



**BYLAW NO. 16-2014
OF THE VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD OF THE VILLAGE OF WABAMUN

WHEREAS, the Municipal Government Act R.S.A. 2000 as amended or repealed and replaced from time to time, provides that a Council may pass bylaws related to the establishment and function of Council Appointed Committees and other bodies and,

WHEREAS, the Council for the Village of Wabamun, in cooperation with the Province of Alberta, has authorized a Family and Community Support Services Program in the community; to develop community awareness and resources, to strengthen and preserve human initiative and to preclude individual or family breakdown, it is any activity of which all members of the community can avail themselves for the enrichment of their physical, mental and social well-being, and

WHEREAS, the Council deems it necessary to establish a Family and Community Support Services Advisory Board and to define its duties, powers and responsibilities.

NOW THEREFORE, the Municipal Council of the Village of Wabamun, duly assembled, enacts as follows:

- 1. SHORT TITLE:** This Bylaw may also be known as "The Family and Community Support Services Bylaw" or the "FCSS Bylaw".
- 2. ESTABLISHMENT AND MEMBERSHIP:**
 - a) The Family and Community Support Services Board is hereby established.
 - b) The Family and Community Support Services Board shall consist of a minimum of three (3) members and not exceed seven (7) members, appointed by resolution of Council; whereas one (1) member shall be a member of Village Council and no more than three (3) members shall reside outside the Village of Wabamun.
 - c) No person who is an employee of the Village of Wabamun shall be appointed to the Family and Community Support Services Board.
 - d) Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of Council.
 - e) Council may remove a Member from the Family and Community Support Services Board by resolution at any time.
 - f) Appointed members of the committee at the time of passage of this bylaw shall retain their positions for the duration for which they were appointed, unless they cease to be a member as a result of section 2(e), 2(f), 4(b) or 4(c) of this bylaw being enacted.
- 3. RESPONSIBILITIES AND FUNCTIONS:**
 - a) The Board shall be responsible for the development of the Family and Community Support Services programs in accordance with the Family and Community Support Services Act and Regulations.
 - b) The Board shall encourage submissions of briefs pertaining to Family and Community Support Services from responsible individuals and groups for review, evaluation and possible action.
 - c) The Board will endeavor to become fully aware of community needs and of existing Family and Community Support Services programs.
 - d) The Board shall work actively with the Village of Wabamun and community at large to address the needs that have been identified.
 - e) The Board shall monitor all programs developed through the Family and Community Support Services and make a continuing assessment and evaluation of them.
 - f) In conjunction with the Village of Wabamun, the Board shall advise on the requirements, research, design and development of new or on-going programs.
 - g) The Board shall, before September 30th in every year, submit a budget of its proposed revenues and expenditures for the following year to the Council.
 - h) The Board shall have the authority to direct that any expenditure contained in the approved budget be made.
 - i) The Board through its Council member shall report as required to Council for purposes of information sharing.

4. TERM OF OFFICE

- a) All Members, except the member of Council, shall be appointed by Council for a term of two (2) years, effective January 1 to December 31.
- b) The member representing Village Council shall be appointed by Council at the annual Organizational Meeting.
- c) If a member does not attend three (3) consecutive meetings without authorization from the Board, that member would be deemed to be terminated from their position on the Board.

5. CHAIRPERSON

- a) At the first meeting of the Board in November of each year, a Chairperson shall be elected by a majority vote of members present.
- b) A member may be re-elected to the position of Chairperson.
- c) A Chairperson shall preside at the meetings of the Board.
- d) The Council member shall not act as Chairperson.

6. QUORUM AND MEETINGS:

- a) A quorum of the Board shall be a majority of members, but at no time will less than three (3) members constitute a quorum.
- b) The Board shall meet at such intervals as are necessary to consider and decide on programs, grants and initiatives filed with it in accordance with the Act.
- c) The Board may make rules as are necessary for the conduct of its meetings and its business that are consistent with the Act and approved by Council.
- d) All meetings of the Board shall be open meetings to the public. Any In-camera sessions shall be opened and closed by a resolution passed by the Board. No resolutions may be passed during an In-camera session.
- e) The Board shall prepare and maintain a file of written minutes of the business transacted at all meetings.

7. FEES AND EXPENSES:

- a) Any payments to a member of the Board are prohibited, other than reimbursement for out-of-pocket expenses, as per the Family and Community Support Services Regulation AR 219/94.

8. GENERAL:

- a) If any provision of the Bylaw is deemed invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.
- b) FCSS Bylaw No. 03-2014 is hereby repealed.
- c) This Bylaw shall have force and effect on the date of the third and final reading.

READ A FIRST TIME IN COUNCIL THIS 16th DAY OF SEPTEMBER, 2014.

READ A SECOND TIME IN COUNCIL THIS 16th DAY OF SEPTEMBER, 2014.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 16th DAY OF SEPTEMBER, 2014.

SIGNED BY THE CEO THIS DATE

SIGNED BY THE CAO THIS DATE

CHIEF ELECTED OFFICIAL

MUNICIPAL ADMINISTRATOR