

TOWN OF VULCAN
PROVINCE OF ALBERTA

BYLAW NO. 1332-05

FAMILY AND COMMUNITY SUPPORT SERVICES

A BYLAW OF THE TOWN OF VULCAN, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FAMILY AND COMMUNITY SUPPORT SERVICES

WHEREAS, the Council of the Town of Vulcan wishes to rescind Bylaw No. 1130 "FAMILY AND COMMUNITY SERVICES" and adopt a new Bylaw of a similar effect;

WHEREAS, the Council of the Town of Vulcan has determined it is in the best interests of the Town to pass a Bylaw to that effect;

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

1 Title

This Bylaw may be cited as the "Family and Community Support Services Bylaw"

2 Definitions

In this Bylaw, unless the context otherwise requires:

1. **Town** means the Town of Vulcan and its Council
2. **Board** means the Management Board of Directors of the FCSS
3. **Member(s)** means the person(s) appointed as Director(s) of the Board
4. **F.C.S.S** means Vulcan and Region Family and Community Support Services
5. **Majority** means half plus one of the members of the Board having the right of vote present at a meeting

3 Purpose

By the present Bylaw, a committee named "VULCAN AND REGION FAMILY AND COMMUNITY SUPPORT SERVICES" is created;

4 Regional Agreement

Any Municipality in the Vulcan Region can be part of an agreement to receive Family and Community Support Services under the authority of the Town of Vulcan;

5 Regulations

The regulations governing the Committee Board are listed in appendix "A", which is an integral part of this Bylaw;

6 Board

The Board shall consist of nine (9) members as follows:

- 6.1 One (1) member appointed by the Council of each of the Municipality parties to an agreement.
- 6.2 The remainders are one member at large each appointed by professionals, groups, separate organizations or persons.
- 6.3 The *VULCAN AND REGION FAMILY AND COMMUNITY SUPPORT SERVICE* Board recommend the appointments of the members at large and the Town of Vulcan shall authorize the appointments.
- 6.4 A member may resign by sending written notice to the FCSS Director or Board Chairperson. The date the resignation is received shall be the effective date of resignation.
- 6.5 If any member of the Board dies, resigns or ceases to be a member during the term of appointment, the vacancy shall be filled as soon as possible thereafter, and such appointment shall be effective only during the remaining term of the member vacating.

7 Term of Office

The terms of office of the members shall be:

- 7.1 Members appointed by the Municipal Councils shall serve a term determined by each Municipal Council:
- 7.2 The remainder of Members at Large shall serve for a maximum of three consecutive three year terms unless the appointment is changed or rescinded by respective groups, organizations or persons. The terms can be extended by the Town on the recommendation of the Board. The Board shall have the right to dismiss any member with due cause.

8 Officers

- 8.1 The Board shall elect a Chairperson, Vice-Chairperson or other officers, as the Board may see necessary, from its membership every year, at their annual organizational meeting;
- 8.2 The Treasurer shall be the FCSS Director, who shall have no vote on the Board;
- 8.3 The Board may engage the services of a paid Director and such other paid, full time or part time employees, as it deems necessary. The Director and staff shall be responsible to the FCSS Board. The FCSS Board is responsible to Town Council. Submission to Town Council must be forwarded through the Municipal Manager. Clarity on the specific responsibilities of the Director shall be outlined under policy guidelines as adopted by the Board.

9 Budget

The FCSS annual budget will be submitted to the Town of Vulcan, once approved by the Board.

10 Minutes

A minute book shall be kept and minutes of regular and special meetings of the Board shall be recorded therein. The Board of Director's minutes shall be forwarded to the Town. An annual report, plus audited financial statement of the previous year's activities, shall be prepared and submitted to the Town. The Auditor for FCSS shall be appointed each year by the Board before April 1st of each year.

11 Funding

11.1 The Town shall provide support each year to FCSS as established by the funding agreement Bylaw No. 1056 as it may be amended from time to time or by another bylaw on the same matter.

11.2 The Board shall have the authority to approve expenditures for payment for all goods and services rendered through the FCSS and incurred according to approved budget. Cheques in payment of expenditures shall be draw from the appropriate bank account of the FCSS and signing authority shall be vested with the Chairperson or the Vice-Chairperson of the Board and the Director.

11.3 Neither the FCSS nor any member of the Board shall have the authority to pledge the credit of the Town.

12 Regulations

The Board shall be governed by the following regulations:

12.1 Only those Board members in attendance at a meeting of the Board may vote on any matter then before the Board.

12.2 One half of the Board membership, two of which are Municipal representatives, shall constitute the quorum of the Board.

12.3 The decision of the majority of the members present at a meeting duly convened shall be the decision of the whole Board.

