

FCSS AGM Agenda

January 13, 2025 at 4:00 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#941/24 states The Chair and Vice-Chair shall be elected by the Board Members attending 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

3.5 P-FCSS005 New Member Application Policy

3.6 P-FCSS009 Board Member Director Communication Policy

3.7 P-FCSS010 Welcome Package Initiative Policy

3.8 P-FCSS012 Meals on Wheels Policy

3.9 P-FCSS013 Community Gardens Programming Policy

3.10 P-FCSS014 FCSS Program Subsidy 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

6. Adjournment

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

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 January 19, 2023

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

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 – January 19, 2023

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



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 provides 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 #)	Amended -February 5, 2024 (M#FCSS16/2024)
Policy Number	P-FCSS003
Review	To be reviewed annually at the AGM
Reviewed by	Advisory Board – February 5, 2024

Policy Statement

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

Definitions

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

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

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

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

Members – volunteers appointed to the FCSS Advisory Board.

Town – means the incorporated municipality of Bassano.

Responsibility

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

Process

1. The FCSS Personnel Committee shall be appointed each year at the Annual General Meeting and shall consist of three (3) FCSS Advisory Board members, the board chair, the vice chair, and one board member.
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

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 – January 19, 2023

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.

P-FCSS005 New Member Application Policy

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

The FCSS Advisory Board is comprised of volunteers therefore it is imperative to have a clearly defined process for screening, probation period and length of term to maintain the integrity of the FCSS Advisory Board.

The purpose of this policy is to ensure the FCSS Advisory Board reflects diverse skill sets and demographics while maintaining consistent vision and goals and ensuring public safety.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS005 New Member Application Policy

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

Policy Statement

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

Definitions

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

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

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

Town Council – means the elected body of the Town.

Town – means the incorporated municipality of Bassano.

Responsibility

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

Process

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

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

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

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

Length of Term

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

Confidentiality

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

END OF POLICY

Approved

'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: _____

Member Name	_____
Member Phone Number:	_____
Member Mailing Address:	_____
Member Home Address	_____
Member Email	_____

Date of Commencement with FCSS Board _____

Current Appointment Commencement Date _____

Term of Appointment Choose an item.

Appointment end date _____

Consecutive Terms Served Choose an item.

Membership Position Choose an item.

Copies of the following included in board member file:

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

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

Committee Appointment: _____

Term Start: _____

Term End: _____

Approved

Board Skills Grade Matrix

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

Applicant Name: _____

Date of Application: _____

Date of Review: _____

Board Skills Grade Matrix Completed by: _____

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

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

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

Each board member will be eligible to 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

P-FCSS009 Board Member Director Communication Policy

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

The FCSS Advisory Board must engage in clear, transparent, and timely communication with the Director to ensure program viability. The Director shall in turn engage in clear, transparent, and timely communication with the FCSS Advisory Board members. This policy defines the process for accomplishing clear, transparent and timely communication between these parties.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS009 Board Member Director Communication Policy

Policy Title	Family and Community Services Advisory Board – Board Member & Director Communication Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	October 4, 2022 (M# FCSS066/2022)
Policy Number	P-FCSS009
Review	To be reviewed annually at the AGM
Reviewed by	FCSS Advisory Board - October 4, 2022

Policy Statement

All members of the FCSS Advisory Board must engage in clear, transparent, and timely communication with the Director to ensure program viability. The Director shall in turn engage in clear, transparent, and timely communication with the FCSS Advisory Board members.

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.

Communication – refers to the preferred method of communication between the FCSS Advisory Board members and the Director. Communications shall be completed via email.

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 will use email as its primary form of communication.
2. Each FCSS Advisory Board member shall provide the Director with an active email account for communications.
3. The FCSS Director shall maintain an email directory of all active FCSS Advisory Board members for communications.
4. To ensure communications are consistent between the FCSS Advisory Board and the Director, when an email is sent from the Director, the “Reply All” feature shall be used in response.

