCSS Personnel Committee shall be appointed each year at the Annual General Meeting and shall consist of a minimum of two (2) and a maximum of three (3) FCSS Advisory Board members.)

5. **Regular Board Meeting Dates** (P-FCSS004 – Board Meeting Policy. FCSS Advisory Board will hold regular meetings the second Monday of each month...)

6. Adjournment

Please join us for the FCSS Board Meeting immediately to follow.



REVIEW

Meeting Date: January 19, 2023

Agenda Item: 3.1

P-FCSS001 Board Member Orientation Policy

During the Annual General Meeting, the Family and Community Support Services Advisory Board reviews the Board Member Orientation Policy. Pending the outcome of discussion, the policy may have to be revised. The revisions would occur at a regular board meeting.

When board members are appointed to the Advisory Board, they are required to participate in a 1:1 orientation session with the director within 30 days of their appointment. Board members are required to provide a Criminal Record Check and Child Intervention dated within 6 months and complete all necessary paperwork required by the municipality. Board Members will receive an orientation binder.

The purpose of this policy is to provide board members with orientation to ensure success and involvement in FCSS programming.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS001 Board Member Orientation Policy



Policy Title	Family and Community Services Advisory Board – Board Member Orientation Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M#FCSS15/2021)
Policy Number	P-FCSS001
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board March 1, 2021

Policy Statement

All members of the FCSS Advisory Board must be oriented to ensure everyone’s success and involvement in FCSS programming.

Definitions

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

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

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

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

Process

1. All FCSS Advisory Board members must be oriented by the Director.
2. Board orientation will occur at the Annual General Meeting unless a member is appointed throughout the year.
3. Board members appointed throughout the year are required to participate in a 1:1 orientation session with the Director prior to engaging in any FCSS Advisory Board functions, meetings, or programs within 30 days of their appointment. During this meeting, the member will be required to provide a Criminal Record Check and Child Intervention Record Check, dated within the last 6 months, and complete all necessary paperwork required by the municipality.
4. All FCSS Advisory Board members shall receive an Orientation Binder. The Binder will include:
 - Town of Bassano FCSS Bylaw
 - All related Town of Bassano FCSS policies
 - Town of Bassano Confidentiality policy
 - Provincial [FCSS Act](#)
 - Provincial [FCSS Regulation](#)
 - Program Logic Models for current FCSS Programming

- Most recent FCSS Board meetings minutes
- [Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25](#)
- [FCSS Program Handbook](#)
- [FCSS Measures Bank](#)
- [Personal Information Protection Act, S.A. 2003, c. P-65,](#)

END OF POLICY

Approved



REVIEW

Meeting Date: January 19, 2023
Agenda Item: 3.2

P-FCSS002 Code of Conduct Policy

During the Annual General Meeting, the Family and Community Support Services Advisory Board reviews the Code of Conduct Policy. Pending the outcome of discussion, the policy may have to be revised. The revisions would occur at a regular board meeting.

When board members are representing Bassano FCSS, it is of the utmost importance to perform FCSS duties with integrity, accountability and transparency while respecting the decision-making process, treating each other with dignity and respect. Members must understand that they are required to maintain confidentiality and keep in confidence, matters regarding sensitive information. Should a member be found in violation they may face suspension or removal from the FCSS Advisory Board.

The purpose of this policy is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of FCSS and the Municipality, as well as provide a procedure for the investigation and enforcement of those standards.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS002 Code of Conduct Policy



Policy Title	Family and Community Services Advisory Board – Code of Conduct Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M#FCSS16/2021)
Policy Number	P-FCSS002
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – Mar. 1, 2021

Policy Statement

The purpose of this Policy is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of FCSS and the Municipality, as well as provide a procedure for the investigation and enforcement of those standards.

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.

Members – volunteers appointed to the FCSS Advisory Board.

Town Council – 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.

Representing FCSS

1. Members Shall:
 - a. Act honestly and in good faith to serve the welfare and interests of the community as a whole;
 - b. Perform FCSS duties in a diligent matter; with integrity, accountability and transparency;
 - c. Make every effort to attend and participate in FCSS Advisory Board Meetings and programming;
 - d. Not speak on behalf of Bassano Town Council unless authorized to do so;
 - e. Respect the decision-making process. Members will understand recommendations to Town Council will be made based on a majority decision from the FCSS Advisory Board and not any one individual member.

- f. Uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Town Council.
- g. Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- h. Treat one another, employees of the Town and members of the public, with courtesy, dignity and respect and without abuse, bullying or intimidation.

Confidentiality

1. Members must keep in confidence matters regarding sensitive information obtained through social program supports.
2. In the course of their duties, Members may also become privy to confidential information received during a "closed session" meeting. Members must not:
 - a. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their position;
 - b. access or attempt to gain access to confidential client information in the custody or control of the FCSS Director;
3. Members understand that should they be privy to confidential client information they are not at liberty to disclose this information. The member understands all information must be managed under the standards outlined in the *Freedom of Information and Protection of Privacy Act*.