12.4 The Chairperson shall vote on every question and, in case of a tie, the motion shall be defeated.

12.5 A member of the Board shall be disqualified from holding office if the member is:

12.5.1 Hired in a permanent capacity for the FCSS;

12.5.2 Absent from three (3) consecutives meeting of the Board, unless such absence is authorized by resolution of the Board.

12.6 The Board shall hold no less than eight (8) regular monthly meetings each year, at such times and places as is deemed necessary by the Board and it may hold special meetings at the call of the Chairperson or any four (4) members of the Board upon 24 hours notice.

12.7 The Board shall have the power to make such rules and regulations as may be necessary from time to time, to be written into a Policy Manual, providing such rules and regulations are not inconsistent with the powers herein conferred.

12.8 The FCSS Board may appoint subcommittees to deal with any special phase of a matter coming within the scope and jurisdiction of the Board.

13 Role and Responsibilities

The FCSS is established to assist the Town of Vulcan to pursue and implement FCSS programs within the Vulcan Region. The Board will monitor and assess the progress of the programs and address the overall social needs of the community.

14 Rescinded Bylaws

The present Bylaw shall rescind all other bylaws on the same matter, namely Bylaw No. 1130, named "FAMILY AND COMMUNITY SUPPORT SERVICES"

15 Coming into force

The present Bylaw shall come into force and have full effect on date and time of its third and last reading.


READ a first time this 22nd day of August, 2005

READ a second time this 22nd day of August, 2005

READ a third time this 22nd day of August, 2005



David Mitchell, Mayor



Alcide Cloutier, CAO

REGULATIONS
Vulcan Family and Community Support Services

THE BOARD MEMBER'S ROLE

The Board of eleven (11) shall be a recommending body to the Town Council to help ensure that the community's desires are being addressed, and to keep the program in tune with the needs and wants and to assess the validity of any project submitted, recommend its funding or non-funding to Council, and through Director, monitor and assess the progress of any given project and assess and address the overall social needs of the community.

THE CHAIRPERSON'S ROLE

The Chairperson of Vulcan F.C.S.S. Board shall act as liaison and ensure at all times the democratic process is maintained.

THE DIRECTOR'S ROLE

The Director shall be an employee of the Board, and shall serve as the Board's Administrative counsel advisor and support staff. The Director shall attend all Board meetings, and maintain accurate accounting records for the Board.

DEFINITION OF THE ADMINISTRATIVE PROCESS IN RELATION TO THE BOARD AND COUNCIL

Unless otherwise ruled by the Board, the procedure for the approval or rejection of any community project shall be as follows:

1. a proposed project shall be presented to the Board.
2. the Board shall assess, research and rule (by the democratic process) on the validity and the practicality of the project, and whether it is within the guidelines and terms of reference of Family and Community Support Services policy.
3. once the project has been identified as worthwhile and eligible, the results of the Board's decision will be passed to Council in the form of Board of Director's minutes.

PROCEDURES

1. The Board, should it deem desirable, may request a person or persons to attend its meeting in an advisory capacity, but such person or persons shall not be members of the Board and shall not have a vote thereon.
2. Only those members of the Board in attendance at a meeting of the Board may vote on any matter then before the Board.
3. One half of the Board membership, two of which are Municipal representatives constitute a quorum for the making of any decisions.
4. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the Whole Board.

5. The Chairperson shall vote on every question, and, in the event of a tie, the motion shall be defeated.
6. Motions put forth must be voted on by all members except motions in which a member has direct or indirect interests. A request to abstain from discussion and voting and the reason for same shall be recorded in the Minutes.
7. The Board shall hold no less than eight (8) regular meetings each year and it may hold special meetings at the call of the Chairperson, or any four (4) members upon notice.
8. The Board may adopt such rules or procedures as its members may agree upon.
9. Meetings of the Board shall be open to the Public, but all matters relating to discipline, personnel, conduct, management/employee relations shall be conducted in closed sessions.

POWERS AND DUTIES

1. The "Vulcan and Region Family and Community Support Services Board (FCSS)" is established to advise Council in pursuing and implementing Family and Community Support Services and programs within the Region.
2. The Board shall have the power to make rules, regulations and policy with regards to direct programming and facilities as it may deem necessary from time to time, provided such rules and regulations are not inconsistent with power herein conferred.
3. The Board may appoint sub-committees to deal with any special phase of the matters within the scope and jurisdiction of the Board as herein set forth.
4. The Board will act as coordinating body and cooperate with and encourage all organizations: public, private, civic, social or religious; supporting, promoting, or working for Family and Community Support Services.
5. The Board being cognizant of the total Family and Community Support Services Organization of the Town of Vulcan may hear and consider representations by any individual, organization or delegation of citizens with respect to Family and Community Support Services and act on such recommendations arising there from as the Board shall deem to be in the general interest of all citizens.
6. The Board shall periodically review existing Family and Community Support Services programs and form plans and priorities concerning Family and Community Support Services with a view to establishment of comprehensive programs to suit the assessed needs of the community.