5. FCSS Advisory Board members will respond to communications in a 72-hour period allowing for timely decision making. Where immediate response are required, the Director shall contact FCSS Advisory Board members directly. The Director will not make extenuating efforts to contact FCSS Advisory Board members that do not respond within the agreed upon 72-hour period.

END OF POLICY

Approved

P-FCSS010 Welcome Wagon Initiative Policy

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

In the promotion of a welcoming and inclusive environment for new residents, Bassano FCSS will engage with community businesses and partners to develop Welcome Packages. FCSS will maintain, update and distribute Welcome Wagon Packages.

The purpose of this policy is to define the process for package development, distribution and updating that ensures new residents receive municipal and social services information with face to face delivery.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS010 Welcome Package Initiative Policy

Policy Title	Family and Community Services Advisory Board – Welcome Wagon Initiative Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	October 4, 2022 (M# FCSS067/2022)
Policy Number	P-FCSS010
Review	To be reviewed annually at the AGM
Reviewed by	FCSS Advisory Board - October 4, 2022

Policy Statement

To promote a welcoming and inclusive environment for new residents of Bassano, FCSS shall develop, maintain, and distribute Welcome Wagon Packages.

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.

Municipal Staff – administrative employees of the Town.

Realtors- a person who acts as an agent in the sale and purchase of buildings and land.

Town – means the incorporated municipality of Bassano.

Town Office- Municipal building at 502 2nd Ave Bassano Alberta

Responsibility

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

Development

Welcome Wagon Packages are intended to be information tools. Their purpose is to help new residents get acquainted with local services, programs, initiatives, and businesses. It is a way to engage 1:1 with the Town and the new resident.

Welcome Wagon Packages shall be designed in a way to promote locality. They are not intended to result in an information overload with unnecessary paper products.

Businesses and community organizations shall be invited to participate in the Welcome Wagon Packages by introducing their services and select swag, where applicable.

The Director is responsible for the approval of any content and material for the Welcome Wagon Packages.

1. The Director will compile Town resources for inclusion in the Welcome Wagon Packages.
2. The Director will maintain contact with the local business community to invite their participation to provide select materials for the Welcome Wagon Packages. An invitational letter will be available to the business community at all times that introduces the Welcome Wagon Package opportunity.
3. Welcome Wagon Packages shall include a minimum material set of:
 - a. Welcome Letter from the Mayor
 - b. Town of Bassano Business Directory
 - c. Bassano FCSS Infographic Pamphlet & Business Card
 - d. Tax, Utility and Permit information
 - e. Town Recreation and Leisure Facilities
 - f. Fire Pit Permit Information
 - g. Civic Address Requirements
 - h. Volunteer Registry Form

Distribution

1. Welcome Wagon Packages will be available at the Town Office.
2. The Director or Municipal Staff are responsible for the distribution of the Welcome Wagon Packages at Town Office.
3. The Director of Municipal Staff are responsible of informing Realtors that Welcome Wagon Packages are available at the Town Office.
4. The Director of Municipal Staff will meet 1:1 with the Welcome Wagon Package (where appropriate) recipient at the Town Office to provide an overview of contents and to provide guidance if needed to specific services and/or programs.
5. The Director shall include a status update regarding business supports and the number of Welcome Wagon Packages what were given each month within the Director's report to the FCSS Advisory Board.
6. The Director shall maintain a directory of Welcome Wagon Package recipients for internal controls.
7. The Director shall maintain regular advertisements that Welcome Wagon Packages are available for pick up at the Town Office.
8. Only one (1) Welcome Wagon Package shall be given per household.
9. Welcome Wagon Packages are available to property owners or renters.

Updating

1. It is the responsibility of the Director to ensure that the Welcome Wagon Package's Town contents are current.
2. No more than 10 Welcome Wagon Packages are to be maintained at one time.

Process

1. In accordance with the Financial Planning Policy P-FCSS006 and Programming Policy P-FCSS007 the FCSS Advisory Board shall include an annual budget of up to \$500 to maintain this program.

