

BYLAW 418-18

**A BYLAW OF THE VILLAGE OF LONGVIEW
IN THE PROVINCE OF ALBERTA
FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD BYLAW**

A BYLAW OF THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD FOR THE VILLAGE OF LONGVIEW AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS the Council of the Village of Longview recognizes the value and benefit of preventative social services which enhance the quality of life for Village residents; and

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Village Council of the Village of Longview, in the province of Alberta has entered into an agreement with the Minister of Human Services for the establishment, administration and operation of a Family and Community Support Services Program; and

WHEREAS Council has deemed it desirable to establish a board to be known as the "Family & Community Support Services Advisory Board" and this Board shall be responsible and accountable to Council;

NOW THEREFORE, the Council of the Village of Longview, in the Province of Alberta, duly assembled and under the powers conferred upon it by the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, enacts as follows:

PART 1 TITLE AND PURPOSE

- 1.1 This Bylaw may be cited as "Family & Community Support Services Advisory Board Bylaw"
- 1.2 The purpose of Family & Community Support Services (FCSS) Board is:
 - a) To ensure the FCSS program operates within the approved budget.
 - b) To administer the FCSS Community Grant Program in accordance with the Alberta Provincial FCSS Act and Regulation.

PART 2 DEFINITIONS

- Board: shall mean Family & Community Support Services Advisory Board.
- Citizen-at-Large: shall mean any person who is a resident in the Village of Longview.
- Council: shall mean the Village Council of the Village of Longview.

- FCSS: shall mean Family & Community Support Services.
- Member: shall mean a member of the Board as appointed by Council.
- Village: shall mean the Village of Longview.
- Director: shall mean the Director of Community Services or his/her designate.

PART3 COMPOSITION OF BOARD

- 3.1 The FCSS Advisory Board shall consist of five (5) members, all of whom shall be appointed by resolution of Council as follows:
- a) One (1) member of Council
 - b) Four (4) Citizens-at-Large to serve terms of two (2) years
- 3.2 Whenever possible and practical, members of the Board shall be appointed so as to represent the different age groups and interests of the Village.
- 3.3 No Citizen-at-Large member of the Board shall serve more than two (2) consecutive terms on the Board unless approved by Council.
- 3.4 Any member may resign from the Board by sending written notice to Council at least thirty (30) days prior to the date of resignation.
- 3.5 At the first meeting of the Board following the Annual Organizational Meeting of Council in each year the Board shall appoint a Chair and Vice-Chair.
- 3.6 There shall also be appointed by Council a designate who shall assist and advise the Board. The designate shall undertake the administrative duties of the Board, including but not limited to, notifying members of meetings, preparing agendas, preparing minutes, maintaining records and facilitating the actions of the Board.
- 3.7 Members of the Board shall serve without remuneration.

PART4 MEETINGS

The Board shall hold at least two (2) regular meetings each year at a time and place designated by the Board.

- 4.1 The Chair may call a special meeting at any time or by request of any three (3) members of the Board.
- 4.2 A majority of the Board constitutes a quorum of the Board.
- 4.3 All Board members shall be required to vote on any matter before the Board unless a conflict of interest is declared.
- 4.4 In the event of a tie vote, the resolution shall be deemed defeated.



PART 5 DUTIES AND RESPONSIBILITIES OF THE BOARD

5.1 The Board shall:

- a) Submit annually to Council for approval a program plan and budget for Provincial FCSS Grant monies and municipal contributions and administer the applications as approved.
- b) Advise and make recommendations to Council on the allocation of grants and funds in accordance with the Alberta Provincial FCSS Act and Regulation to eligible non-profit organizations providing preventative social programs and services.
- c) Promote a co-operative spirit though out the Village to encourage the sharing of all available resources towards the provision of preventative social services opportunities for everyone in the Village.
- d) 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.
- e) Advise and make recommendations to Council regarding the completion of a Community Social Needs Assessment outlining development of FCSS programs and resources.
- f) Work together with Council annually to set priorities for services and projects that fall within the mandate of FCSS.
- g) Support Council and/or designate in preparing an Annual Report to Council for the preceding year based upon the Financial Statement for the year.
- h) Not operate any bank accounts independent of the Village.
- i) The Chief Administrative Officer or a designated officer shall act as Banking Agent and provide accounting services for the purpose of financial administration of the Family & Community Support Services projects and programs.

PART 6 DUTIES AND RESPONSIBILITIES OF THE CHAIR

6.1 The Chair shall:

- a) Preside at meetings of the Board.
- b) Represent the Family & Community Support Services Advisory Board as required.
- c) Prepare agenda with FCSS Program Administration.
- d) Keep good control of the meeting and encourage person(s) wishing to speak to keep their presentation to the point and refrain from restating points that may have been made by previous speakers.

- e) Provide leadership to the Board and ensures that the Board adheres to its bylaws and policies.
- f) Signing of documents, including all minutes, as required.

PART 7 DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR

7.1 The Vice-Chair shall:

- a) Preside at the meetings of the Board and assume the role of Chair in the absence of the Chair.
- b) Familiarize themselves with the duties of the Chair and keep informed on key issues.

PART 8 ENFORCEMENT

8.1 This bylaw shall come into force and effect on the third and final reading.

READ A FIRST TIME this 18th day of December, 2018

Kathie Wight
Mayor

Dale Harris
Chief Administrative Officer

READ A SECOND TIME this 18th day of December, 2018

Kathie Wight
Mayor

Dale Harris
Chief Administrative Officer

PROCEED TO THIRD READING this 18th day of December, 2018 Carried Unanimously

Kathie Wight
Mayor

Dale Harris
Chief Administrative Officer

READ A THIRD AND FINAL TIME this 18th day of December, 2018

Kathie Wight
Mayor

Dale Harris
Chief Administrative Officer