

# FCSS Agenda

February 6, 2023 at 3:30 p.m.  
Town Office Council Chambers 502 -2<sup>nd</sup> Avenue



## VISION

Bassano FCSS is a strong partner in a healthy community.

## Mission

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

### **1. Call to Order**

### **2. Attendance and Regrets**

### **3. Adoption of Agenda for February 6, 2023**

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

4.1 January 19, 2023 - Organizational

4.2 January 19, 2023 - Regular

### **5. Financial Summary**

None

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

6.1 For the period ending January 31, 2023

### **7. CAO Report**

None

### **8. Unfinished Business**

8.1 P-FCSS005 - New Member Application Policy - Amendment

### **9. New Business**

9.1 New Member Application - Kacia Reid

### **10. Correspondence**

10.1 Minister of Seniors, Community and Social Services - January 18, 2023

### **11. Adjournment**

*Next Meeting Date: March 6, 2023 at 3:30 p.m.*

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**MINUTES OF THE ANNUAL GENERAL BASSANO FCSS ADVISORY BOARD MEETING HELD ON  
January 19, 2023**

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**ADVISORY BOARD MEMBERS**

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

**ADMINISTRATION**

- Amanda Davis, CAO
- Amanda Barron, FCSS Director

**PUBLIC**

- Kacia Reid

**1. CALL TO ORDER**

FCSS Director Barron called the meeting to order at 3:35 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 PETKAU** 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 19, 2023. 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 PETKAU** 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 19, 2023. 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.

### **4. PERSONNEL COMMITTEE APPOINTMENT**

**FCSS01/2023** Moved by **CHAIR HAUCK** that the FCSS Advisory Board appoints Tammie Hauck, Sandra Mitchell, and Alice Slomp as members of the Personnel Committee for a one-year term effective January 19, 2023.

**CARRIED**

### **5. REGULAR BOARD MEETING DATES**

**FCSS02/2023** Moved by **CHAIR HAUCK** 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**

**FCSS03/2023** Moved by **CHAIR HAUCK** for adjournment of the annual general meeting at 4:02 p.m.

**CARRIED**



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Chair Signature

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Director Signature

Unapproved



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**MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON JANUARY 19, 2023**

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**ADVISORY BOARD MEMBERS**

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

**ADMINISTRATION**

- Amanda Davis, CAO
- Amanda Barron, FCSS Director

**PUBLIC**

- Kacia Reid

**1. CALL TO ORDER**

**CHAIR HAUCK** called the meeting to order at 4:02 p.m.

**2. ATTENDANCE AND REGRETS**

None

**3. ADOPTION OF AGENDA**

**FCSS04/2023** Moved by **MEMBER JONES** that the January 19, 2023 agenda is approved as presented.

**CARRIED**

**4. MINUTES OF SEPTEMBER 6, 2022**

**FCSS05/2023** Moved by **MEMBER JENSEN** to approve the minutes of the December 5, 2022 FCSS Advisory Board meeting as presented.

**CARRIED**

**5. FINANCIAL SUMMARY**

**FCSS06/2023** Moved by **MEMBER MITCHELL** to approve the financial summary for the period ending December 31, 2022 as presented.

**CARRIED**

**6. DIRECTOR'S REPORT**

**FCSS07/2023** Moved by **CHAIR HAUCK** that the FCSS Advisory Board spends up to \$5,000.00 on the retaining of a speaker and entertainment for the 2023 Women's Wellness Conference with \$1,800.00 allocated to The Boob Tour comedy show to include an opening act and one headliner.

**CARRIED**



**FCSS08/2023** Moved by **MEMBER MITCHELL** that the FCSS Advisory Board forgoes planning for a Community Registration Night. In lieu of a Community Registration Night, the Welcome Wagon packages will be updated to include information about local sport and recreation groups.

**CARRIED**

**FCSS09/2023** Moved by **MEMBER HAUCK** directing the FCSS Director to further build out a policy for youth on board pursuant to board discussions to help bridge the generational gap and program offerings in Bassano. Legal counsel shall be obtained to ensure there is no conflict regarding youth involvement.

**CARRIED**

**FCSS10/2023** Moved by **CHAIR HAUCK** that the FCSS Director's report for the period ending December 31, 2022 is approved as presented and discussed.

**CARRIED**

**7. CAO REPORT**

None

**8. UNFINISHED BUSINESS**

**8.1 Parents & Tots 2023**

**FCSS11/2023** Moved by **MEMBER MITCHELL** that the FCSS Advisory Board partners with SPEC Association to offer a Parents & Tots program in 2023 with administration preparing a Terms of Reference prior to commencement in accordance with the Program Outline.

