

BYLAW C-7387-2014

OFFICE CONSOLIDATION

A Bylaw of Rocky View County to Establish a Family and Community Support Services Board

The Council of Rocky View County enacts as follows:

PART 1 - TITLE

1. This bylaw shall be known as the “Establishment of the Family and Community Support Services Board Bylaw”

PART 2 - DEFINITIONS

2. **“Board”** means the Rocky View Family and Community Support Services Board (FCSS Board).
3. **“Council”** shall mean the Council of Rocky View County, consisting of nine (9) members including the Reeve, each of whom except the Reeve has the title “Councillor”
4. **“Administration”** means the general operations of the Municipality, including all personnel, financial and other related resources, as permitted by the Municipal Government Act and any successor legislation.
5. **“Municipality”** shall mean the Municipal Corporation of Rocky View County

PART 3 – ESTABLISHMENT OF BOARD

6. Rocky View Family and Community Support Services Board (FCSS Board) is hereby established as follows:
 - a. The Municipality’s general municipal tax revenues and the Province’s FCSS grant will serve as sources for funding the operations and expenditures of the FCSS Board.
 - b. The Municipality shall be the signing authority with respect to the financial management of the FCSS Board.

PART 4 – PURPOSE OF THE BOARD

7. To advise council on policies concerning human services in the community.
8. To be concerned with the quality of community services for all age groups and segments within its boundaries.

9. Determine FCSS policies and procedures, within the framework of the FCSS Act and Regulations.
10. Direct the activities of the FCSS program.

PART 5 – TERMS OF OFFICE

11. That membership will be appointed by resolution of the Council of the Municipal District of Rocky View No. 44 on the following basis.
12. The Board consists of seven (7) members of which two (2) are Councillors and five (5) are members at large. Members at large, who are residents of the Municipality, shall be appointed by Council for a three year term of office at its Organizational Meeting. Two Councillors shall be appointed by Council for a two year term at its Organizational Meeting.¹
13. Any regular member of the FCSS Board who is absent from three consecutive meetings, unless such absence be caused by illness, or he/she be authorized by resolution of the FCSS Board entered upon its minutes, shall forfeit his or her office, and another regular member shall be named by the FCSS Board for the remainder of his or her term of office.
14. Council may request the resignation of any members of the FCSS 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 at any time upon sending a written notice to the Secretary of the Board.
15. All appointments shall become effective as of the date of the Council resolution, unless otherwise specified.
16. In October each year at its Organizational Meeting, Council shall appoint members to fill vacant positions. Council shall appoint a member to fill a vacant position within 30 days of any member resigning their position.
17. A person ceases to be a member of the Board when he or she:
 - a. misses three consecutive regular meetings of the Board, unless the absence is caused through illness or is authorized by resolution of the Board;
 - b. ceases to be a resident of the M.D. of Rocky View;
 - c. is hired in any capacity with the M.D. of Rocky View; and
 - d. submits a written resignation to the Municipality.
18. The Board may appoint committees of its members and/or citizens at large to study various issues and to make recommendations back to the Board.

¹ Bylaw C-8199-2021

PART 6 – CONDUCT OF MEETINGS

19. A Chair must be a Councillor and will be appointed by Council at the annual Organizational Meeting for a two year term, and the Vice-Chair may be a Councillor or member at large and will be appointed for a two year term by the FCSS Board at its first meeting after the annual Organizational Meeting.²
20. Regular meetings of the Board shall be held at a place and time determined by the Board.
21. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein. Copies of the Minutes shall be filed with the Secretary of the Municipality.
22. The Chair shall vote on any question and in the event of a tie vote, the motion shall be deemed lost.³
23. Special meetings of the Board may be called by the Chair.⁴
24. A majority of the members of the Board shall constitute a quorum.
25. Each member present at a meeting of the Board shall vote when the vote is taken unless prohibited from so doing by reason of a conflict of interest, in which case the member shall be excused from the meeting room while discussion of a matter occurs and while the related vote is taken.

