

# FCSS Agenda

September 2, 2025 at 4:00 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 September 2, 2025

### 4. Adoption of Minutes

4.1 Minutes of June 9, 2025

### 5. Financial Summary

5.1 Financial Statement for period ending August 31, 2025

### 6. Director's Report

6.1 Period ending August 31, 2025

### 7. Unfinished Business

7.1 Policy Review- P-FCSS006 Financial Planning Policy

7.2 Policy Review- P-FCSS007 Programming Policy

7.3 Policy Review – P-FCSS011 Reoccurring Programs Policy

### 8. New Business

8.1 Fall 2025 Programming

### 9. Correspondence

9.1 Newell Adult Education Funding Support Request – Dolly Parton

### 10. Roundtable

### 11. Adjournment

*Next Meeting Date: October 7, 2024 at 4:00 p.m.*

**MINUTES OF THE REGULAR BASSANO FCSS ADVISORY BOARD MEETING HELD ON JUNE 9, 2025**

**ADVISORY BOARD MEMBERS**

- § Tammie Hauck
- § Christine Petkau
- § Heather Basarab
- § Alice Slomp
- § Evelyn Jensen
- § Kevin Jones
- § Skye Chartrand
- § Matt Kelly

**ADMINISTRATION**

- § Amanda Barron, FCSS Director

**1. CALL TO ORDER**

**CHAIR HAUCK** called the meeting to order at 4:01 p.m.

**2. ATTENDANCE AND REGRETS**

- Alice Slomp
- Skye Chartrand

**3. ADOPTION OF AGENDA**

**FCSS41/2025** Moved by **MEMBER JONES** that the June 9, 2025 agenda is approved as presented.

**CARRIED**

**4. MINUTES OF May 5, 2025**

**FCSS42/2025** Moved by **MEMBER PETKAU** to approve the minutes of May 5, 2025 FCSS Advisory Board as presented.

**CARRIED**

**5. FINANCIAL SUMMARY**

**FCSS43/2025** Moved by **MEMBER KELLY** to approve the financial summary of May 31, 2025 FCSS Advisory Board as presented.

**CARRIED**

**6. DIRECTOR'S REPORT**

**6.1 Director's Report – May 31, 2025**

**FCSS44/2025** Moved by **MEMBER JENSEN** that the FCSS Directors report for the period ending May 31, 2025 is approved as presented and discussed.

**CARRIED**

**7. UNFINISHED BUSINESS**

**7.1 Bassano Cook and Connect**

**FCSS45/2025** Moved by **MEMBER BASARAB** that the FCSS Advisory Board facilitates the Bassano Cook and Connect Program on a 3 month trial basis, with a minimum of 6, maximum of 10 participants per session at a cost of \$20 per person. The program will be evaluated following the trial period to determine continued facilitation based upon program goals and participation.

**CARRIED**

**8. NEW BUSINESS**

**8.1 Summer 2025 Programming**

**FCSS46/2025** Moved by **CHAIR HAUCK** that the FCSS Advisory Board that Bassano FCSS works in collaboration with Bassano Outdoor Pool and Knox Presbyterian Church to facilitate Lifesaver Sundae on July 6<sup>th</sup> from 1-3pm with FCSS volunteers serving ice cream Sundaes to participants with a budget of \$300. Program to be added to the Reoccurring Programs Policy P-FCSS011 upon next review.

**CARRIED**

**FCSS47/2025** Moved by **MEMBER JONES** that the FCSS Advisory Board creates 48 Children's Summer Craft and Activity Kits promoting intergenerational activities, along with gross and fine motor skills for community pick up with a budget of \$300. Program to be added to the Reoccurring Programs Policy P-FCSS011 upon next review.

**CARRIED**

**FCSS48/2025** Moved by **MEMBER PETKAU** that the FCSS Advisory Board facilitates the "Dam Good Day Out" picnic for seniors in coordination with the Bassano Playfair Lodge for registration and date selection, and Newell Mini Bus and/or Volunteer Drivers for transportation to the Bassano Dam. Bassano FCSS will provide the meal and light yard games in the picnic space overlooking the dam. A budget allowance not exceeding \$750 is allocated.

**CARRIED**

**FCSS49/2025** Moved by **MEMBER KELLY** that the FCSS Advisory Board allocates \$500 to Bassano Arts Council to provide a children's educational performer for their free Summer Concert Series in Bassano at a date and location determined by Bassano Arts Council.

**CARRIED**

### 8.2 Financial Literacy and Planning

**FCSS50/2025** Moved by **MEMBER JENSEN** that the FCSS Advisory Board that Bassano FCSS works with Servus Credit Union in Bassano to deliver a Financial Literacy and Planning Program with FCSS being responsible for facility, refreshments, advertising and registrations to be hosted in September of 2025 with a program budget of \$250.

**CARRIED**

### 9. CORRESPONDENCE

**FCSS51/2025** Moved by **MEMBER JONES** that the FCSS Advisory Board accepts the correspondence and files the information.

