

Policy Title	Family and Community Services Advisory Board – Reoccurring Programs Policy
Authority	Director
Approved (Dates/Motion #)	May 1, 2023 (M# FCSS46/2023)
Policy Number	P-FCSS011
Review	To be reviewed annually by November 1
Reviewed by	Advisory Board on October 4, 2023

Policy Statement

The FCSS Advisory Board is responsible to develop, maintain, and provide preventative based social programs and support services in Bassano pursuant to the Family and Community Support Services Act, the Family and Community Support Services Regulation, and the Town’s strategic plan.

Purpose Statement

The purpose of this policy is to clearly establish reoccurring preventative based social programs offered in Bassano that the Director will implement requiring limited involvement from the FCSS Advisory Board. The policy will allow the Director to properly plan and deliver reoccurring programs efficiently.

Definitions

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

Council – means the elected body of the Town.

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

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

Town – means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the Director to ensure this policy is implemented.

Reoccurring Programs

The programs listed are reoccurring and supported by the FCSS Advisory Board. The Director shall schedule and plan the events each year with updates provided to the board via the monthly Director’s report. The board and the director shall complete a debrief of each program at the next regularly scheduled board meeting to identify successes, lessons learned, and improvements.

The Director shall integrate program learnings from the collaborative debrief to ensure maximum program value.

1. Bike Rodeo – June
2. Meals on Wheels - Yearly
3. Rural Pop Up - Yearly
4. Spring and Fall Annual Cleanup
5. Car Seat Clinic – As available
6. Kick it to the Curb – August/September
7. Parade of Garage Sales – August
8. Trunk or Treat - October
9. Angel Tree/ Christmas Hampers - December

Process

1. Programming will align with the [FCSS program Handbook](#) and must follow FCSS reporting guidelines based on the [FCSS Measures Bank](#).
2. Programming will align with P-FCSS006 Financial Planning Policy and P-FCSS007 Programming Policy.
3. The Director is responsible to ensure programs are offered, maintained, and facilitated annually with a clearly defined program outline, objective, and measurement matrix.
4. The policy shall be reviewed annually by the FCSS Advisory Board to ensure its purpose and validity.

Policy Reference

1. P-FCSS006 Financial Planning Policy
2. P-FCSS007 Programming Policy

END OF POLICY