



BYLAW NO. 21- 2017 TOWN OF VEGREVILLE

THIS BY-LAW BEING BY-LAW NO. 21-2017 OF THE TOWN OF VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD TO ASSIST IN THE CONTROL, SUPERVISION AND MANAGEMENT OF FAMILY AND COMMUNITY SUPPORT SERVICES PROGRAMS AND SERVICES WITHIN THE BOARD'S JURISDICTION

WHEREAS, it is deemed expedient and proper pursuant to the *Municipal Government Act* R.S.A. 2000 c. M-26, and to the *Family and Community Support Services Act* R.S.A. 2000 c. F-3, to establish a Board for the purpose of operating a Family and Community Support Service;

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

This bylaw shall be cited as the "Family and Community Support Services Advisory Board Bylaw."

1. DEFINITIONS

- 1.1 "Board" shall mean the Vegreville & District Family and Community Support Services Advisory Board.
- 1.2 "Board Member" shall mean a duly appointed member of the Vegreville & District Family and Community Support Services Advisory Board.
- 1.3 "Council" shall mean the Municipal Council to the Town of Vegreville
- 1.4 "FCSS" shall mean Vegreville & District Family and Community Support Services
- 1.5 "Manager" shall mean the Vegreville & District Family and Community Support Services Manager.
- 1.6 "Town" shall mean the Town of Vegreville
- 1.7 "Vegreville & District" shall mean the Town of Vegreville and the western portion of County of Minburn No. 27 (west of Range Road 120)

2. ESTABLISHMENT AND APPOINTMENTS

- 2.1 The Vegreville and District Family and Community Support Services Advisory Board is hereby established.
- 2.2 The Board shall consist of a maximum of eleven (11) voting members who shall be appointed by Council. The Board may recommend prospective Board members to Council. The said Board members shall consist of:
 - a) Seven (7) members at large from the Town of Vegreville To represent the various sectors listed below:
 1. Senior;
 2. Parent of a young family;
 3. Single parent;

4. Ministerial Association member;
5. Community member with no children or children at home;
6. Single adult eighteen (18) to twenty-five (25) years of age;
7. Youth age is 15-18 years;
8. Other resident of Vegreville

- b) One (1) member at large from the western portion of the County of Minburn (west of RR 120)
- c) One (1) member of the County of Minburn No. 27 Council
- d) Two (2) members of Town Council

2.3 The Mayor will be ex officio on the Board.

2.4 The Board shall recommend to Town Council volunteers to serve on the Board

- a) All appointments to the Board will be approved by Council for a one or two year term. Members will be given the opportunity to request that their name stand for one additional term to the Board prior to the Organizational Meeting of Council.
- b) No member shall serve on the Board for more than two (2) consecutive terms without one (1) year leave of absence. The appointments will be staggered at the outset to ensure continuity in Board operation.
- c) Council members shall be appointed at each Organizational Meeting of Town Council.

2.5 Town Council may request the resignation of any member of the Board, at any time prior to the expiry date of the member's term of office.

2.6 Any member of the Board may resign at any time; the member should endeavor to give written notice to the Manager and the Chairperson of the Board.

2.7 In the event of a vacancy occurring, the member shall be appointed by Town Council to fill such a vacancy and shall hold office for the remainder of the term concerned.

2.8 Any member of the Board who shall be absent for three (3) consecutive regular meetings of the Board, or a total of five (5) regular meetings in a calendar year, shall forfeit their office and another member may be appointed in their place, for the remainder of the term of office.

3. MEETINGS AND RULES OF PROCEDURE

3.1 At the initial meeting of the Board and annually at the first regular meeting after the Organizational Meeting of Council, a Chairperson and Vice-Chairperson shall be selected from the members of the Board.

3.2 The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at all meetings of the Board.

3.3 The Chairperson of the Board may appoint members to serve on Ad Hoc Committees, as deemed necessary by the Board, to be responsible for specific areas of FCSS.

