



# BYLAW

Bylaw Number: **913/21**

Bylaw Name: **Family and Community Support Services Bylaw**

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## A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 867/17 AND ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES BYLAW.

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**WHEREAS** the council of the Town of Bassano, has the authority Under Section 7 of the *Municipal Government Act*, R.S.A. 2000 C-M-26, and related amendments, to enact bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment;

**NOW THEREFORE** the municipal Council of the Town of Bassano in the Province of Alberta, duly assembled in Council, enacts as follows:

### **1. TITLE**

1.1 This bylaw shall be known as the **“Family and Community Support Services”** Bylaw.

### **2. DEFINITIONS**

- 2.1 **“Act”** means the *Family and Community Support Services Act*, revised statutes of Alberta 2000, Chapter F-3 and amendments
- 2.2 **“Board”** means the Bassano Family and Community Support Services Advisory Board appointed by the Council of the Town.
- 2.3 **“Board Member”** means an individual appointed to the Family and Community Support Services Advisory Board by the Council.
- 2.4 **“Bylaw”** means a bylaw of the Town.
- 2.5 **“Chair”** means the Chair of the Board as voted by its members.
- 2.6 **“Chief Administrative Officer”** or **“CAO”** means the person appointed to the position of Chief Administrative Officer by Council.
- 2.7 **“Council”** means the council of the Town.
- 2.8 **“Director”** shall mean a person appointed by the Chief Administrative Officer, and in the execution of his/her duties, may be a Town employee or an employee of a contractor whose services have been retained for the delivery of FCSS services in accordance with formalized service agreements.

- 2.9      **“FCSS”** means the Family and Community Support Services.
- 2.10    **“Municipal Government Act”** means the *Municipal Government Act*, R.S.A. 2000, c, M- 26 as revised.
- 2.11    **“Regulation”** means the *Family and Community Support Services Regulation*, Alberta Regulation as revised.
- 2.12    **“Town”** means the Town of Bassano, an incorporated municipality in the Province of Alberta.
- 2.13    **“Vice Chair”** means the Vice Chair of the Board as voted by its members.

### **3. ESTABLISHMENT OF ADVISORY BOARD**

- 3.1      Council hereby establishes the Family and Community Support Service Advisory Board and the individual(s) appointed to the position will have the title “Board Member” to exercise the duties and powers and perform functions as described in this Bylaw.
- 3.2      The Town’s general municipal tax revenue and the Province’s FCSS grant will serve as sources to fund the operations and expenditures of the Board.
- 3.3      The Town will be the banker and signing authority with respect to FCSS financial matters.

### **4. ADVISORY BOARD RESPONSIBILITIES**

- 4.1      The Board shall:
- 4.1.1    Follow all applicable Federal, Provincial, and Town legislation, bylaws, policies, and procedures.
  - 4.1.2    Identify local needs within the community that fall within the mandate of FCSS and Regulation to promote the advancement of Bassano and its people.
  - 4.1.3    Within budget, 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 Present a three-year operating budget to Council by November 1 annually that includes two-years of budget projections.
- 4.2 Board members shall have access to documentation on policies and procedures.
- 4.3 The Board is responsible to meet regularly to conduct business.

## **5. DIRECTOR SELECTION**

- 5.1 The Town shall appoint a qualified candidate to the position of Director.
- 5.2 The Director will be a member of the Town's administrative team and shall be responsible to work with the Board to fulfill its mandate and to deliver community programs and services.
- 5.3 All human resource matters shall be the responsibility of the CAO.
- 5.4 Any hiring or termination of a Director shall be completed in accordance with the Town's policies. The Board, or its personnel committee shall be engaged in this process wherever possible to ensure relationships are maintained.
- 5.5 The Board, or its personnel committee shall be engaged by the CAO to obtain regular feedback on the Director's performance.

