

FCSS Advisory Board Bylaw

**BYLAW NO. 002-10
OF THE
TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF SMOKY LAKE IN THE PROVINCE OF ALBERTA
TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD

UNDER AUTHORITY OF, and subject to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time the Council of the Town of Smoky Lake duly assembled hereby establishes an advisory board to be known as the Smoky Lake Family and Community Support Services Advisory Board.

WHEREAS the Town of Smoky Lake has passed Bylaw 699-96 establishing a Family and Community Support Services Board and has amended said Bylaw with Bylaw 741-99;

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

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

1. SHORT TITLE

- 1.1. This bylaw may be cited as the Town of Smoky Lake “Family and Community Support Services Advisory Board Bylaw.”

2. DEFINITIONS

- 2.1. In this bylaw, the following terms (unless the context specifically requires otherwise) shall have the following meanings:

- 2.1.1. “Board” shall mean the Smoky Lake Family and Community Support Services Advisory Board.

- 2.1.2. “Board Member” shall mean a duly appointed member of the Smoky Lake Family and Community Support Services Advisory Board.

- 2.1.3. “CAO” means the Chief Administrative Officer of the Town or his designate, regardless of the specific title that may be conferred on that Officer by Council from time to time;

- 2.1.4. “Council” shall mean the Municipal Council of the Town of Smoky Lake.

- 2.1.5. “FCSS” shall mean Family and Community Support Services.

- 2.1.6. "FCSS and Community Coordinator" shall mean an employee of the Town charged with control over FCSS for the Town and such other duties as may be directed by Council or the CAO, or his designate. "*Municipal Government Act*" shall mean the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time;
- 2.1.7. "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
- 2.1.8. "Support Service(s)" shall mean preventive services relating to the social and psychological well being of the community.
- 2.1.9. "Town" shall mean the Municipal Corporation of the Town of Smoky Lake.

3. ADVISORY BOARD RESPONSIBILITIES

3.1. The Board shall:

- 3.1.1. identify needs within the community that fall within the mandate of Family and Community Support Services;
- 3.1.2. act as a catalyst to respond to needs identified within the community;
- 3.1.3. 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;
- 3.1.4. promote, encourage and facilitate voluntarism and use of volunteers, and to encourage citizen participation in program development;
- 3.1.5. advise Council regarding policies that are consistent with community needs;
- 3.1.6. evaluate existing policies;
- 3.1.7. review and consider all project proposals and representations from the community at large with respect to preventive support services and facilities for the Town of Smoky Lake;
- 3.1.8. make recommendations to Council on budget items pertaining to FCSS programs and facilities, however the Board is not responsible for detailed budget preparation;
- 3.1.9. make recommendations to Council on items that they deem to be in the general interest of the community at large;
- 3.1.10. provide input into current Support Service programs and facilities;

- 3.1.11. review and make recommendations to Council on fee and charge policies; and for Support Service related facilities and programs;
- 3.1.12. solicit input, formulate policy and make recommendations on relevant topics and issues when requested by Council.
- 3.2. Board members shall have access to documentation on FCSS policy and procedures included in the Town's Policy and Procedures manual.
- 3.3. Only those Board Members present at the meeting of the Board shall take part in deliberations and decisions of the Board on any matter before it.
- 3.4. The Board may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw and any other applicable Bylaw of the Town.

4. LIMITATIONS

- 4.1. The Board makes its recommendations directly to Council.
- 4.2. The FCSS and Community Coordinator reports directly to the CAO.
- 4.3. The Board may request to have one of its representatives involved in an advisory capacity in the selection of the FCSS and Community Coordinator. Recommendations may be made by the Board to Council concerning rates of pay, fringe benefits or other matters pertaining to the welfare of FCSS staff.

5. COMMUNICATIONS

- 5.1. The Board shall have prepared and maintain a file of written minutes of the Board meetings and provide a copy of the meeting minutes to the Council monthly.
- 5.2. The Board shall be accountable to the Council, and if so requested, shall make presentations to Council regarding important issues or a year end report of the year's activities.

