

# MUNICIPALITY OF CROWSNEST PASS

## BY-LAW NO. 883, 2014

**A BY-LAW OF THE MUNICIPALITY OF THE CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, ESTABLISHING THE CROWSNEST PASS FAMILY AND COMMUNITY SUPPORT SERVICES BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREFOR.**

NOWTHEREFORE, The Council of the Municipality of Crowsnest Pass, duly assembled, does hereby enact as follows:

### **1. DEFINITIONS**

- a) “**Board**” means the Crowsnest Pass Family and Community Support Services Board.
- b) “**CAO**” means the Chief Administrative Officer for the Municipality of Crowsnest Pass.
- c) “**Council**” means the duly elected officers of the Municipality of Crowsnest Pass.
- d) “**Director**” means the Director of the Municipality’s Community Services Department, or the employee(s) designated by the Director.
- e) “**FCSS**” means Family and Community Support Services.
- f) “**Municipality**” means the Municipality of Crowsnest Pass

### **2. EFFECTIVE DATE**

Bylaw 883, 2014 comes into full force and effect upon the final passing thereof. Bylaw 550, 2001 is hereby repealed.

### **3. ESTABLISHMENT**

#### **A) NAME**

- i) There is hereby established and constituted a Board to be known as the Crowsnest Pass FCSS Board to exercise the duties, powers, and functions as prescribed by this By-Law.

#### **B) BOARD MEMBERSHIP**

- i) The Board shall consist of up to nine (9) members, all of which shall be appointed by Council. These nine (9) members will be comprised of two (2) Municipal Councillors and up to seven (7) members-at-large.
- ii) Each member of the Board shall hold office for a term. The following terms of appointment shall apply: seven (7) members-at-large shall hold positions for three (3) year term, and the two (2) Municipal Councillors shall hold office for a one (1) year term. These terms will commence on January 1<sup>st</sup> of the appropriate year, except where a member appointment has been made to fill a vacancy for the balance of a term. In such instances the term will commence immediately upon member appointment.

#### **C) DISMISSAL**

- i) Notwithstanding Section 2 (B) (ii), Council may, for any reason it considers proper, revoke the appointment of a member of the Board and appoint a successor to fill the vacancy for the remainder of the term.

#### **D) RESIGNATION**

- i) Any member of the Board may resign at any time by forwarding written notice to that effect to the Chairperson and/or Director.

#### **E) DISQUALIFICATION**

- i) A member ceases to be a member of the Board when he or she:
  - 1. Fails to attend three (3) consecutive regular meetings of the Board, unless such absence is authorized by resolution of the Board;

2. In the case of members-at-large appointed from the Municipality, ceases to be a resident of the Municipality.
3. Is hired in any capacity with the Municipality; or
4. In the case of the Municipal Councillor, ceases to be a member of Council.

**F) VACANCIES**

- i) The Board shall advise the CAO when a mid-term vacancy occurs on the Board.
- ii) The Municipality will advertise any current and impending vacancies of the Board, and applicants shall be forwarded to Council for appointment. The outgoing Board Members are entitled to reapply.

**G) OFFICES**

- i) At its first meeting in January of each year, a Chairperson and Vice-Chairperson shall be chosen by majority vote of the Board for a term of Office for one (1) year;
- ii) Should a Chairperson or Vice-Chairperson position become vacant prior to the expiry of his/her one (1) year term of Office, another member shall be appointed to the applicable Office by majority vote of the Board;
- iii) The Chairperson is the Chief Officer of the Board and shall preside at all meetings of the Board when present. He/She will be responsible for supervising the conduct of the Board members in the performance of their duties and bring such matters to the attention of the Board as warranted. In addition, the Chair and Director are also the spokespersons for FCSS matters, especially on contentious matters;
- iv) The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence, as well as such other duties as directed by the Board;
- v) Clerical and minute taking assistance will be provided by appointed staff of the Director.

**H) DUTIES AND AUTHORITIES**

- i) The mandate of the FCSS Board is, in partnership with the Province, to provide locally driven, social initiatives to enhance the well being of individuals, families, and the community.
- ii) Unless authorized by Council herein, or explicitly, the Board or any member thereof shall not have the power to pledge the credit of the Municipality, authorize expenditures, or expend public monies.
- iii) The duties of the FCSS Board shall be as follows:
  1. **Annual Budget** – In accordance with the Municipal budget development and approval timelines, recommend to Council a FCSS annual budget that incorporates FCSS services, service levels, and priorities. If and when they occur, also review and recommend to Council any FCSS expenditure above and beyond the scope of the approved FCSS budget.
  2. **Finances** – Review FCSS quarterly variance reports, and work with the Director to ensure the FCSS budget is adhered to.
  3. **Grants** – Review and approve FCSS community grants within the parameters of the FCSS budget.
  4. **Planning** – Establish priorities, objectives, and plans for the provision and future development of FCSS. Such planning shall take into consideration Municipal and Provincial strategic plans in areas related to FCSS. Further, the Board shall assist staff with the planning and implementation of FCSS events and functions.
  5. **Rules & Policies** – Establish and approve rules and policies governing FCSS services.
  6. **Reporting** – The Board shall provide reports and recommendations to Council on relevant issues upon Council request. The Board shall provide reports and recommendations to Council on matters such as strategic plans, progress reports, and substantive changes to FCSS service levels.
  7. **Evaluation** – Evaluate the performance of FCSS plans, budgets, services, programs, events, and initiatives.
  8. **Agreements & Leases** – Provide recommendations to Council regarding agreements/leases with respect to use of Municipal facilities by those entities offering services consistent with the mandate of FCSS.