**CARRIED**

### 10. ROUND TABLE

### 11. MEETING ADJOURNED

**FCSS52/2025** Moved by **CHAIR HAUCK** for adjournment of the regular meeting at 5:03 p.m.

**CARRIED**

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Chair Signature

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Director Signature



# TOWN OF BASSANO

## FCSS Budget 2025

General Ledger	Description	2025 Budget	2025 Actual	2025 Budget Remaining \$
<b>Revenue</b>				
1-51-00-410-00	FCSS - 2025 WOMEN'S WELLNESS	(5,000.00)	0.00	(5,000.00)
1-51-00-590-00	FCSS - GENERAL REVENUE	(2,700.00)	(770.90)	(1,929.10)
1-51-00-590-03	FCSS - DONATIONS	0.00	(3,100.00)	3,100.00
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(6,982.00)	(2,722.22)	(4,259.78)
1-51-00-710-00	TSF FROM FCSS RESERVE	(9,517.00)	(9,536.71)	19.71
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(41,280.00)	0.00	(41,280.00)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(36,700.00)	(5,000.00)	(31,700.00)
<b>* TOTAL Revenue</b>		<b>(102,179.00)</b>	<b>(21,129.83)</b>	<b>(81,049.17)</b>
<b>Expenditures</b>				
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	4,200.00	2,672.22	1,527.78
2-51-00-110-00	FCSS - SALARIES	58,000.00	35,292.00	22,708.00
2-51-00-135-00	FCSS - AUMA BENEFITS	7,300.00	4,870.56	2,429.44
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	800.00	400.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	2,800.00	1,145.00	1,655.00
2-51-00-200-00	FCSS PROGRAMS	8,800.00	6,321.58	2,478.42
2-51-00-200-01	FCSS PROGRAM - 2025 WOMEN'S WELLNESS	6,500.00	921.88	5,578.12
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,970.00	645.63	1,324.37
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	620.00	850.11	(230.11)
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	3,799.00	1.00
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	6,982.00	0.00	6,982.00
<b>* TOTAL Expenditures</b>		<b>102,172.00</b>	<b>57,317.98</b>	<b>44,854.02</b>

\*\*\* End of Report \*\*\*

# FCSS Director's Report

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director

## Supporting Community Members



### SUPPORTS

#### Seniors Benefits

Through July and August, we provided service to 6 individuals accessing Seniors Benefits.

#### Referrals/ Supports

As part of our services FCSS provides support to individuals in aiding access to various supports such as government programs, housing assistance and food bank access. During July and August 3 referrals were provided.

We provided direct support to individuals navigating the newly required Government of Canada AISH Disability Tax Credit (DTC) application process. Recognizing the challenges posed by these changes, our team offered assistance with understanding eligibility, completing paperwork, and gathering necessary documentation, and providing a fee reduction letter to physicians. By supporting clients through this often-complex process, we helped ensure continued access to vital financial support, while promoting stability, dignity, and independence for individuals living with disabilities.

Following a devastating local house fire FCSS also supported the homeowners through a community call for donations to aid the family through this difficult time. A big thank you to all those who provided donations.

#### CVTIP – Income Tax Preparation

Over the summer we continued to provide tax preparations locally, completing 3 preparations. We continue to have the ability to prepare back taxes from 2022 forward.

### PROGRAMS

#### Fit and Free Programs

We have noted a decline in attendance through the summer months, as temperatures drop, I am confident our subscribership will increase again. We will continue to monitor attendance moving forward and adjust offerings accordingly.

#### Community Lending Shed

Many residents and visitors got to enjoy the use of the Community Lending Shed this summer, utilizing street hockey and basketball equipment primarily. We heard feedback from several community members about how appreciative they are for the provision of this grant funded initiative. Unfortunately, we did experience vandalism to this space, with the shed window and door being significantly damaged. Public Works was able to complete the repairs efficiently, making our storage shed safe for the community to access once again. To help prevent and notify the community FCSS has posted on social media the devastating damage and placed a call to action for the community to help us promote positive and safe use of this equipment and the space.

# **FCSS Director's Report**

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **Home Alone/Babysitters Courses**

This year, we successfully delivered both the Home Alone and Babysitters courses, with 6 and 8 participants respectively. These programs are designed to build safety awareness, confidence, and independence in young people as they take on more responsibility at home or while caring for others. Participants in the Home Alone course learned essential skills such as basic first aid, emergency preparedness, and how to make safe decisions when home without adult supervision. The Babysitters course further developed these abilities by teaching childcare techniques, age-appropriate play, feeding and diapering skills, and how to handle emergencies responsibly. Through hands-on activities and real-life scenarios, attendees enriched their problem-solving, communication, and leadership capacities, empowering them to be more capable and confident in caring roles.

### **Home Buyers Seminar**

Despite organizing a comprehensive Home Buyers Seminar featuring knowledgeable professionals from finance, home inspection, and real estate, we unfortunately did not have any attendees. The event was designed to provide valuable information and guidance for individuals looking to navigate the home buying process with confidence. While the lack of attendance was disappointing, we remain committed to offering educational opportunities that support our community and will explore new ways to promote and deliver future sessions to better meet the needs and schedules of potential participants.

