

The Town of Bruderheim  
Bylaw 31-2015

Being a Bylaw of the Town of Bruderheim, in the Province of Alberta, to provide support and recognize Family and Community Support Services Agreement.

NOW THEREFORE the Council of the Town of Bruderheim, duly assembled, under and by virtue of the authority conferred upon Council by the Municipal Government Act, Chapter M-26, RSA 2000 and amendments thereto, enacts as follows:

**1. Name of Bylaw**

- 1.1. This bylaw shall be known as the "Family and Community Support Services Advisory Board Bylaw".

**2. Definitions**

- a) "**Board**" means the Family and Community Support Services Advisory Board – Lamont County Region.
- b) "**Council**" means the Council of the Town of Bruderheim.
- c) "**FCSS**" means Family and Community Support Services – Lamont County Region.
- d) "**Participating Municipalities**" means Lamont County, the Town of Bruderheim, Town of Mundare and the Village of Chipman.
- e) "**Program**" means a Family and Community Support Services Program within the participating municipalities.
- f) "**Program Director**" means the Director of Family and Community Support Services – Lamont County Region.
- g) "**Unit Authority**" means Lamont County.
- h) "**Town**" means Town of Bruderheim.

**3. Agreement**

- 3.1. All participating municipalities shall sign an Agreement with the Lamont County as the Unit Authority to the formation of the Board and the rules and regulations of the Board.
- 3.2. Any participating municipality may withdraw from the Agreement by giving 6 months written notice to the Unit Authority.
- 3.3. The Agreement may be reopened at any time by written request of any member of the participating municipality to the Unit Authority.
- 3.4. The Agreement may be amended by agreement of the majority of the member municipalities.

**4. Board Establishment and Membership**

- 4.1. The Board shall consist of nine members as follows:  
Lamont County – One Councillor and Two Public at Large  
Bruderheim – One Councillor and One Public at Large  
Mundare – One Councillor and One Public at Large  
Chipman – One Councillor and One Public at Large
- 4.2. Council appointed Board Members shall:
- a) Represent the views of Council on the Board and shall submit issues of their respective councils for consideration and direction.
- b) Regularly report to Council on their activities of the Program.
- c) Annually submit the Program budget to Council for information purposes.
- 4.3. Public at Large appointed Board Members shall:
- a) Represent the views of the public at large within the Town.
- 4.4. The Board Chair shall be elected by the Board membership.
- 4.5. The quorum shall consist of 50% of the members +1.
- 4.6. No decision made or meeting held without quorum present shall be valid or binding on the members hereto.

## **5. Board Responsibility**

- 5.1. The Board shall advise on the recommended application and administration of the *Family and Community Support Services Act*, Chapter F-3, RSA 2000, within their respective jurisdictions and shall:
- a) Assume responsibility to make recommendations to Council for FCSS programs, policies, and allocation of funds.
  - b) Determine the direction of the program.
  - c) Evaluate the Program's operations and achievements.
  - d) Promote the FCSS program in the community.

## **6. Appointment and Term of Board Membership**

- 6.1. Council shall, at their annual organization meeting, held no later than the 15<sup>th</sup> day of November in each year, appoint their representatives to the Board. It is recommended that Council appoint Board Member Alternates.
- 6.2. Members appointed by Council shall be appointed for a length of time as determined by Council, not to exceed the duration of one full term, i.e. four years.
- 6.3. Council Members may be reappointed to serve additional terms at the discretion of Council.
- 6.4. Council appointed Board members and Board member alternatives may resign at any time during the Board term upon notice in writing to the Board. However, all members remain in office until their respective successors are appointed.
- 6.5. Council shall be responsible for the recruitment and appointment of the Public at Large member of the Town.
- 6.6. A person appointed to a Public at Large position maybe reappointed.
- 6.7. In the event of a vacancy occurring on the Board, the person appointed to fill such vacancy shall hold office for the remainder of the term of the member who he/she is replacing.
- 6.8. If any member of the Board has been absent from three consecutive meetings of the Board or is not present for at least 4 meetings per calendar year, the Board, at its discretion, may recommend to Council that the member's appointment be terminated. Anticipated absences are to be reported to the FCSS Director within 2 business days prior to the Board meeting.

## **7. Program Director**

- 7.1. The Unit Authority shall hire a Program Director with input provided by the Board whose duties shall be outlined in Lamont County policy.
- 7.2. The Program Director reports to the Board and the Lamont County Director of Planning Development and Community Services.
- 7.3. The Board may delegate duties to the Program Director.

## **8. Responsibilities of the Program Director**

- 8.1. The Program Director shall manage the programs/activities and staff of the FCSS program.
- 8.2. The Program Director shall recommend FCSS program and activities for approval by the Board.
- 8.3. The Program Director may commit the FCSS program to expenditures within the approved budget.

## **9. Designation of Unit Authority**

- 9.1. Lamont County is designated as the Unit Authority for Family & Community Support Services – Lamont County Region.

## **10. Powers and Duties of the Unit Authority**

- 10.1. The Unit Authority Shall:

- a) Approve the FCSS annual budget;
- b) Employ program staff and determine terms and conditions of employment;
- c) Provide the space for the operating base of the Program;
- d) Act as representing Authority on behalf of the parties;
- e) Sign, on behalf of the parties, applications for funding under the *Family and Community Support Services Act* and Regulations submitted to the Minister;
- f) Enter into an agreement with the Minister to provide for the administration and operation of a Family and Community Support Services Program as outlined in the *Family and Community Support Services Act* and Regulations;
- g) Receive from the Minister funds as are granted under the FCSS Act and regulations;
- h) Maintain the accounts of the Program; and
- i) Sign on behalf of the other parties, and within budget guidelines such legal agreements as are needed for the efficient and sound development of the Program. Such agreements to include leases, insurance documents and contracts.

## 11. Funding

- 11.1. All Participating Municipalities shall contribute to the funding of the Program on a per capita basis.
- 11.2. In addition to funding provided by the Province of Alberta, participating municipalities shall contribute the required share of their municipal FCSS grant to the program.
- 11.3. The Unit Authority shall requisition the participating municipalities for their required share by May 15<sup>th</sup> of each year. Such requisitions shall be forwarded to the Unit Authority on or before June 30<sup>th</sup> of each year.
- 11.4. Any participating municipality may allocate additional dollars.
- 11.5. All funds shall be directed to the Unit Authority.

## 12. Effective date:


- 12.1. For the purpose of ensuring that the bylaw is reviewed for ongoing relevancy and necessity, it will be reviewed within its fifth year or sooner if deemed necessary.
- 12.2. This bylaw shall come in force and take effect upon the date of third and final reading in accordance with Section 213, *Municipal Government Act*, Revised Statues of Alberta 2000.

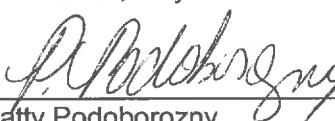
Read the First time, this 06<sup>th</sup> day of May, 2015

Read the Second time, this 20<sup>th</sup> day of May, 2015

Given unanimous consent this 20<sup>th</sup> day of May, 2015

Read the Third time, this 20<sup>th</sup> day of May, 2015

  
Karl Hauch, Mayor

  
Patty Podoborzny,  
Chief Administrative Officer

  
Date Signed