

Policy Title	Family and Community Services Advisory Board – FCSS Fit and Free / Lending Shed Maintenance Policy
Authority	FCSS Advisory Board
Approved (Dates/Motion #)	M# FCSS12/2025 January 14, 2025
Policy Number	P-FCSS015
Review	To be reviewed annually at the AGM
Reviewed by	FCSS Advisory Board

Policy Statement

To promote an active and inclusive environment for the community of Bassano, Bassano FCSS will ensure annual maintenance, and repair to all equipment provided within the FCSS Lending Shed and its Fit and Free programs.

Purpose

The purpose of this policy is to establish guidelines for the regular maintenance, inspection, and repair of equipment used in social-based Fit and Free programs. This ensures the safety, reliability, and longevity of the equipment, allowing it to be utilized effectively for the benefit of the community.

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.

Fit and Free Programs – barrier free fitness opportunities facilitated at 610 2nd Avenue.

Bassano Outdoor Rink – seasonal ice-skating recreation area located at 622 2nd Avenue.

Bassano and District Centennial Arena – municipal facility located at 249 6th Avenue.

Participants – individuals utilizing FCSS programs.

Municipal Staff – administrative employees of the Town.

Community – means the incorporated municipality of Bassano.

Town Office- Municipal building at 502 2nd Avenue Bassano, Alberta.

Preventative Maintenance: Routine checks and servicing performed to reduce the risk of breakdowns.

Corrective Maintenance: Repairs and actions taken to restore equipment to its functional condition after a failure or issue has been identified.

Lending Shed: Equipment storage shed located at 622 2nd Avenue. Equipment within can be utilized by the community at large during play and returned following activity completion.

Inventory List: Record of all assets assigned to Fit and Free and Lending Shed programs.

Responsibility

It is the responsibility of the Director to implement this policy and perform actions within.

Maintenance Schedule

Monthly: Conduct inspection and cleaning of Fit and Free / Lending Shed equipment, ensuring user safety.

Annually: Full inspection and servicing, including replacement of equipment that has reached the end of its useful life.

- Lending Shed skates will receive annual sharpening at Bassano and District Centennial Arena before the start of the season.

Corrective Maintenance: As communicated to municipal staff by participants.

Documentation and Reporting

1. All maintenance actions (routine inspections, repairs, replacements) must be documented and tracked digitally.
2. The maintenance log will include:
 - Inventory List
 - Date of maintenance or inspection
 - Type of maintenance (preventive, corrective)
 - Description of work performed
 - Staff/technician responsible for the maintenance
 - Follow-up action

Equipment Storage and Handling

1. Equipment will be stored in a dry, secure, and appropriate environment to avoid damage from weather, pests, or misuse.
2. Participants will be responsible for communicating to municipal staff any equipment in need of repair and or replacement.

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.
2. The Director will include monthly updates to the board on the Fit and Free programs to ensure its long-term viability. The board may at any time choose to defund the Fit and Free program at which time the Director may be responsible to dispose of the assets.
3. The FCSS Advisory Board shall ensure adequate time is provided to the Director to maintain the Fit and Free and Lending Shed programs as a priority deliverable.

Policy Reference

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

Attachments

1. Schedule A – Equipment Repair Log Fit and Free/Lending Shed
2. Inventory Listing

END OF POLICY

Fit and Free/Lending Shed
Asset Inventory List

P-FCSS015
2025

Program	Equipment	Location	Quantity
Fit and Free		601 2nd Avenue	
	Balance Trainer		2
	Equipment Rack		1
	Resistance Bands (Looped)		6
	Therabands		4
	10lb Slam Ball		2
	Floor Sliders - 2pc		5
	Aerobics Step		3
	55" Smart TV - Samsung		1
	Tilting Wall Mount		1
	Yoga Mat		6
	Yoga Block		6
	Yoga Strap		3
	Equipment Cleaner		2
	Hand weights		
	3lb set		2
	5lb set		2
	8lb set		2
	Badminton Portable Set		
	Net		1
	Raquets		4
	Birdies		4
Outdoor Rink/ Lending Shed		622 2nd Avenue	
	Helmets		6
	Ice Hockey Sticks		10
	Ice Skates Adult		6
	Ice Skates Kids		7
	Black Hockey Puck		10
	Skate Trainers - Skateez		2
	Metal Frame Skating Aid		2
	Street hockey Sticks - Senior		
	Yellow		6
	Blue		6
	Red Goal		2
	Street hockey Sticks - Junior		
	Red Goal		6
	Yellow		6
	Spare Street Blades		
	Senior		2
	Junior		2

Fit and Free/Lending Shed
Asset Inventory List

P-FCSS015
2025

	Street Hockey Balls		6
	Basketball		2
	Soccerball		2
Pickleball		FCSS office	
	2 Paddles & 4 Ball set		2
Disc Golf		FCSS office	
	12 pc set		1