The FCSS Advisory Board shall ensure adequate time is provided to the Director to maintain the Welcome Wagon Package initiative as a priority deliverable.

Policy Reference

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

END OF POLICY

P-FCSS012 Meals on Wheels Policy

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

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.

The purpose of this policy is to clearly establish roles and responsibilities in the delivery of the Meals on Wheels program.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS012 Meals on Wheels Policy

Policy Title	Family and Community Services Advisory Board – Meals on Wheels Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	September 5, 2023 (M#FCSS65/2023)
Policy Number	P-FCSS012
Review	Annual at AGM
Reviewed by	Advisory Board on September 5, 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 roles and responsibilities for the delivery of the Meals on Wheels Program offered in Bassano.

Definitions

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 and managing social programming in the Town.

Town – means the incorporated municipality of Bassano.

Playfair Lodge – means the representative of the Newell Housing Foundation providing the services for the Program.

Recipient – means the person who is receiving the program.

Program – means the preparation and delivery of hot meals to approved recipients in Town; Meals on Wheels.

Program Administration – means intake of applications, communicating program recipients needs and performance of annual reporting to maintain the Program.

Responsibility

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

Process

1. The Program will align with the [FCSS program Handbook](#) and must follow FCSS reporting guidelines based on the [FCSS Measures Bank](#).
2. The Program will align with P-FCSS007 Programming Policy.
3. The Program is not subsidized by the Town or the FCSS Department.
4. The Director shall ensure Program Administration is maintained, and facilitated annually with a clearly defined program outline, objective, and measurement matrix.
5. The Director shall provide Playfair Lodge with recipient enrollments, delivery destination, meal frequency, and contact information for Program facilitation.
6. Playfair Lodge shall prepare meals in an approved facility for the Program.
7. Playfair Lodge shall provide and coordinate transportation of meals.
8. Playfair Lodge shall invoice the Town on a monthly basis for the Program.
9. The Town will pay Playfair Lodge directly for the Program, and invoice Program recipients accordingly.
10. Defaulted meal payments will be maintained through the FCSS budget.
11. The policy shall be reviewed annually by the FCSS Advisory Board to ensure its purpose and validity.

Eligibility Requirements

1. Reside in the Town's corporate limits.
2. Complete and submit an enrolment application (Appendix A).
3. Recipients must maintain a good standing of their account. Any recipient that defaults on their account or has a balance outstanding after 45-days will be immediately suspended from the Program until the account balance is paid in full.

Roles and Responsibilities

Director
<ol style="list-style-type: none"> 1. Support the Program by effectively communicating needs between Recipient and Playfair Lodge. 2. Complete accounting services and maintain accurate records. 3. Complete an annual Program review with Playfair Lodge
Playfair Lodge
<ol style="list-style-type: none"> 1. Set the rate for Program meals annually and report rates to the Town. 2. Maintain financial responsibility of production and distribution of Program meals. 3. Invoice the Town for Program delivery on a monthly basis for the meals distributed.
Applicant
<ol style="list-style-type: none"> 1. Complete the enrolment application and submit to the Director. 2. Maintain account balance. Unpaid accounts will result in suspension from the Program. 3. Communicate changes to scheduled delivery 48 hours in advance to Playfair Lodge.

Policy Reference

1. P-FCSS007 Programming Policy

END OF POLICY

Approved

Appendix A

Meals on Wheels Application for Enrolment

Date: _____

Name: _____

Street Address: _____

Phone Number: _____

Bill to: _____

Mailing Address: _____

Town/Province: _____ Postal Code: _____

Next of Kin: _____ Phone Number: _____

Starting Date: _____

End Date: _____

Delivery Schedule:

Monday Tuesday Wednesday Thursday Friday

Signature of Client: _____

Meals on Wheels is an unsubsidized pay per use program operating on a monthly billing cycle. Unless otherwise specified Bassano FCSS will confirm continued enrollment on an annual basis.

