

**BYLAW 16-025
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE LAC LA BICHE COUNTY FAMILY AND COMMUNITY SUPPORT SERVICES BOARD.

WHEREAS Section 145 of the Municipal Government Act, (RSA 2000 cM-26) as amended, enables a Council to pass a bylaw to establish the functions of a Family and Community Support Services (FCSS) Board;

AND WHEREAS Section 2 of the Family and Community Support Services Act (RSA 2000 cF-3) as amended, states that a municipality may provide for the establishment, administration and operation of a family and community support services program within the municipality, and enter into agreements with other municipalities to provide for the establishment, administration and operation of joint family and community support services programs;

AND WHEREAS the Council for Lac La Biche County, in cooperation with the Province of Alberta, has authorized a Family and Community Support Services Program in the community; to develop community awareness and resources, to strengthen and preserve human initiative and to preclude individual or family breakdown, it is any activity of which all members of the community can avail themselves for the enrichment of their physical, mental and social well-being;

AND WHEREAS the Council deems it desirable in light of the program philosophy to establish a Family and Community Support Services Advisory Board and to define its duties, powers and responsibilities;

NOW THEREFORE under the authority and pursuant to the provisions of the above noted Acts and their regulations, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

NAME

1. This Bylaw shall be cited as the “Lac La Biche County Family and Community Support Services Board Bylaw”.

DEFINITIONS

2. In this Bylaw:
 - a) “Board” means the Lac La Biche County Family and Community Support Services Board as provided for in this Bylaw;
 - b) “Council” means the Mayor and Members of Council of Lac La Biche County;

- c) "Senior Manager" means the Senior Manager of Recreation and Community Enhancement of Lac La Biche County;
- d) "Member of Council" means an elected official of Lac La Biche County;
- e) "Municipal Government Act" means the Municipal Government Act, (RSA 2000 cM-26) as amended from time to time;
- f) "Family and Community Support Services Act" means the Family and Community Support Services Act (RSA 2000 cF-3) as amended from time to time;
- g) "Organizational Meeting of Council" means the annual organizational meeting of Council as set out in the Lac La Biche County Procedures and Committee of the Whole Council Bylaw;
- h) "Recording Secretary" means a person appointed to the position of recording secretary of the Board pursuant to this Bylaw;
- i) "Staff Advisor" means a person appointed to the position of staff advisor of the Board pursuant to this Bylaw; and
- j) "Vacancy" means the absence of a member from the Board, including absence due to death, retirement, or resignation and including an inability or refusal by a member to continue to fulfill his or her obligations as a member of the Board.

ESTABLISHMENT

- 3. A Board to be known as the Lac La Biche County Family and Community Support Services Board is hereby established.

MEMBERSHIP

- 4. The Board shall consist of 6 members appointed by resolution of Council as follows:
 - a) Two (2) Members of Council; and
 - b) Four (4) Members of the public-at-large.
- 5. Any vacancy may be filled by resolution of Council.
- 6. Council may remove a member from the Lac La Biche County Family and Community Services Support Board by resolution at any time.

TERM OF OFFICE

- 7. Subject to any exceptions as provided for in this Bylaw, the initial term of office for Board members shall be two (2) members for two (2) years, two (2) members for three (3) years, thereafter appointments shall be for (3) years.

8. The term of office for a Council Board Member shall commence on the date of the Organizational meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and shall expire on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
9. Where a Member of Council is appointed as a member of the Board, the appointment shall terminate upon the Member of Council ceasing to be a Member of Council.
10. A Board Member may be re-appointed by Council resolution to serve a further term. Board members may be appointed to not more than (2) consecutive terms of office, after which, one (1) year shall elapse prior to the re-appointment of the member to any additional terms of office.
11. All members shall remain in office until their respective successors have been appointed.
12. In the event of a vacancy, the person appointed to fill such vacancy shall hold office for the remainder of the term concerned.
13. If any member of the Board is absent from three (3) consecutive regular meetings of the Board during their term, Council, on recommendation from the Board, may declare a vacancy in respect of the office of such member. The board may, upon resolution, accept an extended absence from regular meetings of the Board.
14. Council may, with reason, request the resignation of any member of the Board at any time prior to the expiry date of the member's term of office and any member of the Board may resign there from at any time upon sending a written notice to the recording secretary to that effect.