3.4 A Fulltime Permanent Staff Member other than the Manager shall act as Recording Secretary to the Board who will:

- a) Notify all members of the Board of the arrangement for the holding of each regular and special meetings of the Board;
- b) Keep minutes of the proceedings of all meetings of the Board, distribute copies to members, and file one copy in the Town Administration Office.

- 3.5 The Board shall hold regular monthly meetings at a time and place determined by the Board. The time and place of said meetings may be changed by the Board as deemed necessary.
- 3.6 The Chairperson may call a special meeting of the Board by contacting each Board member not less than 24 hours prior to the meeting. The Chairperson may call a special meeting on shorter notice, either written or oral, but the special meeting may not be held unless at least two-thirds 2/3 of the members give written consent to holding the meeting.
- 3.7 The majority of the Board Members in attendance constitutes a quorum.
- 3.8 The Board shall follow the same parliamentary procedures as Council.

4. BOARD STRATEGY

- 4.1 The Board shall act in an Advisory capacity to Town Council, with regard to matters affecting the social well-being of individuals, families and communities through prevention, as they are permitted under the FCSS Act and Regulations.

5. DUTIES OF THE BOARD

- 5.1 The Board shall consult and advise Town Council on matters affecting the development of programming, projects, events, and services.
- 5.2 The Board shall hear and consider representation by any individual, organization or delegation of citizens with respect to FCSS and make recommendations to Town Council.
- 5.3 The Board shall cooperate with various community engagement initiatives which may include participating on planning committees or coalitions.
- 5.5 Any Board member that may have an interest in the delivery of any programs, projects, events or services shall not participate and will be excused from the discussion and voting of said program or service. (Conflict of Interest Guidelines).
- 5.6 The Board shall review and advise Town Council on FCSS matters that are referred to Council by the general public, government agencies and private organizations.
- 5.7 The Board shall act as a liaison between Town Council and any community organizations, should the need arise.
- 5.8 The Board shall strive to be responsive to the expressed and perceived social needs and well-being of the community.
- 5.9 The Board shall review all programs and services yearly, with the objective of anticipating future needs in the community, and as a method of determining the need for future funding.

6. FINANCIAL

- 6.1 Board members have no direct financial responsibilities, ability to authorize payments, or other expenditures on behalf of the Town.
- 6.2 The Board shall apply for those grants for which it may be entitled, and receive applications from organizations, which require Board and/or Municipal sanction or approval.

7. **ADMINISTRATION**

7.1 The Manager of Vegreville and District Family and Community Support Services shall:

- a) act as staff advisor to the Board;
- b) assist the Board in adoption of long term and immediate plans for FCSS programs;
- c) ensure that the Board receives such information, reports and recommendations as it requires to make effective policy recommendations for Town Council;
- d) attend meetings of the Board and provide guidance and advice as required;
- e) advise the Board of Council's decisions in matters that pertain to FCSS;

8. **REPEAL**

8.1 By-Law 04-02 establishing Family and Community Support Services Boards, and any amendments thereto, is hereby repealed.

9. **GENERAL**

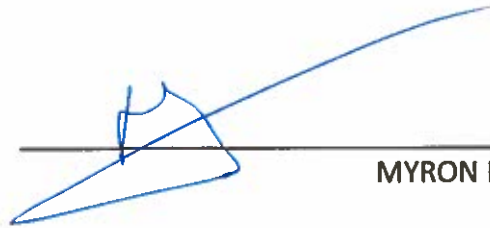
9.1 This By-law shall come into force upon the final passing thereof.

READ for a first time this 25th day of September 2017 A.D.

READ for a second time this 25th day of September 2017 A.D.

UNANIMOUS CONSENT RECEIVED FOR THE THIRD AND FINAL READING

READ for a third time this 25th day of September 2017 A.D.



MYRON HAYDUK
Mayor



CLIFF CRAIG, CLGM
Town Manager