## **6. COMMUNICATIONS**

- 6.1 The Board is responsible 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 executed meeting minutes to the CAO each month.
- 6.3 The Director shall provide a monthly written report to council regarding the Board's programs and activities.
- 6.4 Under the direction of the Board, the Director shall prepare an annual budget report for Council to include two-year projections.

## **7. CONFIDENTIALITY**

- 7.1 The Board shall adhere to the terms of:
  - 7.1.1 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.
- 7.2 All Board Members are required to provide a Criminal Record Clearance Check.
  - 7.2.1 Costs associated with obtaining a Criminal Record Checks shall be paid for within the FCSS operating budget within reason pending the Board Members approval on to the FCSS Advisory Board by Town Council.
- 7.3 All Board Members are required to provide a Child Intervention Record Check.
  - 7.3.1 Costs associated with obtaining a Child Intervention Record shall be paid for within the FCSS operating budget within reason pending the Board Members approval on to the FCSS Advisory Board by Town Council.

## **8. BOARD APPOINTMENT AND COMPOSITION**

- 8.1 The Board shall consist of a minimum of five (5) voting board members to a maximum of eleven (11) board members from the community. The minimum number of board members is five (5) and the maximum is twelve (12). Board members must be legal voting age in the Province of Alberta. There may be a maximum of three (3) advisors on the board who are not of legal voting age and do not have voting power on the Board; these members are not counted towards the board minimum and maximum member capacities. Quorum for board meetings will be no less than quorum of active board members.
- 8.2 All new Board Members shall be appointed by Council as recommended by the Board.
  - 8.2.1 Individual appointment shall be for a minimum of a three (3) year term.
  - 8.2.2 Board Members may service consecutive terms by reapplying to Council every three (3) years. The maximum number of terms is indefinite pending the appointment of Council.
- 8.3 The Councillor on the Board, pursuant to section 8.1, upon vacating or being removed from office will cease their term of appointment with the Board immediately.
- 8.4 The Board will have the ability to freely form ad hoc committees among board members and community members to assist in carrying out its objectives as outlines under this bylaw. These committees will report to the Board in a matter determined by the Board.
- 8.5 Board Members will not have the power to pledge credit for the Town or pass Bylaws. Board Members will not speak on behalf of the Town. They will only speak on behalf of FCSS matters when given the specific authority to do so for a defined purpose.
- 8.6 A member of council will not be appointed to the Board.

## **9. TERMINATION AND 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 their 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.
- 9.3 Where appropriate, the Council may engage the Chair or the Board prior to the termination of a Board Member.

#### **10. APPOINTMENT AND RESPONSIBILITIES OF THE CHAIR AND VICE-CHAIR**

- 10.1 The Chair and Vice-Chair shall be elected by the Board Members attending the Annual General Meeting in January each year and may be re-elected for successive terms.
- 10.2 The Chair shall preside over the conduct of the meeting.
- 10.3 The Chair shall, in conjunction with the Director, plan meetings, prepare agendas and chair regular and special meetings.
- 10.4 The Vice-Chair shall preside over meetings or conduct business in the absence of the Chair.
- 10.5 In the event of the absence or inability 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 as a Chair at that meeting.

#### **11. BOARD MEETINGS**

- 11.1 The Board shall hold an Annual General Meeting in January of each year.
- 11.2 The Board shall meet at regular intervals to undertake duties assigned by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
- 11.3 The Board will meet on a monthly basis, at minimum eight (8) times per year.
- 11.4 The Board shall establish a date, time, and designated meeting place.

