



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1683

FCSS BOARD BYLAW

Table of Contents

PART I - TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION..... 2
TITLE 2
PURPOSE..... 2
DEFINITIONS 2
RULES FOR INTERPRETATION 3
PART II – GENERAL..... 3
MEMBERS..... 3
MEETINGS 5
ROLE OF THE BOARD 5
ROLE OF THE FCSS DIRECTOR..... 7
EFFECTIVE DATE 8
REPEAL..... 8



TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA

BYLAW 1683

FCSS BOARD BYLAW

A BYLAW OF THE TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE ESTABLISHMENT OF A FAMILY & COMMUNITY SERVICES (FCSS) BOARD FOR THE TOWN OF CARDSTON.

WHEREAS, the provisions of section 146 (b) of the Municipal Government Act chapter M-26 of the revised Statutes of Alberta 2000 permits the establishment of council Boards comprising of council members and other persons;

AND WHEREAS, it is deemed to be in the public interest to establish an FCSS Board to support and facilitate the Family & Community Support Services within the Town of Cardston and its District in achieving its goals and vision,

AND WHEREAS, pursuant to the Family & Community Support Services Act Alberta Regulation 218/1994, there is hereby established a Family & Community Support Services Board to be known as the Cardston & District FCSS Board to implement and pursue a Family & Community Support Services program for the Town of Cardston and participating municipalities,

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

PART I - TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION

- | | |
|--------------------|--|
| TITLE | 1) This bylaw shall be known as the “FCSS Board Bylaw” of the Town of Cardston. |
| PURPOSE | 2) The Purpose of this Bylaw is to govern the establishment and regulation of the FCSS Board within the Municipality of the Town of Cardston. |
| DEFINITIONS | 3) In this bylaw:
3.1. “ District ” means the area established by the Provincial Government that FCSS serves including the participating municipalities of Cardston County, the Village of Glenwood, and the Village of Hill Spring. |

- 3.2. “FCSS” means Family & Community Support Services.
- 3.3. “FCSSAA” means the Family and Community Support Services Association of Alberta.
- 3.4. “Member At Large” means a member of the public appointed by Council to a Board pursuant to this Bylaw.
- 3.5. “Town” means the Town of Cardston.

RULES FOR INTERPRETATION

- 4) The table of contents, marginal notes and headings in this bylaw are for reference purposes only.

PART II – GENERAL

MEMBERS

- 5) The Board shall consist of nine (9) members, who shall be appointed by resolution of Council and consist of the following:
 - 5.1. One member of the Council of the Town of Cardston.
 - 5.2. One member of the Council of the Cardston County, as they so designate.
 - 5.3. One member of the Council of the Village of Glenwood, as they so designate.
 - 5.4. One member of the Council of the Village of Hill Spring, as they so designate.
 - 5.5. Five (5) members at large.
 - 5.5.1. Two (2) members should reside in Cardston County.
 - 5.5.2. Three (3) members should reside in the Town of Cardston.
 - 5.6. All members shall remain in office until their respective successors are appointed.
- 6) The maximum term of office for any member, excepting the members of the Board 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.
 - 6.1. A term is defined as 2 years.
 - 6.2. 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.

- 6.3.** Any member of the Board who is absent from three consecutive meetings of the Board shall (unless such absence is caused through illness or is authorized by resolution of the Board entered upon its minutes) forfeit his office and another member shall be appointed by Council for the remainder of the term of office.
 - 6.4.** Council may, with reason, request the resignation of any member of the 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 any time upon sending a written notice to that effect to the Secretary of the Board.
- 7)** The Chairman of the said Board shall be chosen at the annual organization meeting held during the first meeting of each year.
 - 7.1.** A Vice Chairman shall also be chosen during the organization meeting.
 - 7.2.** The Secretary of the Board will be appointed by the Town of Cardston.
 - 7.3.** In the event of resignation of the Chairman prior to the organization meeting, the Vice Chairman shall assume that role until the next annual organization meeting.
- 8)** Neither the said Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever.
 - 8.1.** Nor the said Board, 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.
- 9)** No Director of the FCSS Board 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 the Bylaw shall conduct themselves in an unprofessional 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 Bylaw.
- 10)** All participants or observers in programs sponsored by the FCSS Board shall conduct themselves in a professional

manner.

- 10.1.** 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.

MEETINGS

- 11)** Regular meetings of the Board shall be held on the 1st Wednesday of every month at 7:00pm and may be changed by the Board at any time by a resolution of the Board.
 - 11.1.** Special meetings may be called within twenty-four (24) hours' notice by the Chairman or at the request of any three (3) board members.
 - 11.2.** A minute book shall be kept and minutes for all regular and special meetings shall be recorded by the Secretary of the Board.
 - 11.3.** A quorum of the Board shall be a majority of members of the Board.
 - 11.4.** The Chairman shall have a vote on any questions and in the event of a tie, the motion shall be lost.