- 9. Community Representation** – Incorporate community input into planning activities, have an awareness of gaps and overlap in service delivery in the community, and hear public delegations on FCSS related matters.
- iv) The duties of the members of the FCSS Board in carrying out Board responsibilities and functions are as follows:
1. Unless specifically provided for herein, comply with the Municipal Procedural Bylaw.
  2. Comply with Board policies and procedures.
  3. Comply with the Municipal Government Act, as well as other applicable provincial legislation and funding agreements.
  4. Comply with the FCSS Board member Oath of Confidentiality.
  5. Build and maintain a positive working relationship with the Director, FCSS staff, Council, and the community;
- v) Under the direction of the CAO, the duties of the Director are as follows:
1. Attend Board meetings and transfer information between the Board and Council.
  2. Allocate and assign staff and resources to support the function of the Board and delivery FCSS services.
  3. Gather resources and provide leadership and advice to the Board and Council on FCSS matters.
  4. Act as a Municipal spokesperson on FCSS matters.
  5. Provide all human resource functions and oversight to the FCSS Programmer, and assist the Programmer in the oversight of other staff, contractors, and service providers.

**I) REMUNERATION**

- i) All members-at-large of the Board shall hold their positions on the Board, and attend Board meetings, without remuneration.
- ii) Upon pre-approval of the Board, members may be reimbursed expenses to attend other regional FCSS meetings and conferences. Such reimbursements shall be consistent with Municipal policy.

**J) PERSONAL CONFLICT**

- i) Personal Conflict means that the matter being voted on:
1. Could monetarily affect the Board Member or an employee of the Board Member, or;
  2. The Board Member knows or should know that the matter could monetarily affect the Board Member's family.
- ii) A Board Member is monetarily affected by a matter if the matter monetarily affects:
1. The Board Member directly;
  2. A corporation, other than a distributing corporation, in which the Board Member is a shareholder, director or officer;
  3. A distributing corporation in which the person beneficially owns voting shares carrying at least ten percent (10%) of the voting rights shares of the corporation or of which the person is a director or officer; or
  4. A partnership or firm of which the person is a member.
- iii) A Board Member does not have a Personal Conflict by reason of only:
1. That the Board Member may have with respect to any allowance, honorarium, remuneration, or benefit to which the Board Member may be entitled to by being a Board Member;
  2. That the Board Member or a member of the Board Member's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown Corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the Board Member or a member of the Board Member's family is an employee;
  3. That a member of the Board Members family may have by having an employer, other than the Municipality, that is monetarily affected by the decision of the Board;

4. That the Board Member or member of the Boards Member's family may have by being a member or director or a non-profit organization or a service club; or
5. That is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Board Member.

**4. MEETINGS**

**A) REGULAR MEETINGS**

- i) Regular meetings shall be held every month unless otherwise decided by resolution of the Board, provided that a minimum of six (6) regular meetings are held each year. Meetings shall take place at a time and place so designated by the Board.

**B) SPECIAL MEETINGS**

- i) Special Meetings of the Board may be called by the Chairperson or any three (3) members of the Board by giving at least twenty-four (24) hours notice prior to such meetings, and stating the time, place, and date of the meeting, as well as outlining the nature of the business to be transacted.

**C) NOTICE OF MEETINGS**

- i) Notice for meetings of the Board will be advertised, at a minimum, on the Municipal website.

**D) VOTING**

- i) All Board Members shall vote on all questions before the Board, except for Board members that abstain due to a personal conflict.
- ii) A simple majority vote of present Board members shall determine the outcome of motions. In the event of a tie vote, the motion shall be defeated.

**E) QUORUM**

- i) A quorum of the Board shall be four members of the Board, one of which must be a Municipal Councillor, for all matters. A meeting shall not be cancelled due to a lack of quorum until 15 minutes after the scheduled time of the meeting has elapsed.

**F) STANDING COMMITTEES**

- i) The Board may appoint Standing Committees from its members to perform specified functions of the Board, and the Chairperson or Board may appoint such other Special Committees consisting of members or non-members to perform such duties as may be determined for advisory purposes.

**G) RECORDS/MINUTES**

- i) A minute book shall be kept, and the minutes of all regular and special meetings of the Board shall be recorded therein.

Read a first time this 1<sup>st</sup> day of April, 2014.

CARRIED

Read a second time this 15<sup>th</sup> day of April, 2014.

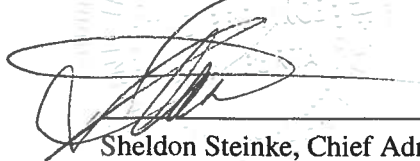
CARRIED

Read a third and final time, this 20<sup>th</sup> day of May, 2014.

CARRIED



Blair Painter, Mayor



Sheldon Steinke, Chief Administrative Officer