**CARRIED**

**8.2 Woman's Wellness**

An open discussion was held regarding 2023 Woman's Wellness

**9. NEW BUSINESS**

**9.1 March Programs – Open Discussion**

**FCSS012/2023** Moved by **MEMBER Slomp** that the FCSS Advisory Board does not formally facilitate programs in March to focus on Women's Wellness 2023.

**CARRIED**

**9.2 P-FCSS005- New Member Application Policy – Amendment**

Policy P-FCSS005 Amendment was carried over to the February 6, 2023 Advisory Board Meeting.



**10. CORRESPONDENCE**

10.1 FCSSAA Accountability Framework was reviewed.

10.2 Community Response Committee updated was reviewed.

10.3 Grasslands Funding 2023 was reviewed.

**11. MEETING ADJOURNED**

**FCSS12/2023** Moved by **CHAIR HAUCK** for adjournment of the regular meeting at 5:58 p.m.

**CARRIED**

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Chair Signature

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Director Signature

Unapproved

# **FCSS Director's Report**

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director



## **Supporting Community Members**

### **SUPPORTS**

#### **Seniors Benefits**

In the month of January, we assisted 4 community members with seniors benefits and program enrollment. There was one referral to Brooks Food Bank this month.

### **PROGRAMS - Random Acts of Kindness Month**

#### **Kindness Coupons**

Bassano FCSS prepared 125 kindness coupons for a little treat to be distributed in Bassano during the month. We enlisted the help of the Bassano RCMP, bylaw enforcement and members of the Town Office.

#### **Pink Shirt Videos**

I visited Bassano School and took videos of various students and staff for our series, as well as some members of the community. Videos will be uploaded sporadically throughout the month.

#### **Family Day Giveaway**

Nomination Box is in the Town Office and staff members are encouraging community members to add names for the draw.

#### **Youth on Board**

Legal council was contacted January 25, 2023 to provide guidance on the Youth on Board program to confirm the outlined program is within legislation. We anticipate a response by the end of the month.

#### **Parents and Tots**

The Terms of Reference, Program Survey and Advertising were sent to SPEC on January 23, 2023. Program is slated to begin on February 21, 2023 pending receipt of signed TOR.

### **INITIATIVES**

#### **Welcome Wagon (WW)**

In the month of January there were no Welcome Packages distributed.

### **GENERAL UPDATES**

A link for free Blended family parenting was added to our social media profile as well as links to enrolling for the Affordability payments.

### **UPCOMING PROGRAMS**

#### **Women's Wellness**



# FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director



## Supporting Community Members

Event planning is progressing quickly, we have secured Elsa Martin Lifestyle Coach and Founder of Whole By Nutrition as our Keynote Speaker and The Boob Tour Comedy Show , that raises funds and awareness for Breast Cancer research as our entertainment, they will have one opening act and one headliner.. Tickets and advertising were printed and advertising was distributed February 1<sup>st</sup>, 2023.

*At the meeting, we will spend time working through WW action items and I will provide a detailed update on steps completed to date. A few of the matters, the Advisory Board will need to make decisions on are referenced below.*

- Event EMCEE
- Person leading the FCSS Movement, develop 10-15 minute program with varied levels of intensity.
- Practice schedule for FCSS movement
- Decide if we want a seating plan.
- How many tickets would each board member like to sell.
- Finalize meal plan.
- Signature Drink
- 50/50 Ticket Sales pricing
- Photography/Videography

## Attachments

### 1. Action Items

January 19, 2023 AGM		
Kelly,T	Resolution Index	
Kelly,T	Rotate Minutes on website	
Barron, A.	Assist Alice Slomp to obtain intervention and police check per policy.	Completed Jan 24, 2023
Barron, A.	Record policies P-FCSS001-004 as reviewed at the AGM in the index and on the policy header.	Completed Jan 24, 2023
Barron, A.	Have board record the review date of policies P-FCSS001-004 on their paper files.	
Barron, A.	Udpate website with active board members and updated policies.	Completed Jan 27, 2023

# FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director



## Supporting Community Members

January 19, 2023 Regular Board Meeting		
Kelly,T	Resolution Index	
Kelly,T	Rotate Minutes on website	
Barron, A.	Prepare Christmas Hamper debrief report from board discussion for future reference.	Completed Jan 31/23
Barron, A.	Update Mayors letter in Welcome Wagon to current town Logo	Completed Jan 23, 2023
Barron, A.	Add local sports association contact information to Welcome Wagon	Completed Jan 23,2023
Davis, A.	Contact legal re: addition of youth on board and any conflicting legislation.	Inquiry sent to RMRF of Jan. 25, 2023
Barron, A.	Update Youth on Board initiative outline to include discussions of Jan. 19, 2023.	
Barron, A.	Seek board involvement for anti-bullying videos - check in via email.	Completed Jan 25,2023
Barron, A	Create Terms of Refrence for Parents and Tots 2023 in accordance with Program Outline	Completed Jan 24,2023
Barron, A	Meet with SPEC to finalize Parents and Tots, sign TOR	emailed jan 23,2023
Barron,A	Create Survey for Parents and Tots for inclusion in TOR	Completed Jan 24,2023
Barron,A	Prepare and distribute marketting for P&T program	Completed Jan 25,2023
Barron A	Update Electronic Sign with RAK info and Giveaway	Completed, Jan 26,2023
Barron, A.	Update Women's Wellness Outline and project budget as discussed with board.	in progress Feb 2, 2023
Barron,A	Contact Elsa Martin to speak at Women's Wellness, cost, services, FCSS roles	In progress Jan 23, 2023
Barron A	Design and print Women's Wellness Tickets	Completed Feb 1/23
Barron A	Design and Print Program WW	
Barron,A	50/50 liscense April 1,2023 Women's Wellness	
Barron,A	Develop Meal Plan for WW 2023	in progress Jan 30/23
Barron,A	Prepare and distribute marketting for Womens Wellness	Completed Feb 1/23
Barron A	Prepare event Timetable, working schedule	Completed Feb 1/23



## REQUEST FOR DECISION

Meeting Date: February 6, 2023

Agenda Item: 8.1

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### P-FCSS005 New Member Application Policy – Amendment

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#### **BACKGROUND**

At the Bassano FCSS Advisory Board Meeting on December 5, 2022 we discovered a duplication of wording within policy P-FCSS005 – Appendix B. Possesses *Identified Deficit Skillset Within the Current FCSS Board* was removed.

#### **OPTIONS:**

#1 – That the Family and Community Services Advisory Board approves policy P-FCSS005 New Member Application Policy as amended.

#### **DIRECTOR COMMENTS:**

This is an administrative update.

#### **PROPOSED RESOLUTION:**

#1 – That the Family and Community Services Advisory Board approves policy P-FCSS005 New Member Application Policy as amended.

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

**Reviewed by:** Amanda Davis, CAO

#### **Attachments:**

1. P-FCSS005 – New Member Application Policy - Amended



<b>Policy Title</b>	Family and Community Services Advisory Board – New Member Application Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	Amended – February 8 <sup>th</sup> , 2022
<b>Policy Number</b>	P-FCSS005
<b>Review</b>	To be reviewed annually at the AGM
<b>Reviewed by</b>	Advisory Board – February 4, 2021

### Policy Statement

The Family and Community Support Services Advisory Board will be comprised of eligible community members who will serve a term of commitment on the board.

### Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

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

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

**Town Council** – means the elected body of the Town.

**Town** – means the incorporated municipality of Bassano.

### Responsibility

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

### Process

The FCSS Advisory Board shall actively promote its membership opportunities to attract a diverse mix of volunteers to support/advance the interests of social programming that aligns with the Town's strategic goals and the FCSS Advisory Board's mandate.

To be considered for the volunteer board appointment, an application must be submitted to the Director in accordance with this policy.

1. Applicants wishing to join the FCSS Advisory Board will be required to submit a letter of interest to the Director with the inclusion of a current Criminal Record Check, Child Intervention Record, and Board Skill Matrix (Appendix A). The Criminal Record Check and Child Intervention Record will remain confidential and held at the Town Office.

2. The Director will complete a preliminary review of the application for completion. If the application is complete, the application will be presented to the FCSS Advisory Board for consideration unless there are criminal record or intervention concerns. If concerns are identified the application will be brought forward to CAO to determine suitability for board membership.
3. In considering each applicant, the FCSS Advisory Board shall review the letter of interest, and the Board Skills Matrix. The application will be graded using Appendix B.
4. The FCSS Advisory Board shall make recommendations to Town Council regarding the appointment of a new Advisory Board Member. The recommendation shall be provided to the CAO in writing per the prescribed form (Appendix C).
5. Town Council shall take the comments and suggestions of the FCSS Advisory Board into consideration when considering the formal appointment of the applicant. If Town Council does not agree with the recommendation made by the FCSS Advisory Board, a meeting will be arranged to gain consensus before a final decision is made to ensure relationships are maintained.
6. The CAO shall complete Appendix C and return it to the Director stating the decision of council on the proposed Advisory Board member appointment.
7. The FCSS Director shall provide an Orientation process with each newly appointed FCSS Advisory Board Member.

