

BYLAW 867/17
Family and Community Support Services
Advisory Board Bylaw

of the

TOWN OF BASSANO
in the Province of Alberta

Being a Bylaw of the Town of Bassano to amend Bylaw 804/2008 to establish a Family and Community Support Services Advisory Board.

UNDER THE AUTHORITY OF and subject to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amended or repealed and replaced from time to time by the Council of the Town of Bassano;

NOW THEREFORE BE IT RESOLVED THAT that the Council of the Town of Bassano, duly assembled, enacts as follows:

1. SECTION – SHORT TITLE

1.1 This Bylaw may be cited as the Town of Bassano “**Family and Community Support Services Advisory Board Bylaw**”.

2. SECTION – DEFINITIONS

2.1 In This Bylaw, the following terms (unless the context specifically requires otherwise) Shall have the following meanings:

“Board”	shall mean the Bassano Family and Community Support Services Advisory Board;
“Board Member”	shall mean a duly appointed member to the Bassano Family and Community Support Services Advisory Board by Council;
“CAO”	means the Chief Administrative Officer or his/her designate regardless of the specific title that may be conferred on that officer by Council from time to time;
“Council”	shall mean the Municipal Council of the Town of Bassano;
“FCSS”	shall mean Family and Community Support Services;
“FCSS and Community Director”	shall mean an employee of the Town of Bassano charged with control over FCSS for the Town of Bassano and such other duties as may be directed by the Board;



- “Municipal Government Act” shall mean the *Municipal Government Act*, R.S.A. 2000, c, M-26 as amended or repealed and replaced from time to time;
- “Person” shall include an individual, partnership, association, body, corporate, trustee, executor, administrator, or legal representative;
- “Support Services” shall mean preventive services related to the social and psychological well-being of the community;
- “Town” shall mean the Municipal Corporation of the Town of Bassano.

3. SECTION – ESTABLISHMENT OF ADVISORY BOARD

- 3.1 The Town of Bassano hereby establishes and constitutes an advisory board to be known as Bassano and Community Support Services Advisory Board (FCSS Board) to exercise the duties and powers and to perform function as described in this Bylaw.
- 3.2 The Town’s general municipal tax revenues and the Province’s FCSS grant will serve as sources for funding the operations and expenditures of the FCSS Board.
- 3.3 The Municipality shall be the signing authority with respect to the financial management of the FCSS Board.

4.1 SECTION – ADVISORY BOARD RESPONSIBILITIES

- 4.1 The Board shall:
- 4.1.1 Follow all applicable Federal, Provincial and Town of Bassano legislation, Bylaws, Policies and Procedures;
 - 4.1.2 Identify local needs within the community that fall within the mandate of Family and Community Support Services;
 - 4.1.3 Decide what programs and activities will take place or be funded;
 - 4.1.4 Develop, evaluate, maintain or cancel programs;
 - 4.1.5 Provide public relations for FCSS;
 - 4.1.6 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;
 - 4.1.7 Promote, encourage and facilitate volunteerism in the community, and to encourage citizen participation in program development;



- 4.1.8 Annually present a budget to Council of revenues and expenditures for approval on the upcoming year on all the matters over which, under the terms of this Bylaw, the FCSS Board has jurisdiction;
- 4.2 Board members shall have access to documentation on policies and procedures.
- 4.3 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.
- 4.4 Under special and urgent circumstances, motions may be passed by email.

5. SECTION – STAFF SELECTION

- 5.1 Hiring of the Director:
Employment opportunities are open to all qualified applicants. All employee selections shall be completed in a fair and non-discriminatory manner. The hiring process of screening, short-listing and interviewing candidates shall be conducted by the Personnel Committee. The final responsibility for selection resides with the Board of Directors through the recommendations of the Personnel Committee.
- 5.2 Hiring of other employees or contractors:
 - 15.2.1 The Director shall hire other employees and contractors as per policies and procedures.
- 5.3 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.

6. SECTION – COMMUNICATIONS

- 6.1 The Board shall be accountable to Council.
- 6.2 The Director shall prepare and maintain a file of written minutes of the Board meeting and provide a copy of the meeting minutes to the CAO on a monthly basis.
- 6.3 The Director shall make presentations regarding important issues, year-end activity report and the proposed budget when directed by the Board.



7. SECTION – CONFIDENTIALITY

- 7.1 The Advisory Board shall adhere to the terms of:
- 7.11 The *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 as amended, repealed and replaced from time to time and regulations thereunder;
 - 7.1.2 The *Personal Information Protection Act*, S.A. 2003, c. P-65, as amended or repealed and replaced from time to time and Regulations thereunder;
 - 7.1.3 Any other applicable federal, provincial or municipal enactment; and
 - 7.1.4 Town of Bassano Confidentiality Policy.