If you would like to preauthorize your monthly payments, please complete the credit card information below.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Other _____
Cardholder Name (as shown on card):	_____
Card Number:	_____
Expiration Date (mm/yy):	_____
Cardholder Postal Code (from credit card billing address):	_____

I, _____, authorize _____ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Any recipient that defaults on their account or has a balance outstanding after 45-days will be immediately suspended from the Program until the account balance is paid in full.

Consent Initial _____

Customer Signature

Date

This information is being collected for the purpose of Meals on Wheels Services pursuant to the provisions of the Municipal Government Act and its regulations and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act.

Appendix A

Meals on Wheels Application for Enrolment

Date: _____

Name: _____

Street Address: _____

Phone Number: _____

Bill to: _____

Mailing Address: _____

Town/Province: _____ Postal Code: _____

Next of Kin: _____ Phone Number: _____

Starting Date: _____

End Date: _____

Delivery Schedule:

Monday Tuesday Wednesday Thursday Friday

Signature of Client: _____

Meals on Wheels is an unsubsidized pay per use program operating on a monthly billing cycle. Unless otherwise specified Bassano FCSS will confirm continued enrollment on an annual basis.

If you would like to preauthorize your monthly payments, please complete the credit card information below.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Other _____
Cardholder Name (as shown on card):	_____
Card Number:	_____
Expiration Date (mm/yy):	_____
Cardholder Postal Code (from credit card billing address):	_____

I, _____, authorize _____ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Any recipient that defaults on their account or has a balance outstanding after 45-days will be immediately suspended from the Program until the account balance is paid in full.

Consent Initial _____

Customer Signature

Date

This information is being collected for the purpose of Meals on Wheels Services pursuant to the provisions of the Municipal Government Act and its regulations and pursuant to Section 32 (c) of the Freedom of Information and Protection of Privacy Act.

P-FCSS013 Community Gardens Programming Policy

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

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.

The purpose of this policy is to provide a space within Bassano for individuals who would like to grow their own produce, to encourage healthy eating, and to help with food security options, a Community Garden will be made accessible.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS013 Community Gardens Programming Policy

Policy Title	Family and Community Services Advisory Board – Community Gardens Programming Policy
Authority	FCSS Director
Approved (Dates/Motion #)	FCSS40/2024
Policy Number	P-FCSS013
Review	To be reviewed annually at AGM
Reviewed by	FCSS Advisory Board

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

To provide a space within Bassano for individuals who would like to grow their own produce, to encourage healthy eating, and to help with food security options, a Community Garden will be made accessible.

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.

Purchaser – means the person rented the space.

Community Garden – means Town owned land designated in a multi-use park for gardening in which individuals may access on rental basis located at 514 - 6th Avenue.

Responsibility

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

Process

1. Garden boxes will be available for purchase annually from April 15th through October 15th at a cost of \$15 per box with a maximum of two per person. (subject to review annually)
2. Garden boxes will be numbered and distributed on a first come first serve basis.
3. Purchasers are required to sign a Community Gardens User Agreement and pay the rental fee before gaining access to their assigned garden box.
4. Water is available for use at the Community Garden as established by Council. Users are welcome to bring their own water where necessary outside of the scheduled watering hours.
5. Community Garden boxes must be harvested, yard waste cleared, bagged, and disposed of on or before October 15th annually by the User. Failure to harvest, clean and maintain the assigned garden box may result in suspension.
6. The Community Garden is a mixed-use greenspace and must be shared with others. Users shall always respect the mixed-use area.
7. There are ten raised double sided boxes in the Community Garden, each side represents one plot therefore boxes shall be numbered 1-20 and shall be rented out individually.