#### Length of Term

1. Each new applicant will be subject to a 3-month probationary period. In this period the new applicant will be able to review the time commitment requirements of being a FCSS Advisory Board Member and ensure it is a fit for their life style. During the probationary period the new Advisory Board Member will not be part of any in-camera sessions. If at any time during the three month probationary period it is deemed, by the FCSS Board of Directors, that the new applicant is not able to fulfill the duties of an Advisory Board Member the FCSS Board will reserve the right to terminate the relationship with the applicant.
2. At the end of the probationary period, Advisory Board Member appointments shall be for a minimum of a three (3) year term.
3. At the end of a three (3) year term a, FCSS Advisory Board members may re-apply to Council for a consecutive term. The maximum number of terms is indefinite pending the appointment of Council.



4. The Director shall maintain an Advisory Board Member tracking sheet (Appendix D).

#### Confidentiality

1. All Board Members will be required to sign a Confidentiality Agreement provided by the Town.
2. The Director shall provide the CAO with all final documents related to the FCSS Advisory Board Member listed for security.

END OF POLICY

Amended



**'Appendix C'**

FCSS Advisory Board Member Appointment Recommendation

**Name of applicant:** \_\_\_\_\_

**Summary of position to be filled:**     Chair             Vice Chair             Member at Large

**Date discussed by the board:** \_\_\_\_\_

**Recommendation to council:**             Recommended for Appointment to the FCSS Advisory Board

Not Recommended for Appointment to the FCSS Advisory Board

**Notes or Relevant Communication from the FCSS Advisory Board**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachments (e.g. applicant submission)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date submitted to the Town:** \_\_\_\_\_

**Decision of council:**             Appointed to the FCSS Advisory Board  
 Not Appointed to the FCSS Advisory Board

**Notes or Relevant Communication from Town Council**

**Applicant Check List**

Letter of Interest  
\* Date Received: \_\_\_\_\_

Completed Skill Matrix  
\* Date Received: \_\_\_\_\_

Criminal Record Check  
\* Date Received: \_\_\_\_\_

Vulnerable Sectors Check  
\* Date Received: \_\_\_\_\_

\* Date reviewed By FCSS Director: \_\_\_\_\_

\* Date presented to FCSS Board: \_\_\_\_\_

\* Date presented to CAO: \_\_\_\_\_

Applicant was Successful  
in their application

Applicant was not Successful  
in their application

\* Date of applicant notification: \_\_\_\_\_





**'Appendix D'**

**Board Member File Front Sheet**  
*to be updated yearly*

File sheet updated on: \_\_\_\_\_

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

**Date of Commencement with FCSS Board** \_\_\_\_\_

**Current Appointment Commencement Date** \_\_\_\_\_

**Term of Appointment** Choose an item.

**Appointment end date** \_\_\_\_\_

**Consecutive Terms Served** Choose an item.

**Membership Position** Choose an item.

**Copies of the following included in board member file:**

- Letter of Interest
- Completed Skill Matrix
- Criminal Record Check *(must be valid within 3 years)*  
\* Date: \_\_\_\_\_
- Child Intervention Record Check *(must be valid within 3 years)*  
\* Date: \_\_\_\_\_

Is this board member part of any committees? Choose an item.

Committee Appointment: \_\_\_\_\_



Term Start: \_\_\_\_\_  
Term End: \_\_\_\_\_

Amended



# Board Skills Grade Matrix

The FCSS Advisory Board will use this matrix to determine if an applicant meets the needs of the board in an unbiased manner. This matrix will support the FCSS Advisory Board's recommendation to Town Council for the applicants appointment.

Applicant Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Board Skills Grade Matrix Completed by: \_\_\_\_\_

This person lives within the community of Bassano.	
Ability/Availability to attend monthly FCSS Board Meetings	
Ability/Availability to engage in and volunteer at FCSS events	
Possesses IDENTIFIED DEFICIT SKILL SET WITHIN THE CURRENT FCSS BOARD	
Previous Experience with Board Membership and Volunteer Positions	
Knowledge of the FCSS programming, mandates and guidelines	
	<b>Total</b>
	<b>0</b>

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

*Applicants must have a minimum score of 10 for applications to be recommended to council.*

*Each board member will be eligible to anonomously 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



## REQUEST FOR DECISION

Meeting Date: February 6, 2023

Agenda Item: 9.1

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### P-FCSS005 New Member Application– Kacia Reid

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#### **BACKGROUND**

In accordance with policy P-FCSS005, when applicants express a desire in joining the FCSS Advisory Board they are asked to submit a Letter of Interest as well as a completed Skill Matrix. At this meeting, the board must complete the Board Skills Grid Matrix to determine the fit of the applicant, Kacia Reid.