6. CONFIDENTIALITY

- 6.1. The Advisory Board shall adhere to the terms of:
 - 6.1.1. the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended or repealed and replaced from time to time and Regulations thereunder;
 - 6.1.2. the *Personal Information Protection Act*, S.A. 2003, c. P-65, as amended or repealed and replaced from time to time and Regulations

thereunder; and

6.1.3. any other applicable federal, provincial or municipal enactment.

7. ESTABLISHMENT AND COMPOSITION

7.1. The FCSS Board of the Town of Smoky Lake is hereby established.

7.2. The composition of the Board shall consist of a maximum of seven (7) Board Members, and/or a minimum of four may include:

7.2.1. At least one member but not more than two members of the Council as appointed by resolution of Council and if possible the following people:

7.2.2. One resident over the age of 55 to represent Senior Citizens;

7.2.3. One resident representing families with children;

7.2.4. One resident representing a local or regional social service or mental health agency serving the community;

7.2.5. One resident representing a religious organization;

7.2.6. One resident representing the general public.

7.3. Notwithstanding section 7.2, by virtue of the office, the Town's Chief Elected Official is a Board Member and, when in attendance, possesses all the rights, privileges, powers and duties of other Board Members.

7.4. Applicants selected for appointment to the Board shall be appointed by resolution of Council.

7.4.1. Appointments shall be made before the month of October to be effective the first day of November the following year, unless the appointing resolution provides for an alternate date.

7.4.2. Appointments shall be for a specified term, not exceeding three (3) years.

7.5. A Board Member may be reappointed following the expiration of his term of office.

7.6. Any vacancies caused by the death, retirement or resignation of a Board Member, may be filled by resolution of Council.

7.7. A Councillor who has been appointed as a Board Member pursuant to section 7.2, upon vacating or being removed from their office as Councillor during the term of their appointment to the Board, shall have their appointment to the Board terminated.

- 7.8. The Board shall have the authority to form ad hoc committees and task forces from among its Board Members to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 7.9. Ad hoc committees and task forces established by the Board shall report to the Board in a manner determined by the Board.
- 7.10. The Board shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements.
- 7.11. Board Members shall only speak on behalf of the Board when formally given such authority for a specific defined purpose.

8. REMUNERATION

- 8.1. Board Members shall hold office without remuneration.
- 8.2. A Board Member may make submissions to Council or as established by policy of Council for Board development expenses.

9. TERMINATION OF APPOINTMENTS

- 9.1. The rules of conduct relating to pecuniary interest contained in the *Municipal Government Act* shall be deemed to apply to Board Members.
- 9.2. Council may, by resolution, terminate the appointment of any Board Member if:
 - 9.2.1. the Board Member is absent from more than three (3) consecutive meetings of the Board without being excused by Council;
 - 9.2.2. the Board Member uses information gained through his position as a Board Member to gain a pecuniary benefit;
 - 9.2.3. the Board Member has failed to disclose a conflict of interest or pecuniary interest in a meeting upon which the Board Member participated in the meeting as a Board Member;
 - 9.2.4. the Board Member has failed to follow the practices and procedures set out by the Board in respect of meetings before the Board; or
 - 9.2.5. the Board Member otherwise conducts himself in a manner that Council considers to be improper.
- 9.3. A Board Member's appointment shall automatically terminate if the Board Member ceases to be a resident of the Town of Smoky Lake.
- 9.4. The appointment of a Board Member may at any time be revoked by resolution of Council.