Section separation point



Policy Reference

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

Attachments

1. Bassano Community Gardens User Agreement

END OF POLICY

Approved

User Agreement – Community Garden

To use the Bassano Community Gardens, located at 514, 6th Ave I hereby certify, covenant, and agree as follows:

1. To respect the mixed-use area that surrounds the Community Gardens.

Initial _____

2. To complete a User Agreement and pay and the annual fee of \$15.00 per garden box.

Initial _____

3. To provide my own gardening tools with the knowledge that the Town of Bassano, its employees, volunteers, or agents shall not be responsible for forgotten, lost or stolen items.

Initial _____

4. That I will keep my garden box and nearby pathways free of obstructions.

Initial _____

5. That I can access the garden beginning April 15th and will ensure to clean up/clear out my garden box by October 15th with weeds and debris bagged and properly disposed of so not to contaminate garden boxes.

Initial _____

6. I will not pick from other garden boxes without permission to do so.

Initial _____

7. I will follow watering protocols and or restrictions placed by the Town of Bassano, adhering to the posted schedule, and ensuring to recoil hoses after each use.

Initial _____

8. I will use common courtesy by being considerate of garden neighbors and the property by:

- a. picking up litter
- b. supervising children
- c. supervising pets and removing animal waste
- d. using only approved fertilizers/pesticides in the garden

Initial _____

9. To fully comply with the posted Rules and Regulations as they are amended from time to time. Any violations of the Rules and Regulations may result in exclusion from further participation in Bassano Community Garden. The Town of Bassano reserves the right to rescind the rights of gardeners that do not comply with the terms. This includes but is not limited to:

- a. Disturbing the quiet enjoyment of the area.

- b. Smoking, consumption of drugs or alcohol.
- c. Starting fires in the greenspace and garden area.
- d. Not picking up after yourself.

Initial _____

10. The waiver and release of liability includes without limitation, all injuries that may occur, regardless of negligence, as a result of (a) your use of amenities in the facility, (b) you slip and/or fall while in the Community Garden premises, including adjacent sidewalks and parking areas.

Initial _____

11. That you have carefully read this User Agreement and fully understand that it is a release of liability. You expressly agree to release, and discharge the Town of Bassano all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action. You agree to voluntarily give up or waive any right that you may otherwise have to bring legal action against the Town of Bassano for negligence, personal injury, or property damage.

Initial _____

12. I will report any concerns or conflicts to Bassano FCSS Director and help to work through disputes in good faith.

Initial _____

Name: _____

Date: _____

Phone Number: _____

Email: _____

Mailing Address: _____

Garden Box # _____

P-FCSS014 FCSS Program Subsidy Policy

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

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. We want to promote the utilization of programs offered and ensure that programming is inclusive and accessible to all participants.

The purpose of this policy is to provide low-income individuals/families with the opportunity to receive program subsidization allowing cost reduction to FCSS facilitated social and educational programs and increasing accessibility through barrier reduction.

Does this policy still meet the needs of the board?

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. P-FCSS014 FCSS Program Subsidy Policy

Policy Title	Family and Community Services Advisory Board – Program Subsidy Policy
Authority	FCSS Director
Approved (Dates/Motion #)	FCSS57/2024
Policy Number	P-FCSS014
Review	To be reviewed annually at AGM
Reviewed by	FCSS Advisory Board

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

To provide low-income individuals/families with the opportunity to receive program subsidization allowing cost reduction to FCSS facilitated social and educational programs and increasing accessibility through barrier reduction.

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.

Bassano FCSS – means Family and Community Support Services.

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 – means the incorporated municipality of Bassano.

Participant – means the person registering for a program.

Subsidy – money given to aid in cost reduction.

Low Income Cut Off (LICO) – represents the poverty line as set by Statistics Canada, updated yearly based on the inflation rate.

Responsibility

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

Process

The FCSS Advisory Board shall allocate funds to the Program Subsidy, to be determined annually as part of the budgetary process. Access to the Program Subsidy is based on a first come first served basis until annual allotment has been dispersed.

1. Individuals wishing to participate in the program, must submit an application (Schedule A) to the Town.
2. The form will be reviewed by the FCSS Director for eligibility.
3. Upon approval participants shall be required to remit remaining program fee before participation.