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 20 2023, Kacia Reid expressed an interest in joining the FCSS Board of Directors through a formal 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 Kacia Reid 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. Letter of Interest
2. Skill Matrix
3. Matrix Grading Rubric

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

**Reviewed by:** Amanda Davis, CAO

January 20, 2023

Bassano Family and Community Support Services  
502 2<sup>nd</sup> Ave  
Bassano, AB T0J 0B0  
Hand delivered

Attention Board Members:

I am writing a letter of interest in regard to retaining a position on the Bassano FCSS Board.

I believe my leadership and organizational skills, along with having a 15 year old daughter in the community, will be of benefit to the Board. I believe my skills and personality will assist in finding ways to bridge the gap between the Board and community as well as gain volunteers, plan and attend events and assist with fundraisers.

I have been able to enjoy assisting with the Small Town Smoke Down event in the past and attended the Halloween and Christmas events put on as well as donate to the food hamper program at Christmas. I am eager to be a productive and contributing member of this community!

I work from home and have a flexible schedule which will allow me to help organize events and attend meetings as required monthly.

I thank you for your time and consideration!

Regards,



Kacia Reid  
403-633-0816  
[KaciaReid@gmail.com](mailto:KaciaReid@gmail.com)



# 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 scheudle to attend board meeting		

# 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 or works within the community of Bassano.	
This person is available and willing to attend monthly board meetings.	
This person is willing able available to volunteer time at FCSS events	
This person possesses skills in DEFEICIT SKILL	
This person possesses skills in DEFICIT SKILL	
This person have previous experience with board membership and volunteer positions	
Knowledge of the FCSS programming, mandates and guidelines	
<b>Total</b>	<b>0</b>

*Applicants will be graded on a scale from 1 - 3 for a potential maximum score of 21.*

*Applicants must have a minimum score of 10 for applications to be recommended to council.*

*Each board member will be eligible to anonomously 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





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES

*Office of the Minister*

TOWN OF BASSANO

JAN 24 2023

RECEIVED

January 18, 2023

Amanda Barron  
FCSS Director  
Town Of Bassano  
PO Box 299  
Bassano, AB T0J 0B0

Dear Amanda Barron:

As Minister of Seniors, Community and Social Services, I appreciate the vital role Family and Community Support Services (FCSS) plays across the province as a source for preventive social supports for Albertans. Our FCSS partners are critical to providing preventive social services, meeting local needs and addressing social problems.

It is my expectation that Seniors, Community and Social Services offices are open and ready to serve Albertans through our 52 Alberta Supports Centres.

The Alberta Supports Contact Centre is available to the public between 7:30 a.m. and 8:00 p.m., Monday to Friday, through phone at 1-877-644-9992 and walk-in support to provide information on Government of Alberta social programs and services. Staff from stakeholder agencies like FCSS can call the Alberta Supports Contact Centre and select the priority line, reserved for agency staff, to shorten the wait time.

Albertans need to be aware Alberta Supports Centres are open for business. Attached is a poster we encourage all FCSS offices to print out and use to alert their clients that all Alberta Supports Centres across the province are open, both in-person and by phone. By doing so, clients will be familiar with the numerous ways they can access the more than 30 programs and 120 services available to them. The poster is also available online at [www.alberta.ca/family-and-community-support-services-fcss-program.aspx](http://www.alberta.ca/family-and-community-support-services-fcss-program.aspx).

In the fall of 2022, FCSS offices were provided a listing of department contacts so local FCSS staff can access management staff at the local Alberta Supports Centres. Should you have any questions or concerns about how Albertans can access services at an Alberta Supports Centre, I encourage you to reach out to your local ministry management contact. I have reattached the contact list for your convenience.

.../2

FCSS and Alberta Supports are both integral parts of our social services system. Alberta Supports remains an active participant in the shared community network of service providers, such as FCSS, who work together to support, stabilize and ready Albertans in challenging circumstances for an improved future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeremy Nixon', with a long horizontal flourish extending to the right.

**Jeremy Nixon**  
**Minister of Seniors, Community and Social Services**

**Attachments**

cc: Honourable Danielle Smith  
MLA, Brooks-Medicine Hat