ROLE OF THE BOARD

- 12)** The Board may appoint sub-committees as needed to deal with any special matters within the scope and jurisdiction of the Board.
- 13)** The Board's jurisdiction shall encompass the Town of Cardston & District.
 - 13.1.** The Town may, when found beneficial, enter into agreements with other jurisdictions.
- 14)** The purpose of the Board shall be generally to plan, develop, implement, and evaluate a FCSS program within the mandates established by the Family and Community Support Services Association of Alberta (FCSSAA).
 - 14.1.** The Board shall work with the Town Council, CAO, and appointed staff and shall operate in the best interest of the Town of Cardston, the participating municipalities, and all their municipalities' residents.
- 15)** The Board shall work with the FCSS Director and Town Administrative staff to set and approve an annual budget for the FCSS program.
 - 15.1.** Town Administration shall work with the FCSS Director and shall set the internal programming and

administration budget amounts.

- 15.2.** The Board shall make recommendations, adjustments, and approve funding amounts for the external programming and the remainder of the internal budget amounts not set by Town Administration, or any other budget items brought to the Board for recommendations.
- 15.3.** Annually and prior to March 31st, the Board 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 Bylaw, the Board has jurisdiction.
- 16)** The Board shall have the power to make regulations and policies as it may deem necessary from time to time, provided such regulations and policies are within the scope of the Bylaw, the FCSS Regulations, and any or all regulations set forth by the Province of Alberta or by the FCSSAA.
 - 16.1.** Copies of all regulations, policies, bylaws, and acts shall be filed with Town Administration.
- 17)** The Board shall, in conjunction with other agencies, be concerned with the promotion and development of any or all programs pertaining to FCSS.
- 18)** In the interest of a well-balanced, coordinated FCSS program, the Board shall co-operate with and encourage all public, private, civic, social, and religious organizations within its jurisdiction that support, promote, and work for FCSS within its mandate.
 - 18.1.** The Board shall hear and consider representation by an individual, organization, or delegation of citizens with respect to FCSS and act on any recommendations arising therefrom as determined by resolution of the Board.
 - 18.1.1.** If the specific item is outside of the specified powers for the Board, the item shall be recommended to Town Council with an accompanying Request for Decision.
- 19)** The Board shall make complete annual reports to the Town Council and other reports from time to time as requested.
- 20)** The Board shall establish letterhead stationary to be used for

ROLE OF THE FCSS DIRECTOR

official business purposes.

- 21)** The Town of Cardston shall hire a Director to oversee the FCSS program and internal affairs of the program.
 - 21.1.** The FCSS Director shall be an employee of the Town of Cardston.
 - 21.1.1.** The FCSS Director shall be hired by the Chief Administrative Officer (CAO) or designate.
- 22)** The Director shall function in an administrative and advisory role to the Board.
- 23)** The Director shall be responsible to advise the Board on matters pertaining to FCSS regulations and Provincial regulations governing programs.
- 24)** The Director shall gather and prepare applications, reports, budgets, or any other information required by the Board to carry out its duties.
 - 24.1.** The Director shall give an opinion on the suitability of funding for such applications based on budget and/or regulations.
- 25)** The Director shall meet with any stakeholders wishing to access funding or support from the FCSS Board to determine eligibility.
 - 25.1.** The Director will only take applications and requests to the Board for approval that meet eligibility requirements.
 - 25.2.** The Director will advise any stakeholders on budget restraints.
 - 25.3.** The Director shall not approve any funding or support requests without approval from the Board.
- 26)** The Director shall liaise with the Town Administration respecting management of FCSS funds and transfer to the Town.
- 27)** The Director shall coordinate any training, meeting, or conference attendance on behalf of the Board members.
- 28)** The Director shall liaise with the Province of Alberta to ensure that contracts regarding FCSS funding are current and compliant.
- 29)** The Director shall fulfill, on behalf of the Board, all other administrative duties as outlined in this Bylaw, or any other

policies regarding FCSS, or in the FCSS Director job description as ratified by the Town Administration.

- 30)** Concerns regarding conduct or performance of the FCSS Director shall be directed by the Committee Chairman or Town of Cardston Council representative to the Town CAO.

EFFECTIVE DATE 31) This Bylaw shall come in force upon the date of its third and final reading.

REPEAL 32) Bylaw 1583 and amendments there to shall be rescinded.

Received First Reading this 11 day of June, 2019

Received Second Reading this 25 day of June, 2019

Received Third & Final Reading this 25 day of June, 2019

Signed by the Mayor and the Chief Administrative Officer this 26 day of June, 2019

TOWN OF CARDSTON

MAYOR – *Maggie Kronen*

CHIEF ADMINISTRATIVE OFFICER – *Jeff Shaw*