### **Lifesaver Sunday**

The Lifesaver Sundae event, held in collaboration with the Bassano Outdoor Pool and Knox Presbyterian Church, was a fun and engaging community day despite the cooler temperatures. We were thrilled with the strong turnout, as families came together to enjoy free pool access, build connections, and beat the chill with warm smiles and sweet treats. Throughout the event, the pool staff led a variety of swimming safety games that were both educational and entertaining, helping children build confidence in and around the water. It was a great example of community partnership, promoting safety, fun, and togetherness.

### **Community Gardens**

We successfully rented out all but 2 garden boxes. To ensure the spaces are utilized we have planted the remaining boxes with root vegetables intended for inclusion in the Community Christmas Hamper program, however our garden did very poorly, and we will not be able to include items grown in hampers.

Our Roots for Renewal project is also underway, which through funding from the Fortis Naturalization Grant is allowing us to provide fruit bearing trees to space. In early September we will be planting 3 apple trees, along with Saskatoon bushes. The space will also receive new shade bearing trees and some flowering bushes. This initiative aligns closely with FCSS priorities by

# FCSS Director's Report

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director



## Supporting Community Members

fostering community well-being, environmental stewardship, and long-term sustainability. By planting fruit-bearing trees and bushes, we are not only beautifying shared spaces but also enhancing food security and promoting intergenerational engagement. Projects like *Roots for Renewal* empower individuals and communities to take ownership of their environments, strengthening autonomy through local action and shared responsibility. These plantings will continue to yield benefits for years to come supporting a healthier, more self-reliant community.

### Caregiver 101 Session

Senior's Week provided a wonderful opportunity to partner with the Pioneer Damsiter's to host Caregivers 101. The session was provided by Caregiver's Alberta providing information, resources, and support to community caregivers. In Canada, caregiving is a significant and widespread responsibility that many individuals undertake during their lives. Approximately 50% of Canadians will become caregivers at some point, providing unpaid care to family members or friends with long-term health conditions, disabilities, or age-related challenges. Notably, 1.25 million Canadians aged 14 to 25 are caregivers, and 1.7 million Canadians are part of the "sandwich generation," balancing caregiving for both children and care-dependent adults. We had 18 individuals attend to enjoy the conversations, pie and take home a senior's care package.

### Summer Craft Kits

This summer, we distributed 50 Summer Craft Kits designed to encourage intergenerational, hands-on learning while supporting the development of both gross and fine motor skills. These thoughtfully curated kits provided opportunities for children to engage in creative activities alongside parents, grandparents, or caregivers, fostering meaningful connections and skill-building through play. Students from both Gem Grades 1–3 and Bassano Kindergarten received kits, ensuring a wide reach among young learners in our community. The crafts not only inspired creativity but also promoted coordination, focus, and family engagement during the summer months.

### Backyard Splash Bash

The Backyard Splash Bash was a fun-filled, family-friendly BBQ and water gun fight held at the Backyard Park, bringing together community members for an afternoon of food, laughter, and cooling off in the summer sun. Although attendance was small, the event was full of energy and joy, with participants enjoying quality time together in a relaxed and playful setting. The water gun fight was a clear highlight, helping everyone beat the heat while sharing plenty of smiles and laughter. It was a great reminder that even small gatherings can make a big impact when community and fun come together.

### Rural Pop Up

Over the summer we hosted 2 sessions of Rural Pop Up facilitated by SPEC each having successful turnouts. At the August 19<sup>th</sup> session we prepared the Little Bites big Giggles Picnic. We prepared 24

# FCSS Director's Report

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director



## Supporting Community Members

healthy lunches. All remaining lunches were delivered to local businesses to show our appreciation for the services they bring to our community.

### Parade of Garage Sales

Wow, another successful year for the Parade of Garage Sales with 23 registered sales and a few more pop ups. It was wonderful to see Bassano bustling with many shoppers from other locations converging in Bassano. Looking forward to next year.

### Bassano Cook and Connect

The Cook and Connect program was developed to foster social connection while building practical skills in food budgeting and meal preparation. While we had four individuals register, participation may have been impacted by the timing of summer holidays. We recognize the importance of accessible and engaging community programs and will consider seasonal factors when planning future sessions to better support participation and impact. Is the board in favor of attempting this program in Fall of 2025?

### Bassano Arts Council Children's Free Concert

On August 20<sup>th</sup> Rattle and Strum entertained everyone in Bassano Outdoor Pool as part of the Bassano Arts Councils free Summer Concerts series. We seen families from all over Newell and Wheatland Counties attending to enjoy the event. FCSS was proud to sponsor this local event through sponsoring Rattle and Strum, a duo from Calgary Alberta. The event created a welcoming space for kids and parents to connect, cool off, and enjoy some truly joyful music.

### Dam Good Day Out

Residents of Bassano Playfair Lodge enjoyed a beautiful picnic style lunch and EID information session atop the lookout of Bassano Dam on August 25<sup>th</sup>. This was a partnership between the lodge and FCSS utilizing the Newell Minibus for transport to and from. Outings such as these allow residents the opportunity to enjoy local sights, learn more about local attractions and increase social connectivity. A big thank you to the EID for providing a wonderful overview and history of Bassano Dam.