- 11.5 A quorum for conducting business at a meeting shall not be less than a simple majority of current Board Members.
- 11.6 Board Meetings shall be called to order if there is a quorum of board members after the fixed meeting hour or as the Chair calls the meeting to order.
- 11.7 Agenda items shall be submitted to the Director a minimum of seven (7) working days prior to the meeting date.
- 11.8 Each board member present at the board meeting is eligible to vote. If a board member feels there is a pecuniary interest, they must excuse themselves from discussions. Board members must vote in favour or against a motion unless they have excused themselves due to pecuniary interest.
- 11.9 Board Members with a financial, personal, or official interest in any matter pending before the Board will offer to voluntarily excuse themselves from discussion around the matter and will; abstain from voting.
- 11.10 In the event of a tie vote, the vote is lost.
- 11.11 Board Meetings shall be public.
- 11.12 The Board may go into a Closed Session only as prescribed in the *Municipal Government Act*. All discussions in Closed Sessions are deemed confidential, and no motions can be made in closed sessions.
- 11.13 A minute book shall be kept of minutes of all regular and special meetings.

## **12. RENUMERATION**

- 12.1 Board Members will not be paid for their board duties but may be reimbursed for FCSS expenses as per the Act and Regulation.
- 12.2 A Board Member must obtain written approval in the form of a motion of the Board prior to requesting or incurring any expense per the Act and Regulation.

## **13. BOARD GENERAL**

- 13.1 The Board will promote, encourage, and facilitate volunteerism in the community, and to encourage citizen participation in program development through their own involvement.
- 13.2 The Board shall not operate any bank accounts independent of the Town. The Town of Bassano will act as the financial administrator for all Family and Community Support Services Projects and Programs.

## **14. DIRECTOR RESPONSIBILITIES**

### **14.1 The Director shall:**

- 14.1.1 be hired for the purpose of supporting the Board's function and program operations.
- 14.1.2 not to be a Board Member or to vote on many matter.
- 14.1.3 be responsible for day-to-day administrative duties and required reporting.
- 14.1.4 to carry out instructions by the Board and to be an advisor to the Board regarding its programs and services.
- 14.1.5 will be responsible for program advertising and one-on-one referral supports for community members.
- 14.1.6 deliver programming as outlined by the FCSS mandates and Board's direction.
- 14.1.7 be a liaison between the Board, and the Town to ensure communications and programming are manageable for both parties and beneficial to identified community needs.
- 14.1.8 assist the Board in reviewing community needs and available resources.
- 14.1.9 will provide assistance to the board in reviewing incoming request for funds for external partners.
- 14.1.10 will seek out potential funding and grant opportunities.
- 14.1.11 manage correspondence of the Board and provide administrative supports.
- 14.1.12 attend all Board meeting and will take minutes.
- 14.1.13 will assume responsibility for liaison, cooperation, and coordination of activities.
- 14.1.14 will assist in the continuous evaluation of programs and projects.
- 14.1.15 be responsible to ensure spending is in align with the yearly budget.
- 14.1.16 provide regular progress reports to the Board regarding programs and activities.
- 14.1.17 will provide a schedule outlining their days of availability and time in office.
- 14.1.18 provide Board Members with a binder that outlines the FCSS Act and Regulation as well as programming mandates. The Director will be responsible for providing Board Members updates to the binders as required.

14.1.19 will provide an orientation to newly appointed Board Members.

14.1.20 prepare meeting agendas in consultation with the Chair and distribute packages to the Board.

14.1.21 provide and maintain public communications on the municipal website.

14.2 The Director must understand, apply, and ensure compliance to legislative requirements, regulations, and government standards.

14.3 The Director will ensure all government reporting requirements are met and ensure FCSS develops and adheres to a records systems management.

14.4 Shall work under the guidance and direction of the CAO to support the effective operations of the FCSS Advisory Board.

## **15. MUNICIPAL RESPONSIBILITIES**

15.1 The CAO will act in a supervisory and guidance role for the FCSS Director. The CAO will be available for concerns from the Director or the FCSS Advisory Board.

15.2 FCSS is considered a department within the Town of Bassano and will be provided use of office space within the municipal office as part of the partnership. FCSS will have access to printing services, municipal computers, internet, and office landline at no cost as an addition to the partnership.

15.3 The Municipality will grant FCSS access and use of municipal buildings for the purpose of facilitating programs and events at no cost when the municipal building is available.