8. SECTION – BOARD APPOINTMENT AND COMPOSITION

- 8.1 The composition of the Board shall consist of a minimum of six (6) Board Members and/or a maximum of twelve (12) Board members from the Community.
- 8.2 Applicants selected for appointment to the Board shall be approved by Council.
- 8.2.1 Appointment shall be for the specified term, not exceeding three (3) years.
 - 8.2.2 Board members may reapply to the Board for consecutive term(s).
- 8.3 A Councillor who has been appointed as a Board member pursuant to Section 8.1, 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.
- 8.4 The Board shall have the authority to form ad hoc committees and /or task forces from among its Board Members and/or residents at large to assist in carrying out its objectives and responsibilities under this Bylaw.
- 8.5 Ad hoc committees and task forces established by the Board shall report to the Board in a manner determined by the Board.
- 8.6 The Board shall not have the power to pledge the credit of the Town or to pass Bylaws.
- 8.7 Board Members shall only speak on behalf of the Board when formally given such authority for a specific defined purpose.
- 8.8 Board Members will follow the Terms of Reference set out in Appendix C.

9. SECTION – 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 without being excused by the Board.
- 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 Appendix A: Code of Conduct Policy.

10. SECTION – APPOINTMENT AND RESPONSIBILITIES OF CHAIR AND VICE-CHAIR

- 10.1 A Chair and Vice-Chair shall be elected by members attending the meeting in January of each year.
- 10.2 The Chair shall preside over the conduct of the meeting.
- 10.3 The chairperson shall be ex-officio on all committees and sub-committees.
- 10.4 The Chair shall in conjunction with the FCSS Director plan meetings, prepare agendas, chair monthly meetings appoint ad-hoc or task force committees and call special meetings if required.
- 10.5 The Vice-Chair shall preside over meetings or conduct business in the absence of the Chair.
- 10.6 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.
- 10.7 A Chair or Vice-Chair may be re-elected for successive terms of office.
- 10.8 The member of Council shall not be eligible to hold office.

11. SECTION - QUORUM

- 11.1 A quorum for conducting business at a regular meeting shall not be less than a simple majority of the current Board Members.
- 11.2 As soon as there is a quorum of Board Members after the hour fixed for the meeting, the Chair calls the meeting to order.



12. SECTION – MEETINGS

- 12.1 The Board shall hold an Annual General Meeting in January of each year.
- 12.2 The Board shall meet at regular intervals to undertake the duties assigned by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
- 12.3 Board shall meet a minimum of eight (8) times per year.
- 12.4 The Board shall establish a date, time and designated meeting place.
- 12.5 Agenda items shall be submitted to the FCSS Director three (3) working days prior to the meeting date.
- 12.6 A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein.
- 12.7 Each member present at a meeting of the Board shall vote when the vote is taken unless prohibited from doing by reason of a conflict of interest, in which case the member has to declare the conflict and shall be excused from the meeting room while discussion on a matter occurs and while the relate vote is taken.
- 12.8 In the event of a tie vote, the vote is lost
- 12.9 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.
- 12.9.1 Requests to speak to the Board must be provided in writing to the FCSS Director at least three (3) working days prior to the regular Board meeting.
- 12.9.2 Information presented by a Person to the Board shall relate only to the matter addressed in the original request.
- 12.10 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.

13. SECTION – REMUNERATION

- 13.1 Board Members shall hold office without remuneration as per Family Community Support Services Regulation.
- 13.2 A Board Member may make submissions as per FCSS Advisory Board Development Reimbursement Expenses Policy.



14. SECTION – DUTIES AND RESPONSIBILITIES OF THE FCSS DIRECTOR

- 14.1 The Director in consultation with the FCSS Board shall prepare and maintain an up-to-date job description outlining the FCSS Director's responsibilities for FCSS programs.
- 14.2 The Director shall:
- 14.2.1 be hired for the purpose of taking direction from the Board with respect to this program;
 - 14.2.2 not be a Board Member and does not vote on any matter;
 - 14.2.3 be responsible to complete instructions by the Board, to carry out the day to day administrative duties of the Board and to be a consultant to the Board and programs.
 - 14.2.4 work with the Board in reviewing community needs, problems, aspirations and resources;
 - 14.2.5 manage the correspondence of the Board, provide secretarial services as the Board may require;
 - 14.2.6 work with the Board in reviewing funding applications;
 - 14.2.7 attend all meetings of the Board and shall take the minutes, documents and records of the Board in his/her custody and control;
 - 14.2.8 will assume responsibility for liaison, cooperation, and coordination for activities;
 - 14.2.9 be involved in continuing evaluation of all approved projects;
 - 14.2.10 be responsible for submitting the appropriate documents to the CAO required by Provincial Departments under the Family and Community Support Services Act and Regulation and all other grant funding applications;
 - 14.2.11 present the Board annually a report outlining the activities of the Director in the past year.
- 14.3 In consultation with the Board Chair, the Director shall:
- 14.3.1 prepare an agenda for each meeting of the Board; and
 - 14.3.2 shall arrange to provide a copy of the agenda to each Board Member at least three (3) calendar days prior to each meeting.

15. SECTION – REPEAL

15.1 Bylaw Number 804/2008 is hereby rescinded upon the final passing of this Bylaw.

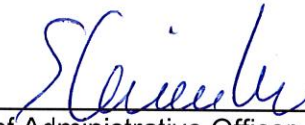
Read a first time this 9th day of January, 2017.

Read a second time this 9th day of January, 2017.

Read a third time and finally passed this 9th day of January, 2017.



Mayor



Chief Administrative Officer