10. APPOINTMENT OF CHAIR AND VICE-CHAIR

- 10.1. At its first regular meeting held in the month of **October** in each year, the Board shall elect, by a majority vote of the Board Members present, one Board Member for the office of Chair and one Board Member for the office Vice-Chair. ~~Council members shall not hold the office of Chair.~~
- 10.2. The Chair shall preside over the conduct of the meeting including the preservation of good order and decorum, ruling on points of order, replying to points of procedure and deciding all questions relating to the orderly procedure of the meeting.
- 10.3. The Vice-Chair shall preside over any business before the Board in the event of the absence or inability to act of the Chair.
- 10.4. In the event of the absence or inability to act of the Chair and Vice- Chair at a meeting of the Board, the Board Members present shall elect, by a majority vote, a Board Member to act as Chair at that meeting.
- 10.5. A Chair or Vice-Chair may be re-elected for successive terms of office.

11. QUORUM

- 11.1. A majority of Board Members present shall constitute a quorum at any meeting of the Board.
- 11.2. As soon as there is a Quorum of Board Members after the hour fixed for the meeting, the Chairman shall take the Chair and call the meeting to order;

12. MEETINGS

- 12.1. The Board shall meet at regular intervals to undertake the duties assigned to it by Council under this bylaw and any resolution of Council pursuant to this bylaw but meetings shall not be less than quarterly.
- 12.2. The Board shall give at least 24 hours' notice of a Board meeting or a change in the location or time of a Board meeting:
- 12.2.1. To the Board Members; and
- 12.2.2. To the public.
- 12.3. Notice shall be deemed to have been properly given if posted for public viewing on the public notice board in the Town office.
- 12.4. Where a Person requests an opportunity to speak to the Board at a Board meeting, and the Board deems it to be appropriate then such permission may be granted.

- 12.5. Requests to speak to the Board together with the subject matter of the presentation and the amount of presentation time required shall be made to the FCSS and Community Coordinator at least three (3) working days prior to the regular Board meeting. Requests received less than two (2) days before a regular Board meeting shall be included on the agenda for the next regular Board meeting.
- 12.6. Information presented by a Person to the Board shall relate only to the subject matter for which the presentation was originally requested.
- 12.7. Meetings of the Board shall be held in public. The Board may, when discussing issues involving matters it deems confidential go in camera to discuss such matters.
- 12.8. The Board shall consider and decide upon all matters in public.
- 12.9. When any matter relating to the meeting procedures is not addressed in this Bylaw, Roberts Rules of Order, if applicable, shall apply.

13. ADVISORY BOARD RESPONSIBILITIES OF THE FCSS AND COMMUNITY COORDINATOR

- 13.1. The office of the FCSS and Community Coordinator shall provide the services of a Secretary to the Board.
- 13.2. The FCSS and Community Coordinator shall attend all meetings of the Board and shall keep all minutes, documents and records of the Board in his/her custody and control.
- 13.3. In consultation with the Board Chair, the FCSS and Community Coordinator shall:
 - 13.3.1. prepare an agenda for each meeting of the Board; and
 - 13.3.2. shall arrange to provide a copy of the agenda to each Board Member at least two (2) calendar days prior to each meeting.
- 13.4. The FCSS and Community Coordinator shall manage the correspondence of the Board and provide it with such secretarial services as the Board may require.
- 13.5. The FCSS and Community Coordinator shall provide advice, research and information as required by the Board.
- 13.6. The FCSS and Community Coordinator shall not be a Board Member and may not vote on any matter.
- 13.7. The Town CAO shall prepare and maintain an up-to-date job description outlining the FCSS and Community Coordinator's responsibilities for FCSS

programs.

14. REPEAL

14.1. Bylaw Numbers 699-96 and 741-99 are hereby rescinded upon the final passing of this bylaw.

READ A FIRST TIME THIS DAY OF A.D., 2010.

READ A SECOND TIME THIS DAY OF A.D., 2010.

Dave Franchuk
Mayor

Colum Mc Cready
Chief Administrative Officer

READ A THIRD TIME AND PASSED IN COUNCIL THIS DAY OF A.D., 2010.

Dave Franchuk
Mayor

Colum Mc Cready
Chief Administrative Officer