

**BY-LAW NO. 699-96
OF THE
TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA**

**A BY-LAW OF THE TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA
TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES BOARD**

UNDER authority of and subject to the provisions of the Municipal Government Act, Chapter M-26.1, 1994 and amendments thereto, the Council of the Town of Smoky Lake, duly assembled, enacts as follows:

WHEREAS the Town of Smoky Lake has passed By-law 639-91 establishing a Family and Community Support Services Board;

AND WHEREAS there are proposed changes to the Board structure and functions;

AND WHEREAS the Town of Smoky Lake considers it necessary to make adjustments to the Family and Community Support Services Board and functions.

THEREFORE, the Council of the Town of Smoky Lake, duly assembled, enacts as follows:

Definitions

1. "Board" shall refer to the Smoky Lake Family and Community Support Services Board.
2. "Council" shall refer to the Council of the Town of Smoky Lake.
3. "F.C.S.S." shall refer to the Smoky Lake Family and Community Support Services.
4. "Town" shall refer to the Town of Smoky Lake.

Membership and Meetings

5. The composition of the Board shall consist of a maximum of five (5) members, who shall include at least one member but no more than two members of the Council, the balance of its members comprised of members at large from the Town of Smoky Lake.
6. The Council member(s) shall be appointed by a resolution of Council for a three (3) year term at the organizational meeting following the local municipal election.
7. The members at large shall be appointed by a resolution of Council for a maximum of two (2) years. Appointments shall be made in a manner which will stagger the appointment dates of the members.
8. Members at large shall hold office for a maximum of four (4) consecutive years. After one (1) year of absence, an ex-member may be reappointed.
9. Each appointee shall remain only during such time that they continue to be a resident of the Town of Smoky Lake.

* See Bylaw 741-99 Amendment on Section 5

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10. Any member of the Board absent for three (3) consecutive regular Board meetings, shall (unless such absence be caused by illness or prior authorization of the Board by resolution entered upon its Minutes), immediately forfeit their office and other member shall be appointed in their place for the remainder of their term in office.

11. A member of the Board may resign at any time by sending a written notice to the Town Manager and the F.C.S.S. Director.

12. Any member of the Board may be removed from Office by Council.

Powers and Duties of the Board

13. The Board shall review any projects and applications received through the office of the Director, and shall approve, defer, or reject such projects and/or applications.

14. The Board shall elect its own Officers including but not restricted to, Chairman and Vice-Chairman, as well as make rules for the conduct of its meetings.

15. The Board is responsible to ensure that the Director carries out the approved projects.

16. A report on the activities of the F.C.S.S. Board, either oral or written, shall be provided to Council a minimum of twice a year.

17. The Board shall do such other things as may be necessary to carry out its responsibilities.

Financial

18. Budgets are to be presented to the Council prior to February 1st of each year. Year-end financial statements will be presented to Council for review when they become available.

19. The Town will fund the Board to the level of the current provincial grant, with the minimum level of funding to be \$25,000.

20. Any notification of a change to the funding formula must be received by the Board before March 31st of the previous year to which it takes effect.

21. Cheque signing authority shall be two of the following three individuals: Director, Chairman, and Vice-Chairman.

22. All budgeted purchases and expenditures may be approved by the Director. Anything which is unbudgeted requires the approval of the Board.

23. Neither the Board, nor any of its members, shall have the power to pledge the credit of the Town in any matter whatsoever. Further, the Board, nor its members, have the power to authorize any expenditure to be charged against the Town other than those in the approved budget.

F.C.S.S. Director

24. The hiring, appointment, and dismissal of the Director shall be the responsibility of the Board.

25. The Director shall be responsible for the supervision of employees within the F.C.S.S. Department.

26. All banking and accounting duties shall be the responsibility of the Director.

Transitional

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27. By-law 639-91 is hereby rescinded.

28. This By-law shall come into effect on the date of the final passing thereof.

FIRST READING of By-law 699-96 granted this 15th day of October, 1996.

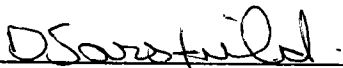
SECOND READING of By-law 699-96 granted this 15th day of October, 1996.

Moved and passed unanimously that By-law 699-96 be presented for third and final reading.

THIRD AND FINAL READING of By-law 699-96 granted this 15th day of October, 1996.



Carole Carpenter,
Mayor



David Sarsfield,
Town Manager