

Town of Olds
Bylaw 2016-19

A BYLAW OF THE TOWN OF OLDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A FAMILY AND COMMUNITY SUPPORT SERVICES BOARD

UNDER AUTHORITY OF, and subject to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, AND UNDER AUTHORITY OF the *Family and Community Support Services Act*, The Town of Olds is authorized to provide for the establishment, administration and operation of a FCSS Program

AND WHEREAS the Town of Olds has entered into an agreement with the Minister of Human Services for the establishment of an FCSS Program

AND WHEREAS the Town of Olds desires to establish an Advisory Board to provide advice regarding municipal and community preventive programs and services

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

1. SHORT TITLE

This bylaw may be cited as the Town of Olds "Family and Community Support Services Advisory Board Bylaw."

2. DEFINITIONS

In this bylaw, the following terms (unless the context specifically requires otherwise) shall have the following meanings:

- 2.1. "Board" shall mean the Olds Family and Community Support Services Advisory Board.
- 2.2. "Board Member" shall mean a duly appointed member of the Olds Family and Community Support Services Advisory Board.
- 2.3. "Council" shall mean the Municipal Council of the Town of Olds.
- 2.4. "FCSS" shall mean Family and Community Support Services.
- 2.5. "Director" shall mean an employee of the Town charged with control over FCSS for the Town and such other duties as may be directed by Council or the Chief Administrative Officer, or (designate).
- 2.6. "Municipal Government Act" shall mean the Municipal Government Act, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time.
- 2.7. "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
- 2.8. "Preventive social programs/services" shall mean activities proactive in nature to promote and enhance well-being among individuals, families and communities intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.
- 2.9. "Town" shall mean the Municipal Corporation of the Town of Olds.

3. ADVISORY BOARD RESPONSIBILITIES

3.1. Purpose of the Board

- 3.1.1. The Board shall act in an advisory capacity to Council in relation to questions

affecting the development of the FCSS programs and services.

- 3.1.2. The Board shall seek out information from the citizens of the Olds and region community relating to community needs and their satisfaction with the range and quality of preventive social programs available in the community and assist in formulating responses from the FCSS program.
- 3.1.3. The Board may hear and consider representations by individuals, organizations or delegations of citizens with respect to the FCSS program of the Town.
- 3.1.4. The Board shall review FCSS program, service and project funding applications and recommend to Council funding allocations.
- 3.1.5. The Board shall encourage collaboration and innovation with organizations - public, private, civic, social and religious – within the community that are involved in preventive social services.

4. LIMITATIONS

- 4.1. The Board makes recommendations to Council through the Director.
- 4.2. The Director acts as staff liaison and support to the Board and reports directly to the Chief Administrative Officer.
- 4.3. The Board shall not pledge credit of The Town in conjunction with any matters whatsoever, nor shall the Board have any power to authorize any expenditure to be charged against The Town.

5. MEMBERSHIP

The Board shall consist of a maximum of seven (7) public members who shall be appointed by resolution of Council. The Board shall be comprised of:

- 5.1. One (1) member of Council appointed annually at the Organizational Meeting.
- 5.2. Five (5) to seven (7) members of the public at large selected to represent a broad cross section of the community.
- 5.3. Members appointed to the Board shall be residents of the Town of Olds. Consideration may be given to appointment of no more than two citizens residing in Mountain View County within the designated rural recreation district of Olds.
- 5.4. Members shall be appointed for a term of two years with an established rotation period determined at the time of the first appointment. Members will be eligible for reappointment for no more than two additional consecutive terms.
- 5.5. Notwithstanding 5.3 all members may remain in office until their respective successors are appointed.
- 5.6. In the event of a position vacancy prior to the completion of an appointed term, the replacement person shall hold office for the remainder of the term for that position. Completion of the unexpired term shall not be considered a full term appointment.
- 5.7. Employees of The Town are not eligible for appointment to the Board.
- 5.8. The Director or designate will serve as the administrative liaison to the Board and will assign recording secretary duties.

6. Proceedings

6.1. Attendance

- 6.1.1. 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 is authorized by resolution of the Board and entered in the official record of the meeting.
- 6.1.2. Subject to clause 6.1.1. any Board Member who is absent from three (3) consecutive meetings or more than 50% of the regular Board meetings which are held during the calendar year, shall forfeit their office and the vacancy



recruited for the remainder of the term the Board Member shall receive written notice from the Director or designate, advising of the forfeit of their office. The Board Member so forfeiting their office may be considered for reappointment.

- 6.1.3. Council may, request in writing resignation of any Board Member at any time prior to the expiration of the Member's term of office.
- 6.1.4. A Board Member may resign from the Board at any time upon sending a written notice to the Chairman of the Board advising of their resignation and effective date.

6.2. Procedures

- 6.2.1. The Board shall elect a chair and vice-chair at an annual organizational meeting to be held each November.
- 6.2.2. At least five (5) regular meetings of the Board shall be held annually, the time and place to be determined by the Board at its annual organizational meeting each November. Meeting dates may be changed by the Board from time to time to meet Board Member needs and other circumstances.
- 6.2.3. Special meetings may be called by the Chair, at the request of three (3) Board Members or at the request of the Director or designate on twenty-four (24) hours notice to all Board Members via EMAIL or telephone.
- 6.2.4. Minutes shall be kept for all regular and special meetings recorded by the recording secretary. Copies of all minutes shall be filed with the Town of Olds.
- 6.2.5. Quorum shall be three (3) Board Members.
- 6.2.6. The chair shall have a vote and in the case of a tie, the motion is defeated.
- 6.2.7. The Board may appoint sub-committees to address any of the matters coming within the scope and jurisdiction of the Board and may engage members of the community as long as there is at least one Board Member on the sub-committee.

6.3. Repeal

Bylaw 1269-83 repealed February 25, 2013.
Bylaw 2013-01 is hereby repealed.

Read for a first time this 22nd day of August 2016.

Read for a second time this 22nd day of August 2016.

Received Unanimous Consent for presentation of third reading this 22nd day of August 2016.

Read for a third and final time this 22nd day of August 2016.



Judy Dahl, Mayor



Norm McInnis, Chief Administrative Officer

Signed by the Chief Elected Officer and the Chief Administrative Officer this 22nd day of August 2016.