

Bylaw No. 703
FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD
BYLAW

**A BYLAW OF THE TOWN OF WEMBLEY IN THE PROVINCE OF ALBERTA,
TO PROVIDE FOR THE ESTABLISHMENT OF A FAMILY AND
COMMUNITY SUPPORT SERVICES ADVISORY BOARD.**

WHEREAS Sections 145 and 146 of the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended, authorizes Council to establish Committees and other bodies and to prescribe the membership of these Committees or other bodies; and

WHEREAS the Family and Community Support Services Act, R.S.A. 1981, Chapter F-1.1 authorizes a municipality to provide for the establishment, administration and operation of a family and community support service program; and

WHEREAS the Town of Wembley has entered into an agreement with the Minister of Family and Social Services for the establishment of a Family and Community Support Service program; and

WHEREAS the Council of the Town of Wembley recognizes the need for a local "Advisory Board" to assist and advise in the operation of Family and Community Support Services programs.

NOW THEREFORE, the Council of the Town of Wembley in the Province of Alberta duly assembled, enacts as follows:

PART I: BYLAW TITLE

This Bylaw shall be known as the "**Family and Community Support Services Advisory Board Bylaw**"

PART II: DEFINITIONS

Board: the Family and Community Support Services Advisory Board of the Town;
Town: the Municipal Corporation of the Town of Wembley
CAO: the Chief Administrative Officer of the Town of Wembley
Council: the Council of the Town
Coordinator: the Coordinator of the Community Services

PART III: APPLICATION

1. The Board:

A Board shall be established, known as the "Family and Community Support Services Advisory Board" responsible for Family and Community Support Services under the authority of the Town Council.

2. Membership:

- a. The Board shall consist of a maximum of nine (9) voting members who shall be appointed by resolution of Council. The Board shall be composed of:
 - i) two (2) members from Town Council; and
 - ii) a maximum of seven (7) members from the public at large.
- b. An alternate member from Council may be appointed.

- c. Five of the seven public at large members appointed to the board shall be residents of the Town of Wembley.
- d. No employees of the Town of Wembley shall be eligible for appointment to the Board.
- e. The Coordinator, or designate, shall serve as the administrative liaison to the Board and does not hold voting privileges.

3. Term of Office:

- a. The terms of office for the public members shall be for three (3) calendar years.
- b. The term of the member of Council and alternate shall terminate at the time of a general election, or by resolution of Council.
- c. Board members may apply for re-appointment to the Board at the conclusion of their term of office.
- d. In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- e. Subject to clause g) below, every member of the Board who is absent, from three (3) consecutive meetings or 50% of the regular Board meetings which are held during the calendar year, shall forfeit their office and another member shall be appointed in their place for the remainder of the term. The member so forfeiting their office shall be considered ineligible for re-appointment. The member shall receive written notice from the Coordinator, or designate, advising of the forfeit of their office.
- f. A Board member may be absent from three (3) consecutive meetings or 50% of the regular Board meetings which are held during the calendar year. If the absence has been authorized by resolution of the Board and entered in the official record of the meeting.
- g. Council may, with reason/s, request in writing the resignation of any member of the Board at any time prior to the expiration date of the member's term of office.
- h. Any member may resign from the Board at any time upon sending a written notice to the Chairman of the Board advising of the resignation and effective date.

4. Proceedings:

- a. The Board shall elect a Chairman and Vice-Chairman no later than the first Board meeting in any calendar year.
 - i. Chairman and Vice-Chairman shall be any member of the Board, but shall not be an elected representative from Council.
- b. At least six (6) regular meetings of the Board shall be held annually. Meetings shall be held at the Town Municipal Office Council Chambers and the time shall be determined by the Board at its first regular meeting held in the month of January, but may be changed by the Board from time to time as the Board may deem advisable.

- c. Special Meetings may be called by the Chairman of the Board, on twenty-four (24) hours notice to all members, or at the request of any three (3) members of the Board or at the request of the Coordinator, or designate.
- d. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded by Coordinator. Copies of all minutes shall be filed with the CAO.
- e. A majority of the total members of the Board shall constitute a quorum.
- f. The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.
- g. All meetings of the Board shall be open to the public, unless the Board adopts a resolution to meet in-camera. No formal business of the Board shall be conducted during an in-camera session.

5. Responsibilities and Authority:

- a. The said Board shall act in an advisory capacity to the Council in relation to all questions affecting the development of the Family and Community Support Services Programs.
- b. The Board shall identify the needs within the community that fall within the mandate of Family and Community Support Services.
- c. The Board will act as a catalyst to respond to the needs identified within the community.
- d. The Board shall hear and consider representations by an individual, organization, or delegation of citizens with respect to Family and community Support Services Programs.
 - i) Such representations shall be requested in advance of a regular meeting of the Board.
- e. The Board and Council shall receive monthly reports from the Coordinator, or designate, concerning the various projects in operation and those being considered.
- f. The Board shall advise Council on the formulation of plans and priorities regarding Family and Community Support Services Programs, based on current assessments of community needs, with a view to the establishment of comprehensive services.
- g. The Board shall advise Council on the establishment of new programs, public or private, designed to prevent the emergence of social problems or provide support to the family and community.
- h. The Board shall review and consider Family and Community Support Services projects and funding applications received through the office of the Coordinator, or designate, and shall recommend that Council approval, deferment or reject such projects.

- i. The Board shall make recommendations to Council as to programs, facilities, or other matters that should be considered in the Family and Community Support Services budget.
- j. The Board shall promote cooperation with and encouragement of all organizations – public, private, civic, social and religious within the Town that are involved in any family and community support services.

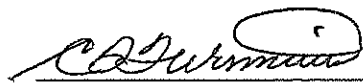
6. Limitations and Power:

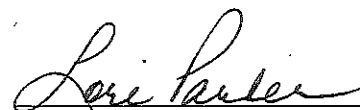
- a. The Board shall not pledge credit of the Town in connection with any matters whatsoever, nor shall the Board have any power to authorize any expenditures to be charged against the Town.
- b. For administrative and coordination purposes, the Coordinator shall report to the Town CAO.

PART IV: ENACTMENT

This By-law rescinds By-law No.659 and shall come into force and effect on the final date of passing thereof.

Read a first, second and by unanimous consent of all councilors present, a third and final reading and finally passed this 23rd day of October, 2017.


Chris Turnmire
MAYOR


Lori Parker
CAO