PART 7 – POWERS AND DUTIES OF THE BOARD

26. The FCSS Board shall have the power to make rules and regulations and to form policies as it may deem necessary from time to time, provide such rules, regulations and policies consistent with the powers herein conferred. Copies and amendments of such rules, regulation and policies shall be filed with the Secretary of the Municipality.
27. The Board shall be concerned with:
 - a. identifying local needs;
 - b. deciding what programs and activities will take place or be funded;
 - c. developing evaluating, maintaining or cancelling programs; and
 - d. providing public relations for FCSS.
28. To recommend policy to Council for consideration;
29. To provide co-operation and joint planning with related community groups and agencies;
30. To encourage community groups and interested citizens to make representations to the Board in the development and review of the Board's policy recommendations to Council;

² Bylaw C-8199-2021

³ Bylaw C-8199-2021

⁴ Bylaw C-8199-2021

31. To develop and recommend standards concerning community services programming;
32. To encourage citizen participation in program development;
33. To review and approve FCSS grants for Community Services programming within the overall FCSS budget as approved by Council.
34. To work to establish a liaison with similar groups in order to co-ordinate Community Services programs of a common purpose;
35. In the fall of each year to recommend to Council an operating and capital budget for Community Services programs for the following year.

PART 8 – GENERAL REQUIREMENTS OF THE BOARD

36. The Board shall present annually a report, written by the Coordinator, outlining the activities of the Board for the past year.
37. The Board shall annually present a budget of revenues and expenditures for the following year for all matters over which, under the terms of the Bylaw, the FCSS Board has jurisdiction.
38. The FCSS Board shall forward annual reports, and other reports from time to time as required, to the Municipality.
39. Neither the FCSS Board, nor any member thereof shall have the power to pledge the credit of the Municipality in Connection with any matter whatsoever, nor shall the said FCSS Board or any member thereof have any power to authorize any expenditure to be charged against the Municipality.
40. The Reeve and/or Deputy Reeve and the Municipal Secretary are and are deemed to be authorized to enter into and execute any agreements in order to complete the provision and requirements of the Bylaw.

PART 9 – FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR

41. A Family & Community Support Services Coordinator shall be hired by Administration in consultation with the FCSS Board.

PART 10 – DUTIES OF THE FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR

42. The Coordinator shall be hired for the purpose of fulfilling the wishes of the Board with respect to its programs. S/he shall be responsible to complete all instructions by the Board, to carry on the day to day administrative duties of the Board and to be a consultant to the Board and to the program or programs.
43. The Coordinator shall work with the Board in reviewing community needs, problems, aspirations, and resources.
44. The Coordinator shall work with the Board in reviewing applications and recommending approval, deferment, rejection, or planning alternatives.

45. The Coordinator will attend all Board Meetings and record minutes thereof.
46. The Coordinator will assume responsibility for liaison, cooperation, and coordination of activities with related social service fields and other Family and Community Support Services programs.
47. The Coordinator shall be involved in continuing evaluation of all approved projects.
48. The Coordinator shall be responsible for submitting the appropriate documents to the Provincial Department as required under the Family and Community Support Services Act and Regulation.
49. The Coordinator shall present to the Board annually a report outlining the activities of the Coordinator for the past year.

PART 11 – TRANSITIONAL

1. Bylaw C-6543-2007 is hereby repealed.
2. Bylaw C-7387-2014 is passed when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

Division: All
File: 1006-300

READ A FIRST TIME IN COUNCIL this 24th day of June, 2014

READ A SECOND TIME IN COUNCIL this 24th day of June, 2014

UNANIMOUS PERMISSION FOR THIRD READING 24th day of June, 2014

READ A THIRD TIME IN COUNCIL this 24th day of June, 2014

“Margaret Bahcheli”

Reeve

“Nona Housenga”

Chief Administrative Officer or Designate

June 24, 2014

Date Bylaw Signed