

By-Law #1583A

A By-Law of the Town of Cardston, in the Province of Alberta for the purpose of authorizing the establishment of a Family Community Support Services (FCSS) Committee for the Town.

NOW THEREFORE, pursuant to the Family and Community Support Services Act Alberta Regulation 218/1994, there is hereby established a Family Community Support Services Committee to be known as the Cardston & District Family Community Support Services Committee to implement and pursue a Family Community Support Service program for the Town of Cardston and participating area municipalities.

1. The Committee's jurisdiction will encompass:
 - a. The Town of Cardston
 - b. The Town may, when found beneficial, enter into agreements with other jurisdictions.
2. The Committee shall consist of nine members, who shall be appointed by resolution of Council and consist of the following:
 - a. One member of the Council of the Town of Cardston.
 - b. One member of the Council of the Cardston County as they so designate.
 - c. One member of the Village of Glenwood Council as they so designate.
 - d. One member of the Village of Hill Spring Council as they so designate.
 - e. Five members at large, of whom two should reside in Cardston County, and the remaining three should reside in the Town of Cardston.
 - f. All members shall remain in office until their respective successors are appointed.
3. The maximum term of office for any member, excepting members of the Committee from the four respective Councils, shall be two consecutive terms, at which time the member must retire for a period of at least one year. A term is defined as 2 years.
 - a. In the event of a vacancy occurring, the person appointed to fill such a vacancy shall hold office for the remainder of the term concerned in the vacancy which has arisen.
 - b. Any member of the Committee who is absent from three consecutive meetings of the Committee shall (unless such absence is caused through illness or is authorized by resolution of the Committee entered upon its minutes) forfeit his office and another member shall be appointed by Council for the remainder of the term of office.
 - c. Council may, with reason, request the resignation of any member of the Committee at any time prior to the expiry date of the members term of office, and any member of the Committee may resign therefrom any time upon sending a written notice to that effect to the Secretary of the Committee.
4. The Chairman of the said Committee shall be chosen at the annual organization meeting being held each December; a Vice Chairman and a Secretary shall also be chosen at that time.
 - a. In the event of resignation of the Chairman prior to December, the Vice Chairman shall assume that role until the next annual organization meeting.
5. Regular meetings of the Committee shall be held at least once a month, or as decided by the Committee, with the time and place of such regular meetings to be determined by the Committee at its first meeting, which may be changed by the Committee from time to time as said Committee may deem advisable.
 - a. Special meetings may be called on twenty-four hours notice by the Chairman or at the request of any three members of the Committee.

- b. A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary of the Committee.
 - c. A quorum of said Committee shall be a majority of members of the Committee.
 - d. The Chairman shall have a vote on any question and in the event of a tie the motion will be lost.
 - e. The Committee may appoint sub-committees to deal with any special phase of matters coming within the scope and jurisdiction of the Committee as herein set forth.
6. The purpose of the Committee shall be generally to plan, develop, implement, and evaluate a Family and Community Support Services (FCSS) program.
 - a. The level of support provided shall be determined by the Committee and Town Council as deemed to be in the general interest of the Town and its residents.
7. The Committee shall have the power to make such rules and regulations as it may deem necessary from time to time, provided such rules and regulations are not inconsistent with powers herein conferred. Copies of all such rules and regulations shall be filed with the Town Administrator.
8. The Committee shall, in co-operation with other agencies, be concerned with the promotion and development of those programs pertaining to Family & Community Support Services.
 - a. The Committee shall make recommendations to Council concerning the appointment or dismissal by Council of a Community Services Director and/or Consultant.
 - b. The Committee shall have the responsibility of assisting Council in developing a policy for Council with regards to duties and responsibilities of staff.
9. In the interest of a well-balanced, coordinated FCSS program, the Committee shall co-operate with and encourage all organizations; public, private, civic, social, and religious, within its jurisdiction; which are supporting, promoting, and working for FCSS in the broadest application.
 - a. The Committee shall hear and consider representation by an individual, organization, or delegation of citizens with respect to Family Community Support Services and, when empowered by this by-law or the policy manual, act on such recommendation arising therefrom as the Committee shall deem to be in the general interests of all citizens.
 - i. If the specific item is outside of the specified powers of the Committee, the item must be referred to Council with accompany advising recommendations from the Committee.
10. Annually and prior to March 31, the Committee shall submit to the Town Council a budget of established expenditures and revenues for the next following year with respect to all matters over which, under the terms of this by-law, the Committee has jurisdiction.
11. The Committee shall make complete annual reports to the Town Council and other reports from time to time as requested.
12. The Committee shall establish letterhead stationary to be used for official business purposes.
13. Neither the said Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever,
 - a. Nor the said Committee, nor any member thereof, has any power to authorize any expenditure which is not a previously budgeted item to be charged against the Town of Cardston.
14. No Director of the FCSS Committee or any officer employed by the Town of Cardston or any appointed member of a Committee who works in any department under the scope of this by-law shall conduct himself or herself in an unchristian-like manner, by the use of obscene or improper language, or other conduct

injurious to the moral tone and well-being of the services provided under this by-law.

15. All participants or observers in programs sponsored by the FCSS Committee shall conduct themselves in a professional manner.
 - a. The Director or staff of a Town-operated program or service may refuse the right of entry into the building or upon the grounds to any person because of improper conduct, or because they are designated unfit to be there.

By-Law #1441 and all amendments thereto shall be rescinded upon the passing of this By-Law.

Received First Reading this 28 day of May, 2013.


Received Second Reading this 28 day of May, 2013.

Received Third and Final Reading this 28 day of May, 2013.

Signed by the Mayor and the Chief Administrative Officer this 3 day of June, 2013.



Mayor



Chief Administrative Officer