



TOWN OF BLACKFALDS
BYLAW 1221/18

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR THE BLACKFALDS AND DISTRICT FAMILY AND COMMUNITY SUPPORT SERVICES BOARD.

WHEREAS the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, and under the authority of the Family and Community Support Services Act, R.S.A. 1981, Chapter F-1.1 is authorized to provide for the establishment, administration and operation of a family and community support services program within the municipality;

AND WHEREAS the Municipal Council of the Town of Blackfalds, 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, to preclude individual or family breakdown, and to include any activity of which all members of the community can avail themselves for the enrichment of their physical, mental and social well-being;

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

PART 1 – TITLE

- 1 This Bylaw may be cited as “Blackfalds and District Family and Community Support Services Board Bylaw” of the Town of Blackfalds.

PART 2 – DEFINITIONS

- 2 In this Bylaw, the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) “**BOARD MEMBER**” shall mean and include all appointed members of the Blackfalds and District Family and Community Support Services Board.
 - b) “**COUNCIL**” shall mean the Elected Municipal Council of the Town of Blackfalds.
 - c) “**COUNTY**” shall mean Lacombe County.
 - d) “**COMMUNITY ORGANIZATION**” shall mean a local society, organization or club which provides services to residents within the district.
 - e) “**DIRECTOR**” shall mean the Director of Community Services or his/her designate who is the employee of the Town charged with control over FCSS for the Town and other such duties as may be directed by Council or the Chief Administrative Officer, or (designate).
 - f) “**DISTRICT**” shall mean the Family and Community Support Services Regional District.
 - g) “**MEMBER-AT-LARGE**” shall mean any person who is a resident of the Town of Blackfalds or Lacombe County.
 - h) “**TOWN**” shall mean the Municipal Corporation of the Town of Blackfalds.

PART 3 – ESTABLISHMENT

- 3 There is hereby established and constituted an advisory board to be known as the “Blackfalds and District Family and Community Support Services Board” (FCSS Board) to exercise the duties and powers and to perform the functions as prescribed in this Bylaw.



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PART 4 – MEMBERSHIP

- 4 The composition of the Board shall consist of a minimum of eight (8) members and a maximum of ten (10 members) who shall be appointed by resolution of Council. The Board shall be comprised of:
 - a) Two (2) members of Council appointed annually at the Organizational Meeting.
 - b) A minimum of five (5) to a maximum of seven (7) members-at-large who shall be residents of Blackfalds.
 - c) A minimum of one (1) to a maximum of three (3) member-at-large members who shall be residents of Lacombe County.
- 5 Whenever possible and practical, these members of the Board shall be appointed so as to represent the different age groups and interests of the Family and Community Support Services Regional District.
- 6 Member-at-Large appointments recommended may be recommended by the Board and approved by Council:
 - a) Annually at the Organizational Meeting in October; and/or
 - b) As positions become vacant.
- 7 Members shall not be from the same household.
- 8 Members of the Board shall serve without remuneration.
- 9 There shall be appointed by the Town, through the Director of Community Services, an employee who will be designated to serve as the administrative liaison, to assist and advise the Board. Employees of the Town are not eligible for appointment to the Board, nor do they have voting privileges. The administrative employee shall, through the Chair of the board, undertake the administrative duties of the Board, including but not limited to:
 - a) Notifying members of meetings.
 - b) Preparing agendas and distributing to Board members no later than 4 calendar days 5 days prior to each scheduled meeting.
 - c) Preparing minutes and distributing to Board members within 7 days after each meeting. Following formal adoption by the Board, the minutes will be provided to Council for formal approval at a Regular Council Meeting.
 - d) Maintaining records and facilitating the actions of the Board.
 - e) Provide advice, conduct research and gather information as required by the Board.
- 10 In addition to the Director or designate, the Board may solicit information or advice through representatives from the following agencies, organizations and/or associations that the Board considers appropriate:
 - a) Family & Community Support Services Association of Alberta (FCSSAA)
 - b) Child & Family Services Act (CFSA)
 - 8 Any other agency or organization that the Board considers appropriate to consult.
- 11 Wherever possible, the Board shall ensure new members are aware of:



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- a) Local, regional, provincial, and federal government legislation which effect municipal Family and Community Support Services.
- b) Local policies, procedures and bylaws regarding municipal Family and Community Support Services.
- c) Local community clubs and organizations which are involved, in some way, with municipal Family and Community Support Services.
- d) Current and proposed projects, programs, and services of the Board, and;
- e) The local Social Needs Assessment Master Plan and General Municipal Plans.