## INITIATIVES

### Welcome Wagon

There was one Welcome Wagon packages distributed through July and August.

417 6 Ave |

August 6/25

# FCSS Director's Report

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director

## Supporting Community Members



### DIRECTOR TRAINING/EDUCATION

#### ASIST Training

In July, I attended the two-day Applied Suicide Intervention Skills Training (ASIST) session in Medicine Hat. This evidence-based training equips participants with practical skills to recognize signs of suicidal ideation and confidently intervene to support individuals in crisis. Suicide prevention is a critical component of community mental health and aligns directly with FCSS priorities of promoting well-being, building resiliency, and strengthening support networks. By investing in this training, we are enhancing our capacity to respond effectively and compassionately in times of need, helping to create a safer, more connected community.

#### Information Access and Privacy Protection Certificate (IAPP)

I am currently registered to complete the final course in the Information Access and Privacy Protection (IAPP) Certificate program starting this winter. This specialized training enhances my understanding of privacy legislation, records management, and the responsible handling of personal information. In the context of FCSS, where we often support individuals through sensitive and complex situations, maintaining trust through proper information handling is essential. This certification strengthens our ability to safeguard client confidentiality, ensure compliance with privacy laws, and uphold the ethical standards expected in our work, ultimately contributing to a more accountable and professional service environment.

### GENERAL UPDATES

#### Community Needs Survey

In May, FCSS distributed a Community Needs Survey via SurveyMonkey to better understand the evolving priorities and challenges facing local residents. A total of 15 individuals completed the survey, with 60% (9 respondents) being over the age of 55. The feedback provides valuable insight into the current state of well-being in our community and highlights both strengths and areas of opportunity. Encouragingly, 10 participants reported maintaining good mental health, yet issues related to food security and social isolation emerged as the most pressing challenges among those surveyed. Additionally, half of the respondents indicated that they experience difficulty accessing services in Bassano, pointing to a potential need for improved awareness or availability of support resources within the County of Newell.

Respondents shared a common understanding of the services provided by FCSS, with 26% sharing they have not yet accessed FCSS programs or services, while over 50% of participants reported engaging in community-based events. Among the programs and services offered, Mental Health and Wellness programming was identified as the most beneficial, closely followed by senior care support and system navigation assistance, such as help with online forms and accessing government services.

# FCSS Director's Report

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director



## Supporting Community Members

In terms of communication methods, the survey confirmed that 100% of respondents use social media to learn about programs, with 46% also hearing about offerings through word of mouth. This reinforces the importance of continuing to leverage both digital platforms and personal networks to spread information. Additionally, 40% of respondents expressed an interest in or currently participate in local volunteerism, however with so few respondents it is difficult to determine the potential volunteer base for future programming.

The open-ended suggestions provided reflected a broad spectrum of community needs and interests. These included increased mental health support, anger management, autism-related resources, walking and yoga programs, local food bank access, employment training, and grant opportunities for other social programs. While not all suggestions fall directly within the FCSS mandate, they do underscore a genuine desire for enhanced wellness and social support options in the community. FCSS remains committed to aligning its programming with its provincial mandate while also striving to offer initiatives that hold real value to residents. This feedback will play an essential role in shaping future program planning, partnerships, and community engagement efforts.

## GRANTS

### Grasslands Regional FCSS

Our application has been prepared for the 2025 annual Grant Funding Transfer that supports residents of County of Newell Division 6. Each year this transfer enables Bassano FCSS to provide programs locally impacting these rural residents, many of whom attend Bassano School. Last year we were awarded \$5000, allowing us to provide the Bike Safety Rodeo, Fraud and Scam Prevention and Summer Craft kits (Bassano and Gem) at the school, along with Rattle and Strum at Bassano Outdoor Pool and Carnival of Care at the Small-Town Smoke Down. Each of the programs are attended by our county residents and we thank Grasslands for their support in delivery.

### Tower Gardening – Playfair Lodge

FCSS, in partnership with Playfair Lodge, has submitted a grant application to Farm Credit Canada to support the development of Tower Gardens within the facility. These vertical, indoor growing systems will promote food sustainability by allowing residents to grow fresh herbs, vegetables, and greens year-round. Beyond their nutritional benefits, the Tower Gardens offer meaningful intergenerational opportunities, as local youth and families can engage with residents in planting and harvesting activities. This initiative also supports aging well in place by providing residents with a relaxing leisure activity that fosters a sense of purpose, connection, and accomplishment. Additional benefits include improved air quality, reduced food costs, and the therapeutic impact of gardening, which has been shown to enhance mental well-being and overall quality of life.