Guidelines

1. These guidelines set out the minimum requirements for a resident to be accepted into the Program Subsidy. To be eligible for subsidy, applicant's income must fall below the Government of Canada's Low-Income Cut-Off or Alberta Seniors Benefits eligibility income threshold.

Size of Household	Total Income of All Adults (Line 150)
1	\$28,217
2	\$35,128
3	\$43,187
4	\$52,434
5	\$59,470
6	\$67,073
7 or more	\$74,675
Size of Household	Total Income of All Seniors (Line 150)
Senior (65 years or older) - Single	\$31,080
Senior (65 years or older) - Couple	\$50,720

2. Applicants must provide the following information:
 - a. Confirm that they are a resident of the Town or the Brooks Newell Region.

- b. Current proof of their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150.
3. If accepted into the program applicants will receive a non-cash subsidy applied to a program registration fee. The applicant is responsible to pay the remainder of the registration fee before participation in the program.
4. Program Subsidy shall be applied solely to the requested program and does not carry forward to future FCSS programming.

Policy Reference

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

Attachments

1. Schedule A - Bassano FCSS Program Subsidy Application

END OF POLICY

2025 Advisory Board Meeting Dates

BACKGROUND

In accordance with P-FCSS004 Board Meeting Policy, Advisory Board Meetings are to be scheduled on the first Monday of each calendar month except for Statutory holidays, in which the meeting will occur the following business day. There are to be a minimum of (8) meetings per year. Board meetings will be scheduled to begin at 4:00 pm in Council Chambers at 502 2nd Ave.

Please see the attached draft calendar of proposed Meeting dates for board approval.

OPTIONS:

#1 - That the Family and Community Services Advisory Board meetings are held in accordance with policy P-FCSS004 with meetings starting at 4:00 p.m. the second Monday of each month excluding July and August unless the meeting falls on a Statutory Holiday in which the meeting to proceed on the next business day.

DIRECTOR COMMENTS:

None

ALIGNMENT WITH OPERATIONAL POLICIES

- P-FCSS004 - Board Meeting Policy

PROPOSED RESOLUTION:

#1 - That the Family and Community Services Advisory Board meetings are held in accordance with policy P-FCSS004 with meetings starting at 4:00 p.m. the second Monday of each month excluding July and August unless the meeting falls on a Statutory Holiday in which the meeting to proceed on the next business day.

Prepared by: Amanda Barron, FCSS Director

Reviewed by: Amanda Davis, CAO

Attachments:

1. 2025 Bassano FCSS Calendar

2025

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	2	3	4	5	6	7	8	2	3	4	5	6	7	8
5	6	7	8	9	10	11	9	10	11	12	13	14	15	9	10	11	12	13	14	15
12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22
19	20	21	22	23	24	25	23	24	25	26	27	28	23	24	25	26	27	28	29	
26	27	28	29	30	31								30	31						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7
6	7	8	9	10	11	12	11	12	13	14	15	16	17	8	9	10	11	12	13	14
13	14	15	16	17	18	19	18	19	20	21	22	23	24	15	16	17	18	19	20	21
20	21	22	23	24	25	26	25	26	27	28	29	30	31	22	23	24	25	26	27	28
27	28	29	30										29	30						

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	3	4	5	6	7	8	9	7	8	9	10	11	12	13
6	7	8	9	10	11	12	10	11	12	13	14	15	16	14	15	16	17	18	19	20
13	14	15	16	17	18	19	17	18	19	20	21	22	23	21	22	23	24	25	26	27
20	21	22	23	24	25	26	24	25	26	27	28	29	30	28	29	30				
27	28	29	30	31			31													

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	2	3	4	5	6	7	8	7	8	9	10	11	12	13
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31			
26	27	28	29	30	31		30													

NOTES:

FCSS ADVISORY BOARD MEETINGS
STATUTORY HOLIDAYS
VOLUNTEER WEEK
SENIORS WEEK
WOMENS WELLNESS