

BYLAW C-8436-2023

A bylaw of Rocky View County, in the Province of Alberta to establish a Family and Community Support Services Board.

WHEREAS section 145 of the *Municipal Government Act* enables Council to pass a bylaw to establish a committee, its functions, and the procedures to be followed by it;

AND WHEREAS section 2(a) of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the County has entered into an agreement under section 3 of the *Family and Community Support Services Act*;

AND WHEREAS the County desires to establish a governing board to provide oversight regarding municipal and community preventative programs and services;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

- 1 This bylaw may be cited as the *Family and Community Support Services Board Bylaw or FCSS Board Bylaw*.

Definitions

- 2 Words in this bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this bylaw.

Establishment of Board

- 3 The Board is hereby established as follows:
 - (1) The County's general municipal tax revenues and the FCSS grant provided by the Province of Alberta will serve as sources for funding the operations and expenditures of the Board.
 - (2) The County is the signing authority with respect to the financial management of the Board.

Purpose of the Board

- 4 To advise Council on policies concerning human services in the County.
- 5 To be concerned with the quality of community social services of County residents.

- 6 Determine FCSS policies and procedures, within the framework of the *Family and Community Support Services Act* and *Family and Support Services Regulation*.
- 7 Direct the activities of the County FCSS program.

Appointment of Members

- 8 Members are appointed by resolution of Council.
- 9 The Board consists of five members at large and two Councillors.
- 10 Members at large are appointed for a three year term and Councillors are appointed for a two year term.
- 11 Members are appointed at Council's organizational meeting. Council may make appointments outside of the organizational meeting as deemed necessary.
 - (1) Council will appoint a member to fill a vacant position within 90 days of a member resigning their position.
- 12 The Board's Chair must be a Councillor and is appointed for a two year term by Council at its organizational meeting.
- 13 The Board's Vice-Chair may be a Councillor or a member at large and is appointed for a two year term by the Board at its first meeting after Council's organizational meeting.
- 14 Council may request the resignation of any member at any time for any reason and any member may resign at any time by sending a written notice to the Chair of the Board.
- 15 All appointments are effective as of the date of the Council resolution, unless otherwise specified.
- 16 A person ceases to be a member of the Board when they:
 - (1) are absent from three consecutive Board meetings, unless the absence is due to illness or authorized by the Board through resolution;
 - (2) cease to be a County resident;
 - (3) are hired in any capacity by the County; or
 - (4) submits a written notice of resignation to the Chair of the Board.
- 17 The Board may appoint committees of its members and/or members of the public to study various issues and to make recommendations to the Board.

Conduct of Meetings

- 18 Board meetings are held at a place and time determined by the Chair, in consultation with the Board.
- 19 A majority of the Board's members constitutes quorum.
- 20 Each member present at a Board meeting must vote unless prohibited from so doing by reason of a pecuniary interest or conflict of interest, in which case the member must leave the meeting room while discussion of the matter occurs and while the related vote is taken.

Board Responsibilities

- 21 The Board may make rules and regulations and form policies as it deems necessary, provided rules, regulations, and policies are consistent with the powers delegated to the Board in this bylaw.
- 22 The Board's core focus areas are:
 - (1) identifying local needs;
 - (2) deciding what programs and activities will take place or be funded;
 - (3) developing, evaluating, maintaining or cancelling programs; and
 - (4) providing public relations for FCSS.
- 23 The Board's responsibilities are to:
 - (1) Recommend policy to Council for consideration;
 - (2) Collaborate with related community groups and agencies;
 - (3) Encourage community groups and interested members of the public to make representations to the Board in the development and review of the Board's policy recommendations to Council;
 - (4) Develop and recommend standards concerning community social services programming;
 - (5) Encourage public participation in program development;
 - (6) Review and approve FCSS grants for Community Services programming within the overall FCSS budget as approved by Council;
 - (7) Liaise with similar groups in order to co-ordinate Community Services programs of a common purpose and;
 - (8) Recommend to Council in fall of each year an operating and capital budget for Community Services programs for the following year.



24 The Board presents an annual report to Council or Committee, written by the Coordinator, outlining the activities of the Board for the past year.

25 Board Members must adhere to the County's *Board and Committee Code of Conduct Bylaw*.

Family and Community Support Services Coordinator

26 A Family and Community Support Services Coordinator is hired by Administration.

27 The Coordinator is responsible for carrying out the Board's direction with respect to its programs and carrying out the day to day administrative duties of the Board.

28 The Coordinator will:

- (1) work with the Board in reviewing community needs, challenges, and resources;
- (2) work with the Board in reviewing applications and recommending approval, deferment, rejection, or planning alternatives;
- (3) attend all Board meetings and ensure minutes are recorded;
- (4) assume responsibility for liaison, cooperation, and coordination of activities with related social service fields and other FCSS programs;
- (5) continuously evaluate approved projects;
- (6) submit the appropriate documents to the provincial department as required under the *Family and Community Support Services Act* and *Family and Support Services Regulation*; and
- (7) present to the Board annually a report outlining the activities of the Coordinator for the past year.

Repeal and Effective Date

- (1) Bylaw C-7387-2014 is repealed upon this bylaw passing and coming into full force and effect.
- (2) Bylaw C-8436-2023 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.



READ A FIRST TIME this

18th day of July, 2023

READ A SECOND TIME this

18th day of July, 2023

UNANIMOUS PERMISSION FOR THIRD READING this

18th day of July, 2023

READ A THIRD AND FINAL TIME this

18th day of July, 2023

Reeve

Chief Administrative Officer

July 18, 2023

Date Bylaw Signed

Bylaw C-8436-2023**Schedule 'A' – Definitions**

- (1) **“Administration”** means means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
- (2) **“Board”** means the Rocky View County Family and Community Support Services Board;
- (3) **“Board and Committee Code of Conduct Bylaw”** means Rocky View County *Board and Committee Code of Conduct Bylaw C-7855-2018*, as amended or replaced from time to time.
- (4) **“Council”** means the duly elected Council of Rocky View County;
- (5) **“Councillor”** means a duly elected member of Council;
- (6) **“County”** means Rocky View County;
- (7) **“Chief Administrative Officer”** means the Chief Administrative Officer of Rocky View County pursuant to the *Municipal Government Act* or their authorized designate;
- (8) **“Family and Community Support Services Act”** means the *Family and Community Support Services Act*, RSA 2000, c F-3, as amended or replaced from time to time;
- (9) **“Family and Community Support Services Regulation”** means the *Family and Community Support Services Regulation*, Alta Reg 218/1994.
- (10) **“FCSS”** means Family and Community Support Services;
- (11) **“Member”** means a member appointed to the Board;
- (12) **“Member at large”** means a person appointed to the Board who is a member of the public and not a Councillor;
- (13) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
- (14) **“Organizational meeting”** means the organizational meeting as defined and outlined in the *Municipal Government Act*.
- (15) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.