# FCSS Director's Report

Period Ending: August 31, 2025

Prepared By: Amanda Barron, Director

Supporting Community Members



## UPCOMING PROGRAMS

Rural Pop Up Dates – September 16, October 21, November 18, December 16

Fall Clean Up October TBD

Trunk or Treat – October 31

## **Attachments**

1. Action Items

<b>May 6, 2024 Regular Board Meeting</b>		
Barron, A	Draft Internal Policy policy detailing the quantity of CAKE awards to be distributed annually, volunteer listing and process for delivery.	CAO review - May 16, 25
<b>June 3, 2024 Regular Board Meeting</b>		
Barron, A	Rotate Minutes	Completed June 10/25
Barron, A	Resolution Index	Completed June 10/25
Barron, A	Prepare Cook and Connect Program registration and participant tracker templates, meal selection etc for program start date in July.	Completed July 17/25
Barron, A	Complete 3-month trial eveluation of Cool and Connect Program for Advisory Board review.	
Barron, A	Prepare 48 Summer Craft and Activityy Packages for distribution locally.	Completed June 11/25
Barron, A	Collaborate with Bassano Outdoor Pool and Knox Presbyterian Church to facilitate Lifesaver Sunday on July 6/25.	In Progress June 11/25
Barron, A	facilitate the "Dam Good Day Out" picnic for seniors in coordination with the Bassano Playfair Lodge for registration and date selection, and Newell Mini Bus and/or Volunteer Drivers for transportation to the Bassano Dam. Bassano FCSS will provide the meal and light yard games in the picnic space overlooking the dam.	booked for Aug 25/25 10-2
Barron, A	Provide Bassano Arts Council with \$500 Sponsorship toward the free concert series for a childrens educational performance.	Completed July 15/25
Barron, A		
Barron, A		
Barron, A		
Barron, A		

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## Policy Review - P-FCSS006- Financial Planning Policy

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### **BACKGROUND**

The FCSS Advisory Board is required to review its operating policies on a regular basis. Financial Planning Policy P-FCSS006 is to be reviewed annually by September 30.

The Financial Planning Policy was created to ensure Bassano FCSS has a developed and maintainable budget that ensures our financial and reporting requirements are met with provincial and municipal governments as per our funding agreements.

This policy governs all FCSS programs.

### **OPTIONS:**

#1 – That the Family and Community Services Advisory Board confirms a review of Financial Planning Policy P-FCSS006, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amend Financial Planning Policy P-FCSS006 (define amendments).

### **DIRECTOR COMMENTS**

I have no concerns with the existing policy or recommended updates. It meets the objectives and supports our operational mandate.

### **ALIGNMENT WITH OPERATIONAL POLICIES**

n/a

### **PROPOSED RESOLUTION:**

#1 – That the Family and Community Services Advisory Board confirms a review of Financial Planning Policy P-FCSS006, no changes are required at this time.

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

**Reviewed by:** Amanda Davis, CAO

### **Attachments:**

1. Financial Planning Policy – P-FCSS006

<b>Policy Title</b>	Family and Community Services Advisory Board – FCSS Financial Planning Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	March 1, 2021 (M# FCSS19/2021)
<b>Policy Number</b>	P-FCSS006
<b>Review</b>	To be reviewed annually by September 30
<b>Reviewed by</b>	Advisory Board – October 4, 2023

## Policy Statement

The FCSS Advisory Board is responsible to develop and maintain an operating budget to ensure Financial and Reporting obligations are met as per funding agreements with the provincial and municipal government.

## 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.

## Process

1. Based on input from the FCSS Advisory Board the FCSS Director, with the support of the CAO, will prepare an annual operating budget outlining FCSS programs and expenses for the upcoming year by November 1 of each year.
2. The annual operating budget and programming presented will be aligned with the [FCSS program Handbook](#) and will follow FCSS reporting guidelines based on the [FCSS Measures Bank](#) which will allow for ease of reporting each year. FCSS annual reporting will be the responsibility of the FCSS Director and is to be completed by June 30<sup>th</sup> annually.
3. The proposed budget will be presented to the FCSS Advisory Board each year at the October FCSS Advisory Board Meeting for approval. The board approved budget must be provided as a recommendation to Town Council for final ratification.

4. A two-year projection budget shall accompany the proposed annual operating budget in accordance with the *Municipal Government Act*.
5. The FCSS Advisory Board shall not budget for a deficit.
6. The FCSS Advisory Board shall offer programs and services within the approved budget to meet the needs of the community in accordance with its mandate and funding obligations.
7. The Director is responsible to inform the FCSS Advisory Board of any program or funding limitations.
8. The Director is responsible to provide a financial update at each FCSS Advisory Board meeting.
9. The Director is responsible to support the FCSS Advisory Board in applying for grants to ensure the continuation of programs and services in Bassano.

### Policy Reference

1. P-FCSS007 Programming Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY

Approved

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## Policy Review - P-FCSS007 Programming Policy

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### **BACKGROUND**

The FCSS Advisory Board is required to review its operating policies on a regular basis. Programming Planning Policy P-FCSS007 is to be reviewed annually by September 30.

The Programming Policy was developed to ensure Bassano FCSS provides programs and services that have been tailored to the unique needs of the Bassano community, to advocate volunteerism and promote local participation. It also ensures program viability through providing guidelines for facilitation and marketing of programs.