PART 5 – TERM

- 12 Council shall appoint members at large to the Board for a term of up to three (3) years.
- 13 The term of any member so appointed shall not exceed two (2) consecutive terms, or six (6) consecutive years.
- 14 Council may extend the term of a Board member by up to one year to ensure there are not more than three (3) members of the Board leaving within 12 months of each other, and at the request of the Board.
- 15 Any member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.
- 16 An appointed member ceases to be a member of the Board when:
 - a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board;
 - b) His or her term expires;
 - c) He or she is removed from office by resolution of Council;
 - d) He or she ceases to be a resident of the Family and Community Support Services District;
 - e) He or she provides written notice of resignation from the Board, and in the case of a member appointed from Council, he or she resigns his or her position on Council;
- 17 The Board may appoint sub-committees to address any of the matters coming within the scope and jurisdiction of the Board and may engage members of the community, as long as there is at least one Board Member on the sub-committee.

PART 6 – MEETINGS

- 18 Following the annual Organization Meeting of Council in each year, and within the first two meetings of the Board, the Board shall elect a Chairperson. Immediately thereafter, the Board shall elect a Vice-Chairperson who shall act in the absence of the Chairperson.
- 19 The Board shall hold at least six (6) regular meetings annually at a time and place so designated by the Board.
- 20 A special meeting may be called by the Chairperson at any time, or by special request of 50% of the members of the Board.
- 21 A majority of the voting members of the Board constitutes a quorum.



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- 22 Each member eligible for voting, and present at a meeting of the Board, shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 23 In the event of a tie when a vote is taken, the motion shall be lost.
- 24 Only those Board members present at the meeting of the Board where an item is brought forward for discussion shall take part in deliberations and decisions of the Board on that specific matter.
- 25 The Chair may facilitate motions via e-mail vote where necessary and appropriate. Electronic motions will be formally ratified at the next meeting of the Board and reflected in the meeting minutes.
- 26 Individuals and groups may present to the Board at a meeting if the presentation is related to the Board and its mandate. Notice (in writing) must be received by the Chairperson and/or the Director of Community Services or delegated staff from any delegation wishing to address the Board, no later than one week prior to the next scheduled meeting.
- 27 The Board shall ensure meetings are conducted using Roberts Rules of Order.
- 28 Meetings of the Board shall be open to the public, except when discussing confidential matters.

PART 7 – ROLE OF THE BOARD

- 29 The Board shall advise and make recommendations to Council on the development, provision, and quality of a broad range of Family and Community Support Services, programs, and board members appointments in the Regional Family and Community Support Services Districts.
- 30 The Board shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 31 The Board shall promote collaboration throughout the regional district to encourage the sharing of all available resources towards the provision of preventative Social Services opportunities for everyone in the district.
- 32 Each member of the Board is responsible for representing the broad preventative social services interests of the Regional Family and Community Support Services District, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 33 The Board shall function as a Liaison of the Town by:
 - a) Maintaining effective lines of communication with all agencies and organizations by delivering preventative social services in the Regional Family and Community Support Services District.
 - b) Acting on behalf of all residents of the Regional Family and Community Support Services District by bringing forth their concerns to Council.
- 34 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years outlining, in order of priority, the basic development of Family and Community Support Services resources.
- 35 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.



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- 36 The Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients to Council.
- 37 Members of the Board shall sign an oath of confidentiality agreeing to confidentiality as bound under the FOIP Act and Regulations. The acceptance and signing of the oath is one step towards the Town demonstrating that it has taken measured steps to inform and educate board members to protect personal information and mitigate the risk of a breach.
- 38 Members of the Board will provide a current Criminal Records Check.

PART 8 – PROCEEDINGS

- 39 In fulfilling its mandate, the Board is empowered to:
 - a) appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
 - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.
- 40 Administration annually will prepare a detailed FCSS budget for review and consideration of the Board which will reflect the needs of the FCSS mandate. The FCSS budget will then be incorporated into the overall Town budget package which is then brought before Council through the defined Town budget process. The FCSS budget will include written descriptions, showing in reasonable form and detail, expenditures included for the next fiscal year with respect to all matters over which the Board has jurisdiction.
- 41 Donated Family and Community Support Services funds remaining at the end of any budget year may be held in municipal reserves for Council approved municipal Family and Community Support Services projects providing these funds are reported and shown in the annual audit report.
- 42 The Board may recommend to Council special projects for allocation of reserve funds generated by FCSS related activities.

PART 9 – REPEAL

- 43 That Bylaw 1134/12 is hereby rescinded upon this Bylaw coming into effect.

PART 10 – DATE OF FORCE

- 44 This Bylaw shall take full force and effect upon the date of its final passage.

READ for the first time this 27th day of MARCH, A.D. 2018

(RES. 66/18)


MAYOR RICHARD POOLE


CAO MYRON THOMPSON



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READ for the second time this 22ND day of May, A.D. 20118

(RES. 142/18)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON

READ for the third and final time this 22ND day of May, A.D. 20118

(RES. 143/18)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON