



A BYLAW OF THE TOWN OF STAVELY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF FAMILY AND COMMUNITY SUPPORT SERVICES PROGRAMS AND A FAMILY AND COMMUNITY SUPPORT SERVICE ADVISORY BOARD.

WHEREAS, the provisions of section 146.1 (1) of the Municipal Government Act permits the establishment of council Boards comprising of council members and other persons;

AND WHEREAS, it is deemed to be in the public interest to establish an FCSS Board to support and facilitate the Family & Community Support Services within the Town of Stavelly and its District in achieving its goals and vision,

AND WHEREAS, pursuant to the Family & Community Support Services Act Alberta Regulation 218/1994, there is hereby established a Family & Community Support Services Board to be known as the Stavelly & District FCSS Board to implement and pursue a Family & Community Support Services program for the Town of Stavelly and participating municipalities,

NOW THEREFORE, the Council of the Town of Stavelly, duly assembled, enacts as follows

1) ESTABLISHMENT OF THE BOARD

There shall be established an Advisory Board known as the Family and Community Support Services Advisory Board (hereinafter referred to as the Board) to oversee Family and Community Support Services (hereinafter referred to as FCSS) within the Town of Stavelly.

2) OBJECTIVE OF THE BOARD

The objective of the Board shall be to manage FCSS with the assistance of a Director and to advise the Council on policies which are consistent with the community's needs and to correlate and support various services within the community.

3) POWERS AND DUTIES

- a) To maintain constant and effective communication with Council:
- i) Through the distribution of minutes of all Board meetings.
 - ii) By the Council's representative on the Board, with the involvement of the Board members and/or Director as required, keeping Council informed of Board thoughts, decisions and reactions.
 - iii) By the Board making formal, written recommendations to Council for decisions. Such requests will be prepared by the Chairperson and/or Director upon the direction of the Board. Written responses to these recommendations shall be provided by Council.



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b) The Board shall elect its own officers annually at its first meeting after January 1st and make rules for the conduct of its meetings. The Board shall do such other things as may be necessary to carry out its responsibilities.

c) The Town of Stavely shall hire a Director to oversee the FCSS program and internal affairs of the program. The FCSS Director shall be an employee of the Town of Stavely. The Director shall function in an administrative and advisory role to the Board.

d) The FCSS Director shall be hired by the Chief Administrative Officer (CAO).

d) The Board shall review and consider all projects and applications that qualify within the Regulations of the FCSS Act, and shall recommend approval, deferment or rejection of such projects and applications. The Director shall provide input to and respond to applications from community organizations.

e) The Town of Stavely shall administer the FCSS Act and Regulation, thereby performing necessary financial and administrative functions and maintaining necessary communications with the appropriate Ministry.

f) The Director shall be responsible to hire all other staff positions in accordance with approved budgets, personnel policies and collective agreements.

g) The CAO, in association with the Director, shall prepare a recommended operating and capital budget for FCSS and shall submit it to the Board for approval.

h) Council may, with reason, request the resignation of any member of the Board at any time prior to the expiry date of the member's term of office, and any member of the Board may resign therefrom any time upon sending a written notice to that effect to the Secretary of the Board.

i) The Director shall meet with representatives of various community organizations to gather input and opinions into planning and policy development and concerns arising therefrom on an annual basis.

j) The Board shall, by motion and within approved budgets, authorize members and staff, when necessary, to attend conferences, seminars, meetings or courses that relate to FCSS or issues concerning appropriate planning and policy development.

k) The Director, in consultation with the Board if applicable, shall review, interpret and implement provincial, federal and local assistance available for the operation and development of programs and services.

l) The Director shall establish and maintain formal communication and contractual agreements with all organizations receiving funding from FCSS. All agreements shall be signed by authorized officials of the organization, and the



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CAO. All agreements will be completed after the approval of the municipal budget.

m) No Director of the FCSS Board or any officer employed by the Town of Stavelly or any appointed member of a Committee who works in any department under the scope of the Bylaw shall conduct themselves in an unprofessional manner, by the use of obscene or improper language, or other conduct injurious to the moral tone and well-being of the services provided under this Bylaw.

n) The Director or staff of a town-operated program or service may refuse the right of entry into the building or upon the grounds to any person because of improper conduct, or because they are designated unfit to be there.

4) MEMBERSHIP AND MEETINGS

a) The composition of the Board shall consist of:

i) Five (5) members who are residents of the Town of Stavelly or district, who shall be appointed by resolution of the Council of the Town of Stavelly upon request of the Board.

ii) One (1) member who is a member of the Council of the Town of Stavelly, who shall be appointed annually by resolution of the Council of the Town of Stavelly.

iii) One (1) member who is a member of the Council of the Municipal District of Willow Creek #26, who shall be appointed annually by resolution of the Council of the Municipal District of Willow Creek #26.

b) Members at large from the Town of Stavelly or district shall be appointed as follows:

i) Four (4) members for a two (2) year term.

ii) Three (3) members for a two (2) year term, with term ending in alternating year from four member's term.

iii) On the expiration of the initial term of office provided above, Board members may be appointed for an additional two (2) year term.

iv) All members shall remain in office until their respective successors are appointed

c) In the event of a vacancy occurring, the Board shall forthwith advertise for nominees for appointment to the vacant position. The Board shall review all applications and select a nominee. The selected nominees shall be recommended to the Council, together with a list of all applicants, for



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appointment to the Board. The appointed nominee shall complete the vacant term only.

d) Regular meetings of the Board shall be held at least 4 times per year. The time and place of regular meetings shall be determined by the Board.

e) Special meetings may be called by the Chairperson on written request of a majority of the members on twenty-four (24) hours notice. The time and place of the special meeting shall be determined by the Board.

f) Any member of the Board who is absent from two (2) consecutive regular meetings of the Board shall, unless the absence is caused through illness or has been authorized by resolution of the Board entered upon its minutes, forfeit their position and another member shall be appointed in their place for the remainder of that term of office.

g) A quorum of the Board shall consist of a majority of the existing members of the Board.

h) Each member of the Board shall have one vote. A member must be present at the meeting in order to vote.

i) In the event of a tie, a motion shall be defeated.

5) FINANCIAL PROCEDURES

As the Town of Stavely has been defined as the Unit Authority:

a) The CAO of the Town of Stavely shall act as Banking Agent and provide accounting services for the purpose of financial administration of the approved budget of the FCSS.

b) A budget summary shall be presented at regular meetings of the Board.

c) The fiscal year of FCSS shall be January 1st to December 31st.

d) An annual audit shall be completed by April 30th for the preceding fiscal year.

e) Neither the said Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever. Nor the said Board, nor any member thereof, has any power to authorize any expenditure which is not a previously budgeted item to be charged against the Town of Stavely.



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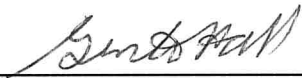
6) With the passing of this bylaw, Bylaw #771, #793 and #811 is hereby rescinded.

READ a first time April 10, 2023.

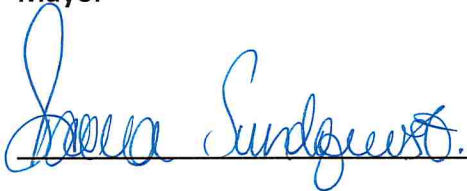
READ a second time April 10, 2023.

Unanimous consent given to present for third reading this 10th day of April, 2023.

Read a third time and finally passed April 10, 2023 in the TOWN OF STAVELAND.



Mayor



Chief Administrative Officer