The policy governs all FCSS programs.

### **OPTIONS:**

#1 – That the Family and Community Services Advisory Board confirms a review of Programming Planning Policy P-FCSS007, no changes are required at this time.

#2 – That the Family and Community Services Advisory Board amends Programming Planning Policy P-FCSS007 (define amendments).

### **DIRECTOR COMMENTS**

Amend to reflect the removal of inactive businesses Creaky Floor, Empty Bottle and Harry's Place.

### **ALIGNMENT WITH OPERATIONAL POLICIES**

n/a

### **PROPOSED RESOLUTION:**

#2 – That the Family and Community Services Advisory Board amends Programming Planning Policy P-FCSS007 (define amendments).

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

**Reviewed by:** Amanda Davis, CAO

### **Attachments:**

1. Programming Policy – P-FCSS007

<b>Policy Title</b>	Family and Community Services Advisory Board – FCSS Programming Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	March 1, 2021 (M# FCSS20/2021)
<b>Policy Number</b>	P-FCSS007
<b>Review</b>	To be reviewed annually by September 30
<b>Reviewed by</b>	Advisory Board – October 4, 2023

## Policy Statement

Locally, FCSS is funded to provide programs and services that are tailored for the unique needs of the community of Bassano. The FCSS Advisory Board plays a key role in identifying community-based needs and implementing programming to support such needs within 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.

**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. The FCSS Advisory Board will ensure they follow all applicable Federal, Provincial, and Town legislation, acts, regulation, bylaws, policies, and procedures when creating programming for the community.
2. The FCSS Advisory Board will identify local needs within the community that fall within the mandate of FCSS, and the Regulation to promote the advancement of Bassano and its people. Needs identified by board members should be presented formally to the FCSS Advisory Board. If there is a majority vote to investigate the need, a motion shall be passed by the board members for the Director to prepare a proposal for further consideration by the FCSS Advisory Board while ensuring other projects and time commitments can be managed.
3. The FCSS Advisory Board shall stay within budget, decide what programs and activities will take place or be funded. The FCSS Director will be responsible for ensuring the FCSS Advisory Board is informed of funds available to the board when programming options are presented.

4. The FCSS Advisory Board has the power to develop, evaluate, maintain, or cancel programs that are no longer suited for the community. The FCSS Advisory Board may provide public relations for FCSS programming within the community. The FCSS Advisory Board will promote, encourage, and facilitate volunteerism in the community, and to encourage citizen participation in program development. The Director will facilitate co-operation and joint planning with related community groups, agencies, committees, or surrounding communities to better co-ordinate support service programs and facility planning.
5. When evaluating the continuation, termination or renewal of programs, the FCSS Advisory Board shall follow the Program Logic Model (Appendix A).

## Communications and Marketing

All FCSS programs will be advertised to the community through various mediums to ensure we are able to reach a broad audience.

1. Advertising timelines will be set on a program-by-program basis as established by the FCSS Advisory Board.
2. All program posters will be distributed to the FCSS Advisory Board via email prior to their distribution as notification.
3. The Director will release communications for all programs in the following ways
  - Posters will be placed at businesses within the community including:
    - AG Foods
    - ~~Creaky Floor~~
    - Credit Union
    - Bassano Pharmacy
    - Post Office
    - Subway
    - ~~Empty Bottle~~
    - ~~Harry's Place~~
    - Library
    - Town Office
    - Thrive
    - Community Hall
    - Western Financial
    - Esso
    - Liquor Store
  - Facebook
  - Town Website
  - Town Newsletter, when timing is applicable.

4. FCSS Board members will be responsible for ensuring they share information about FCSS programs within the community and promote participation in the programs and events. The Director will provide programming information to Town administration to assist with communication between all departments.

### Policy Reference

1. P-FCSS006 Financial Planning Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY

Approved

Appendix 'A'

Program Logic Model

<b>Program/Project Title:</b>	
<b>Statement of Need:</b> <i>What</i> community issue, need or situation are you responding to?	
<b>Overall Goal:</b> <i>What</i> change or impact do you want to achieve?	
<b>Broad Strategy:</b> <i>How</i> will you address the issue, need or situation?	
<b>Who is served?</b> Target Group	
<b>FCSS Overarching Goal: How does it contribute?</b>	
<b>Inputs :</b> resources invested to achieve your goal, e.g., staff, volunteers, money, materials, equipment, technology, partners, information including legislation	
<b>Outputs:</b> - <i>Activities and processes used, e.g.,</i> advertising, workshops	

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## Policy Review - P-FCSS011- Reoccurring Programs Policy

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### **BACKGROUND**

The FCSS Advisory Board is required to review its operating policies on a regular basis. Reoccurring Programs Policy is to be reviewed annually by November 1.

The Reoccurring Programs Policy was created to ensure Bassano FCSS has clearly established social programs preapproved to occur that require limited involvement on behalf of the FCSS Advisory Board, allowing the Director to plan and deliver reoccurring programs efficiently.

