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| Policy Title | Family and Community Services Advisory Board – Board Meeting Policy |
| Authority | FCSS Advisory Board |
| Approved (Dates/Motion #) | March 1, 2021 (M# FCSS18/2021) |
| Policy Number | P-FCSS004 |
| Review | To be reviewed annually at the AGM |
| Reviewed by | Advisory Board – January 19, 2023 |

Policy Statement

It is essential for the FCSS Advisory Board to meet on a regular basis to provide insight into the community’s perspective on programs offered through FCSS. Regularly scheduled board meetings allow the Director and Board members to connect with one another to address business related matters and to share ideas to benefit the community.

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.

General

1. The FCSS Advisory Board will meet on a monthly basis, a minimum eight (8) times per year.
2. The FCSS Advisory Board meetings will be held in-person whenever possible in Council Chambers at the Town Office. Where in-person meetings are not possible, virtual meetings shall be held using the LifeSize platform.
3. The FCSS Advisory Board will have the ability to freely form ad hoc committees among board members and community members to assist in carrying out its objectives. A separate policy will be created to addresses the responsibilities of ad hoc committees.

Scheduling of Meetings

1. FCSS Advisory Board will be held on the first Monday of each month. Should the first Monday of the month occur on a Statutory holiday, the meeting will be held on the next business day.

2. If a Special Meeting is required to attend to urgent business, it shall be at the call of the chair.
3. There will be an Annual General meeting (AGM) held each January for the community. During this meeting voting for Chair and Vice Chair positions will occur.

Meeting Preparation

1. The Director shall prepare a *draft* meeting agenda and provide it to the Chair a minimum of seven (7) days prior to any scheduled board meeting. The Chair shall make necessary changes to the proposed agenda and return it to the Director within 24 hours of receiving the *draft* agenda.
2. Members may submit agenda topics to the Director a minimum of seven (7) days before any scheduled board meeting. The Director shall include the requested agenda topics to the Chair. The requested agenda topic shall be considered based on their level of urgency and may be postponed to a later meeting to allow adequate time to prepare necessary background research.
3. The Director shall prepare a formal board package to include minutes, monthly financials, business items, reports, and correspondence in accordance with the approved agenda and distribute it to the FCSS Advisory Board via email a minimum of three (3) days prior to the meeting. Board packages shall be posted on the Town's website and available for public viewing.
4. The Director shall provide an annual overview to present to the community during the AGM.

Voting

1. FCSS Advisory Board members must be present at a meeting to cast a vote.
2. All FCSS Advisory Board members present at a meeting must cast a vote to be in-favor or opposed of a motion unless a pecuniary interest is stated by the active board member prior to any discussion on the topic being voted on.
3. Special circumstances may arise where a request for decision is circulated outside of a regular meeting where the FCSS Advisory Board elects to vote on the topic via email. If this occurs, the Director shall include the topic on the next regular agenda for ratification.

Delegations

1. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention FCSS Advisory Board, or who wish to have any matter considered by the FCSS Advisory Board, shall address a letter (or other written communication) together with the provided form, "Delegation Request Form" (Schedule A). The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, or email) to the Director. The letter must arrive by noon at least seven (7) business days immediately preceding

the meeting at which it is to be presented. If the person wishes to appear before the FCSS Advisory Board on the matter it shall be stated in the letter.

- a. The Director shall review the content of the “Delegation Request Form” and determine if the request is appropriate to appear before the FCSS Advisory Board in consultation with the Chair where appropriate. The request to appear before FCSS Advisory Board may also be referred to the FCSS Advisory Board. If the Director determines that the request to appear before FCSS Advisory Board is inappropriate, a written report will be provided by the Director in the monthly Director’s Report that explains the rationale for rejecting the delegation.
 - b. Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.
 - c. Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
 - d. Where a Delegation requests support from the FCSS Advisory Board, requiring a Motion, the FCSS Advisory Board shall first refer the matter to the Director who shall bring back more information and a recommendation at a subsequent meeting so that FCSS Advisory Board can make an informed decision.
2. Disputes or discrepancies related to delegation proceedings shall be handled in accordance with the Town’s Procedural Bylaw which is subject to change.

Record Retention

The Director is responsible for record retention and shall keep:

1. Meeting minutes of all meeting to be approved monthly by the FCSS Advisory Board. Motions shall be made by the FCSS Advisory Board directing action of the Director. Each motion shall be passed with an identifier (motion/resolution number).
2. An FCSS minute book that includes:
 - a. A copy of the meeting agenda,
 - b. Executed meeting minutes approved by the board,
 - c. Financial reports approved by the board, and
 - d. Director reports approved by the board.
3. A printed copy of the FCSS minute book shall be signed and maintained at the Town office. A virtual copy of the FCSS minute book shall be maintained within the Town’s system.
4. A resolution index.

END OF POLICY

Approved

Schedule 'A

TOWN OF BASSANO (FCSS Department)

DELEGATION REQUEST FORM

Delegation Rules and Guidelines

A delegation is an opportunity to appear before FCSS Advisory Board to communicate information. The purpose of the delegation process is to allow the party to make their views known to the FCSS Advisory Committee.

THE APPLICATION PROCESS

- FCSS Advisory Committee meetings are held a minimum of eight (8) times per year and are set on a month-to-month basis.
- Delegates are required to complete the attached application form along with a detailed letter explaining their delegation request, to the Director, seven (7) days prior to a regularly scheduled meeting. The Director will review the request and determine the status of the delegation, the request may be referred to FCSS Advisory Board.
- You will be contacted by the Director regarding approval/rejection of the delegation request.

PREPARING FOR THE DELEGATION

- Delegations will be limited to a maximum presentation time of fifteen (15) minutes, unless an extension is granted during the application review.
- FCSS Advisory Board shall hear the delegation and may ask questions.
- Only the spokesperson of the delegation can address FCSS Advisory Board.

AFTER THE DELEGATION

- Decisions to be made on a delegation request may be dealt with later, under the business portion of the meeting. The FCSS Advisory Board is not required to make a decision regarding the request of the delegation at the meeting.
- Decisions may be postponed to a later FCSS Advisory Board meeting if the agenda does not allow additional business to be addressed due to time constraints, or if more information is requested by FCSS Advisory Board.
- You are not required to remain for the entire meeting duration, you may leave after your issue has been dealt with by FCSS Advisory Board.

TOWN OF BASSANO (FCSS Department)

DELEGATION REQUEST FORM

Application Date: _____ **Organization/Applicant Name:** _____

Matter to be Discussed:

Action(s) being Requested:

Name(s) of Representatives:

Name of Spokesperson: _____

Contact Information:

Address: _____ **Telephone:** _____

Email: _____

Preferred Date of Delegation: _____

Additional printed information/materials will be distributed with my delegation: Yes / No

Additional Documents Attached (Letter, Picture, Etc.): Yes / No

Once this completed form is received by the Town of Bassano FCSS Director, someone will contact you to confirm acceptance/rejection of your delegation request.