Orientation and Training

1. Every Member must attend a one-to-one orientation session with the Director to review current FCSS Programming, guidelines, and mandates within 30 days of joining the FCSS Advisory Board and before attendance at the members first Board Meeting. Attendance at additional training sessions throughout the appointment term is discretionary.
2. Training opportunities will be offered to FCSS Board Members via the Director or through outside support agencies. The Director will provide training opportunities to increase the capacity of the board and the understanding of the FCSS mandate.

Signing and Execution

1. Should a member be found to be in violation of their Oath they may face suspension or removal from the FCSS Advisory Board at the discretion of the Town Council in consultation with the FCSS Advisory Board, or CAO.
2. Active FCSS Advisory Board members are required to sign the Code of Conduct as attached in Appendix A.

END OF POLICY



Appendix "A"

STATEMENT OF CODE OF ETHICS AND CONDUCT

I, _____ do solemnly swear to uphold the Bassano FCSS Code of Conduct Policy at all times while serving as a FCSS Advisory Board Member. I have read and understand the Council Code of Conduct Policy and further agree to ALL the terms and conditions as specified in the Policy.

DATED at Bassano, Alberta this ____ day of _____, 20__

Board Member

FCSS Director

Approved



REVIEW

Meeting Date: January 19,2023

Agenda Item: 3.3

P-FCSS003 Human Resources – Director Appointment and Evaluation Policy

During the Annual General Meeting, the Family and Community Support Services Advisory Board reviews the Human Resources – Director Appointment and Evaluation Policy. Pending the outcome of discussion, the policy may have to be revised. The revisions would occur at a regular board meeting.

The CAO along with input from the FCSS Personnel Committee shall monitor, evaluate and handle human resource matters pertaining to the FCSS Director in accordance with the Town’s Personnel Policy.

The purpose of this policy is to ensure the Town of Bassano will provide the FCSS Advisory Board with a Director to support the management of social programming and operations. This is how the CAO and the FCSS Personnel Committee monitor/ evaluate the effectiveness of the Director in mandate fulfillment and program implementation to meet community needs.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS003 Human Resources – Director Appointment and Evaluation Policy



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 – March 1, 2021

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 a minimum of two (2) and a maximum of three (3) FCSS Advisory Board members.
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

Approved



REVIEW

Meeting Date: January 19,2023

Agenda Item: 3.4

P-FCSS004 Board Meeting Policy

During the Annual General Meeting, the Family and Community Support Services Advisory Board reviews Board Meeting Policy. Pending the outcome of discussion, the policy may have to be revised. The revisions would occur at a regular board meeting. At recent meetings, the board had discussed changing the date, this is the time to formally make an amendment.

Board Meetings must be held 8 times per year on a minimum and follow the approved agenda. Only members present at a meeting may cast a vote. The FCSS Director is responsible for record retention.

The purpose of this policy is to ensure the FCSS Director and Board members are conducting regularly scheduled meeting to provide insight on community perspectives on programs offered, address business related matters and share ideas to benefit the community.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS004 Board Meeting Policy



Policy Title	Family and Community Services Advisory Board – Board Meeting Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	March 1, 2021 (M# FCSS18/2021)
Policy Number	P-FCSS004
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – March 1, 2021

Policy Statement

It is essential for the FCSS Advisory Board to meet on a regular basis to provide insight into the community’s perspective on programs offered through FCSS. Regularly scheduled board meetings allow the Director and Board members to connect with one another to address business related matters and to share ideas to benefit the community.

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.

Members – volunteers appointed to the FCSS Advisory Board.

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.

General

1. The FCSS Advisory Board will meet on a monthly basis, a minimum eight (8) times per year.
2. The FCSS Advisory Board meetings will be held in-person whenever possible in Council Chambers at the Town Office. Where in-person meetings are not possible, virtual meetings shall be held using the LifeSize platform.
3. The FCSS Advisory Board will have the ability to freely form ad hoc committees among board members and community members to assist in carrying out its objectives. A separate policy will be created to addresses the responsibilities of ad hoc committees.

Scheduling of Meetings

1. FCSS Advisory Board will be held on the first Monday of each month. Should the first Monday of the month occur on a Statutory holiday, the meeting will be held on the next business day.



2. If a Special Meeting is required to attend to urgent business, it shall be at the call of the chair.
3. There will be an Annual General meeting (AGM) held each January for the community. During this meeting voting for Chair and Vice Chair positions will occur.

Meeting Preparation

1. The Director shall prepare a *draft* meeting agenda and provide it to the Chair a minimum of seven (7) days prior to any scheduled board meeting. The Chair shall make necessary changes to the proposed agenda and return it to the Director within 24 hours of receiving the *draft* agenda.
2. Members may submit agenda topics to the Director a minimum of seven (7) days before any scheduled board meeting. The Director shall include the requested agenda topics to the Chair. The requested agenda topic shall be considered based on their level of urgency and may be postponed to a later meeting to allow adequate time to prepare necessary background research.
3. The Director shall prepare a formal board package to include minutes, monthly financials, business items, reports, and correspondence in accordance with the approved agenda and distribute it to the FCSS Advisory Board via email a minimum of three (3) days prior to the meeting. Board packages shall be posted on the Town's website and available for public viewing.
4. The Director shall provide an annual overview to present to the community during the AGM.