### **OPTIONS:**

#1 – That the Family and Community Services Advisory Board confirms a review of Reoccurring Programs Policy P-FCSS011, adding Summer Craft Kits and Small Town Smoke Down Kids Q Competition and Fit and Free Adult November- March to approved programs.

#2 – That the Family and Community Services Advisory Board amend Reoccurring Programs Policy P-FCSS011 (define amendments).

### **DIRECTOR COMMENTS**

I have no concerns with the existing policy or recommended updates. It meets the objectives and supports our operational mandate.

### **ALIGMENT WITH OPERATIONAL POLICIES**

n/a

### **PROPOSED RESOLUTION:**

#1 – That the Family and Community Services Advisory Board confirms a review of, Reoccurring Programs Policy P-FCSS011, adding Summer Craft Kits and Small Town Smoke Down Kids Q Competition t and Fit and Free Adult November- March o approved programs.

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

**Reviewed by:** Amanda Davis, CAO

### **Attachments:**

1. Reoccurring Programs Policy – P-FCSS011

<b>Policy Title</b>	Family and Community Services Advisory Board – Reoccurring Programs Policy
<b>Authority</b>	Director
<b>Approved (Dates/Motion #)</b>	May 1, 2023 (M# FCSS46/2023)
<b>Policy Number</b>	P-FCSS011
<b>Review</b>	To be reviewed annually by November 1
<b>Reviewed by</b>	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. Small Town Smoke Down Kid's Que Competition - June
3. Meals on Wheels - Yearly
4. Rural Pop Up - Yearly
5. Spring and Fall Annual Cleanup
6. Car Seat Clinic – As available
7. Kick it to the Curb – August/September
8. Parade of Garage Sales – August
9. Summer Craft and Activity Packages
10. Trunk or Treat – October
11. Fit and Free Adult – November - March
12. 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

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## FALL 2025 PROGRAMMING

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### **BACKGROUND**

Bassano FCSS is committed to fostering a safe, connected, and resilient community through inclusive and proactive programming. Each year, we bring families and neighbors together through well-loved events like *Trunk or Treat*, where hotdogs and s'mores are shared in a welcoming, centralized space that encourages connection and belonging. Beyond community celebrations, our work extends to building mental health capacity and delivering prevention-focused initiatives that support emotional well-being across all ages. Our previous Safe Communities programs, including self-defense workshops, reflect our ongoing commitment to equipping residents with tools for personal safety and empowerment. Our Coats for Community seen many local families accessing needs in our first year however all items collected in 2024 were donated to support Bassano School and SPEC in Brooks as we had no turnout for the event.

### **PROPOSED PROGRAMS**

#### **Safe 4 Life Self Defense**

Bassano FCSS has received direct communication from community members expressing strong interest in hosting another self-defense training session for teens and adults. Our last session, held in 2023, was well-received and highlighted the continued need for accessible personal safety education in our community. Self-defense training offers a range of benefits, including increased confidence, situational awareness, physical fitness, and the ability to respond effectively in threatening situations. It also contributes to overall community safety and individual empowerment, particularly important in rural areas where immediate assistance may not always be available. We have been quoted \$2100 to deliver this program through Safe 4 Life, which would be partially offset by participant registration fees. The session will run for 3 to 4 hours and take place in the Community Hall, accommodating a maximum of 20 participants. Registration would be set at \$60 per person to ensure the program is affordable and accessible. A maximum expenditure of \$1250 would be allocated toward facilitation.

#### **Fire in the Hall - Chili Challenge**

With the weather cooling down it is time to crank up some heat in Bassano. Spice up your evening at the Community Hall with our Chili Cook-Off! Competitors can bring their best homemade chili to share, and attendees will sample and vote using scorecards to crown the top 3 favorites. Each chili crock would be given a number, participants will receive a scorecard on arrival to complete during the event. Favorites will be awarded ribbons for 1st, 2nd, and 3rd place chilis. To promote the event we could send personal invitations to local businesses, school and user groups to participate.

FCSS could also set up a build-your-own chili dog station for all participants to enjoy! We'll provide hot dogs, buns, and access to the chili entries, along with a full topping bar featuring cheese, onions, jalapeños, and more. There will also be a serve-yourself drink station with water, juice, and other refreshments to keep everyone hydrated and happy throughout the event. A budget of \$500 would be allocated to facilitate.

### **Community Halloween Costume Swap**

Get ready for a fun and sustainable way to celebrate Halloween with our Community Halloween Costume Swap at the Community Hall! This event offers families a chance to donate gently used costumes, accessories, and full costume sets that no longer fit or are no longer needed. FCSS will sort and organize all the items, turning the hall into a festive costume boutique where community members can browse and pick out the perfect outfit for the spooky season, completely free of charge! Whether you're looking to trade in last year's pirate getup or find a new superhero cape, this is a great way to reduce waste, save money, and share the Halloween spirit with your neighbors. Program would not require additional funding

### **Jack o Lantern Carving Contest**

Get ready for pumpkins, treats and spooky streets this Halloween. Introducing a fun new activity for Halloween, our Jack-o'-Lantern Pumpkin Carving Contest! This is a great way for kids, families, and community members of all ages to get creative and show off their pumpkin-carving skills.