## **16. HANDLING PUBLIC COMPLAINTS**

16.1 Receipt of Complaint

16.1.1 Complaints or other information about inappropriate conduct of the Director or matters involving the Board within the Town shall be directed to:

Chief Administrative Officer  
Town of Bassano  
502 2<sup>nd</sup> Ave, P.O. Box 229  
Bassano, AB T0J 0B0  
Phone No. (403) 641-3788  
Email: [cao@bassano.ca](mailto:cao@bassano.ca)

All complaints must be in writing and may be accepted in person, by mail, or email and shall be dealt with according to the established policy as set out in this Bylaw. Complaints must be in writing using Schedule 'A'. Complaints received verbally will not be accepted.



16.1.2 All written complaints shall immediately be forwarded to the CAO.

16.1.3 The CAO shall acknowledge receipt of the complaint, in writing as outlined in Schedule 'B' to the person making the complaint.

## 16.2 Investigation

16.2.1 The CAO shall investigate the complaint, or have it investigated.

16.2.2 If the CAO is satisfied that a misconduct has been committed, and the individual in question is a direct employee of the Town, the CAO may take corrective disciplinary action. If the individual is a contracted service provider employed by a Contractor, the investigation shall be carried out by the contracted agency.

16.2.3 The CAO may resolve minor complaints informally, with a solution that is satisfactory to all parties.

## 16.3 Disciplinary Action

16.3.1 If the individual is an employee of the Town, disciplinary action shall be addressed in accordance with the Town's Personnel Policy. The CAO shall determine if the complaint is unfounded or unsubstantiated to determine if the individual has committed a misconduct after assessing all relevant facts in order to verify that the individual has not misused his/her powers.

16.3.2 In contract service situations the CAO shall present the allegations that were made against the individual to the contracted agency in accordance with the service agreement. The contracted agency shall address disciplinary action in accordance with their operating procedures.

## **17. SERVABILITY**

17.1 Should any provision of this Bylaw be found invalid; the invalid provision shall be severed, and the remaining Bylaw shall be maintained.

## **18. REPEAL**

18.1 Bylaw No. 867/17 is repealed.

## **19. ENACTMENT**

This Bylaw shall come into full force and effect, when it receives third reading and is duly signed.

## **20. EFFECTIVE DATE AND READINGS**

20.1 This Bylaw shall take effect on the date of 3<sup>rd</sup> and final reading.

20.2 Read a first time this day 8<sup>th</sup> day of February 2021.

20.3 Read a second time this 8<sup>th</sup> day of March 2021.

20.4 READ a third and final time this day 8<sup>th</sup> of March 2021.

**TOWN OF BASSANO**



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**MAYOR**



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**CHIEF ADMINISTRATIVE OFFICER**

**Schedule 'A'**

**TOWN OF BASSANO (FCSS Department)**

**COMPLAINT FORM**

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**Date:** \_\_\_\_\_

**Time of Complaint:** \_\_\_\_\_ am / pm

**Complainant Name:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_ Home / Cell

**Nature of Complaint:** \_\_\_\_\_

- **Has someone been contacted previously about this problem?** Yes / No
  - **If Yes, to whom or which department?** \_\_\_\_\_

**DETAILS:**

Schedule 'B'

TOWN OF BASSANO (FCSS Department)

RECEIPT OF COMPLAINT

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Address

Address

Address

Date

Dear Complainant,

RE: FCSS Advisory Board or Director Complaint

This letter is confirmation that the Town of Bassano has received a complaint concerning **[Insert outline of complaint here]**. This letter will serve as the official Receipt of Complaint.

The Town of Bassano is currently investigating the circumstances surrounding the issue and you will be contacted no later than **[insert date here]** with the result of the investigation, the action to be taken and notification of an appeal, if applicable.

If you have any questions regarding the receipt of complaint or would like to discuss the complaint further, please contact the Town Office at (403) 641-3788 or [cao@bassano.ca](mailto:cao@bassano.ca).

Regards,

[Name]

CAO