Voting

1. FCSS Advisory Board members must be present at a meeting to cast a vote.
2. All FCSS Advisory Board members present at a meeting must cast a vote to be in-favor or opposed of a motion unless a pecuniary interest is stated by the active board member prior to any discussion on the topic being voted on.
3. Special circumstances may arise where a request for decision is circulated outside of a regular meeting where the FCSS Advisory Board elects to vote on the topic via email. If this occurs, the Director shall include the topic on the next regular agenda for ratification.

Delegations

1. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention FCSS Advisory Board, or who wish to have any matter considered by the FCSS Advisory Board, shall address a letter (or other written communication) together with the provided form, "Delegation Request Form" (Schedule A). The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, or email) to the Director. The letter must arrive by noon at least seven (7) business days immediately preceding

the meeting at which it is to be presented. If the person wishes to appear before the FCSS Advisory Board on the matter it shall be stated in the letter.

- a. The Director shall review the content of the “Delegation Request Form” and determine if the request is appropriate to appear before the FCSS Advisory Board in consultation with the Chair where appropriate. The request to appear before FCSS Advisory Board may also be referred to the FCSS Advisory Board. If the Director determines that the request to appear before FCSS Advisory Board is inappropriate, a written report will be provided by the Director in the monthly Director’s Report that explains the rationale for rejecting the delegation.
 - b. Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.
 - c. Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
 - d. Where a Delegation requests support from the FCSS Advisory Board, requiring a Motion, the FCSS Advisory Board shall first refer the matter to the Director who shall bring back more information and a recommendation at a subsequent meeting so that FCSS Advisory Board can make an informed decision.
2. Disputes or discrepancies related to delegation proceedings shall be handled in accordance with the Town’s Procedural Bylaw which is subject to change.

Record Retention

The Director is responsible for record retention and shall keep:

1. Meeting minutes of all meeting to be approved monthly by the FCSS Advisory Board. Motions shall be made by the FCSS Advisory Board directing action of the Director. Each motion shall be passed with an identifier (motion/resolution number).
2. An FCSS minute book that includes:
 - a. A copy of the meeting agenda,
 - b. Executed meeting minutes approved by the board,
 - c. Financial reports approved by the board, and
 - d. Director reports approved by the board.
3. A printed copy of the FCSS minute book shall be signed and maintained at the Town office. A virtual copy of the FCSS minute book shall be maintained within the Town’s system.
4. A resolution index.



END OF POLICY

Approved



Schedule 'A'

TOWN OF BASSANO (FCSS Department)

DELEGATION REQUEST FORM

Delegation Rules and Guidelines

A delegation is an opportunity to appear before FCSS Advisory Board to communicate information. The purpose of the delegation process is to allow the party to make their views known to the FCSS Advisory Committee.

THE APPLICATION PROCESS

- FCSS Advisory Committee meetings are held a minimum of eight (8) times per year and are set on a month-to-month basis.
- Delegates are required to complete the attached application form along with a detailed letter explaining their delegation request, to the Director, seven (7) days prior to a regularly scheduled meeting. The Director will review the request and determine the status of the delegation, the request may be referred to FCSS Advisory Board.
- You will be contacted by the Director regarding approval/rejection of the delegation request.

PREPARING FOR THE DELEGATION

- Delegations will be limited to a maximum presentation time of fifteen (15) minutes, unless an extension is granted during the application review.
- FCSS Advisory Board shall hear the delegation and may ask questions.
- Only the spokesperson of the delegation can address FCSS Advisory Board.

AFTER THE DELEGATION

- Decisions to be made on a delegation request may be dealt with later, under the business portion of the meeting. The FCSS Advisory Board is not required to make a decision regarding the request of the delegation at the meeting.
- Decisions may be postponed to a later FCSS Advisory Board meeting if the agenda does not allow additional business to be addressed due to time constraints, or if more information is requested by FCSS Advisory Board.
- You are not required to remain for the entire meeting duration, you may leave after your issue has been dealt with by FCSS Advisory Board.



TOWN OF BASSANO (FCSS Department)

DELEGATION REQUEST FORM

Application Date: _____ Organization/Applicant Name: _____

Matter to be Discussed:

Action(s) being Requested:

Name(s) of Representatives:

Name of Spokesperson: _____

Contact Information:

Address: _____ Telephone: _____

Email: _____

Preferred Date of Delegation: _____

Additional printed information/materials will be distributed with my delegation: Yes / No

Additional Documents Attached (Letter, Picture, Etc.): Yes / No

Once this completed form is received by the Town of Bassano FCSS Director, someone will contact you to confirm acceptance/rejection of your delegation request.