Participants can carve and decorate their pumpkins at home, then drop them off at the Community Hall on Halloween to be part of the display during our Trunk or Treat event. Trick-or-treaters will get to vote for their favorite pumpkin, and the one with the most votes will win a bowling pass for up to six people, perfect for a fun family outing! It's a simple, festive way to bring everyone together, add some extra excitement to Halloween night, and celebrate the creativity in our community. Program budget not exceeding \$100.

### **ALIGNMENT TO MANDATE**

These community programs align closely with the FCSSAA mandate and the provincial Prevention Priorities by fostering social inclusion, building community resilience, and supporting preventative, strengths-based approaches. The self-defense class promotes personal empowerment and safety, contributing to individual well-being and community confidence. The Community Chili Challenge encourages intergenerational participation and connection, helping reduce social isolation and strengthen community ties. The Halloween Costume Swap promotes accessibility and inclusion by reducing financial barriers for families, while also fostering environmental awareness through reuse. Finally, the Pumpkin Carving Contest creates a fun and inclusive space for families and individuals to engage in creative expression and shared celebration, further enhancing a sense of belonging. Together, these initiatives reflect a proactive, community-focused approach that supports positive social development and aligns with the overarching goals of prevention and community wellness outlined by FCSSAA and the provincial framework.

### **DISCUSSION**

1. Do these programs address identified needs or gaps in our community (e.g., safety education, affordable family activities, social connection)? If so, how?
2. Based on past participation and feedback, how receptive do you think the community will be to these types of events? Are there particular groups we should focus on reaching?
3. Do we currently have enough staff and volunteer capacity to support these programs effectively, or are there specific roles we need help filling?

### **CLARIFICATIONS/CONSIDERATIONS**

There are 3 reoccurring programs this fall; Trunk or Treat, Fall Clean Up and Kick it to the Curb. There is capacity to provide 2 additional programs.

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

**Reviewed by:** Amanda Davis, CAO



## **Newell Adult Education Centre**

TOWN OF BASSANO

AUG 06 2025

RECEIVED

July 31, 2025

Dear Town of Bassano ,

We are writing to respectfully seek your support and funding for the implementation of Dolly Parton's Imagination Library program within the County of Newell. As part of our ongoing commitment to fostering early childhood development, we believe this program can serve as a vital resource to promote literacy, inspire a love of reading, and support our youngest residents in reaching their full potential.

The Dolly Parton's Imagination Library is a highly acclaimed initiative founded by the legendary singer and philanthropist Dolly Parton. Since its inception in 1995, the program has expanded into a national effort that provides free, high-quality, age-appropriate books to children from birth until their fifth birthday. The goal is to nurture a lifelong love of reading by making books accessible to all children, regardless of socioeconomic status, geographic location, or background. This is achieved through partnerships with local governments, community organizations, and donors who share the vision of enriching childhood literacy.

The program's costs are relatively modest: a three-year implementation requires a total funding of \$14,000. To support this initiative, we are seeking contributions from local partners and community stakeholders, aiming to raise the necessary funds to ensure its success and sustainability. Any and all contributions will be gratefully accepted.

The program's impact is simple yet profound: once children are enrolled, they receive a carefully selected, developmentally appropriate book in the mail each month. This consistent exposure to reading materials helps build early literacy skills, vocabulary, and comprehension—crucial components of academic success. Additionally, the program encourages parents and caregivers to engage with their children through shared reading experiences, strengthening family bonds and fostering a supportive learning environment at home.

Within the County of Newell, the benefits of implementing the Imagination Library are especially significant. Our communities are diverse, with many families facing economic challenges that can limit access to books and educational resources.

Providing free books directly to children's homes can help bridge this gap, ensuring every child has the opportunity to develop strong literacy skills from an early age. Early literacy is a key predictor of future academic achievement, and by investing in our children now, we are laying the foundation for a more educated, confident, and successful communities.

Beyond individual benefits, the program has the potential to foster community pride and engagement. When families see tangible support from local government and organizations, it cultivates a sense of unity and shared responsibility for our children's futures. It can also serve as a catalyst for additional educational and social programs aimed at supporting early childhood development within the County of Newell.

With your support and the proposed funding of \$14,000 from community partners, we are confident we can successfully launch and sustain the Dolly Parton's Imagination Library in our area. Our goal is to enroll every eligible child in the County of Newell, ensuring no child is left behind in developing essential literacy skills. We are committed to working closely with local partners, schools, and families to maximize the program's reach and impact.

Thank you very much for your consideration of our request. We sincerely hope you will join us in investing in the future of our children and in creating a community where every child has access to the joy of reading and the opportunity to succeed. We welcome the opportunity to discuss this initiative further and are happy to provide any additional information needed.

Together, we can make a lasting difference.

Sincerely,

*Crystal Doyle and Kim Biette*

Program Manager and Literacy Manager

(403)641-3444

Email: [newelledcentre@gmail.com](mailto:newelledcentre@gmail.com)



Newell Adult Education Centre