CHAIRPERSON AND VICE-CHAIRPERSON

15. At the first meeting of the Board, and annually thereafter at a meeting of the Board, a chairperson and vice-chairperson of the Board shall be elected by a vote of a simple majority of those members of the Board present.
16. Member of Council appointed to the Board shall not be eligible for the position of chairperson or vice-chairperson.
17. A member may be re-elected to the position of chairperson or vice-chairperson.
18. The duties of the chairperson shall consist of:
 - a) presiding at the regular and special meetings of the Board;
 - b) direction and control of the operation of the Board;
 - c) direct consultation with the Staff Advisor;

- d) providing all information and material for inclusion in an agenda for all regular and special meetings of the Board to the recording secretary at least five (5) days prior to the meeting for which the agenda is prepared; and
 - e) acting as the spokesperson for the activities of the Board.
19. The duties of the vice-chairperson shall consist of:
- a) fulfilling the duties of the chairperson in his or her absence.
20. Where the chairperson and vice-chairperson are both absent from a meeting of the Board, one of the other members of the Board shall be elected, as the chairperson, by a simple majority of members present to preside over that meeting.

ROLE OF STAFF

21. The Chief Administrative Officer may appoint a Staff Advisor and/or Recording Secretary to the Board and may, where appropriate, attend meetings of the Board in a non-voting, ex-officio capacity.
22. The role of the Chief Administrative Officer and/or designate appointed hereunder would be that of an advisor to the Board in respect of those matters within jurisdiction of the Board.
23. The duties of the recording secretary shall consist of:
- a) attendance at all regular or special meetings of the Board;
 - b) attendance at all regular or special meetings of any sub-committees of the Board as required by the Board;
 - c) to record and distribute minutes of such meetings in accordance with the provisions of this Bylaw or as directed by the Board;
 - d) to prepare and provide an agenda to members of the Board at least two (2) clear working days prior to the meeting for which the agenda is prepared; and
 - e) to perform all other duties as may be assigned by the Board from time to time.

REMUNERATION AND EXPENSES

24. The remuneration, travelling and other expenses of the members of the Lac La Biche County Family and Community Support Services Board shall be established by Council from time to time.

MEETINGS

Regular and Special Meetings

25. The first meeting of the Board shall take place at a time to be designated by resolution of Council at time of Council organization.
26. A regular meeting of the Board shall generally be held at least once a month, the time and place of such meeting to be determined by the Board at its first meeting, but may be changed by the Board from time to time as the Board may deem advisable.
27. Special meetings may be called on twenty-four (24) hours notice by the chairperson or at the request of a simple majority of the members of the Board. The Board may by unanimous consent waive notice of a special meeting at any time if every member of the Board is present and has signed a waiver of notice of special meeting.

MINUTES

28. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with the office of the Chief Administrative Officer within 10 days of the meeting at which such minutes were recorded and circulated to all members prior to the next regular meeting.

REPORT

29. The chairperson shall prepare an annual report for Council on the activities of the Board, which must include an evaluation of each member desiring re-appointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience required by applicants for membership.

QUORUM

30. A quorum for regular and special meetings of the Board shall be at least one member of Council and two members of the Board.
31. 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.
32. Only those Board members present at a Board meeting shall vote on any matter before the Board, and in the event of a tie, the motion shall be lost.
33. Persons wishing to be heard by the Board shall, unless otherwise decided by the Board, give notice in writing within seventy-two (72) hours of the meeting of the Board at which that person wishes to be heard.
34. Where a person or representative of any group wishes to address the Board, the Board may, by a vote of a simple majority of members, allow a person or representative to address it.

RULES OF PROCEDURE

35. The Board may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Lac La Biche County Procedures and Committee of the Whole Council Bylaw, the Municipal Government Act, the Family and Community Support Services Act, and their respective regulations.

SUB-COMMITTEES

36. The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the Board. Upon the filing of a final report by a sub-committee on its activities, the sub-committee shall be dissolved.

POWERS OF THE BOARD

37. The Board shall act in an advisory capacity to Council in regards to all social services matters that impact the municipality. These matters include the following but are not limited to: policy and planning, program delivers, community prevention needs and emergency management measures which coincide with Council's vision and policy statements.
38. The Board has vested authority from Council to approve Family and Community Support Services grants and report to Council as determined by Council.

DUTIES OF THE BOARD

39. The Board shall promote and/or encourage citizens` awareness and participation in programming and prevention programs.
40. The Board shall act as liaison between Council and community groups within the mandate of the Board.
41. The Board shall recommend social policies as per the mandate of the Board.
42. The Board shall act as advisor to the Senior Manager of Recreation and Community Enhancement and or designate by assisting and providing direction on the following:
 - a) A continuing evaluation of all programs.
 - b) Formulating plans and priorities.
 - c) Preparing and amending budget of expenditures and revenues.
 - d) Research, design and development of new or ongoing programs.
 - e) Funding allocation review of all community projects/programs.

- f) Review of funding community organizations through the use of funding agreements and accountability submission.
43. The Board shall make complete annual reports to Council and other reports from time to time as requested.

REPEAL

44. Bylaw 08-070 is hereby repealed.

EFFECTIVE DATE

45. This Bylaw shall come into effect upon passing of the third reading.

MOTION BY COUNCILLOR OLSON THAT BYLAW 16-025 BE GIVEN FIRST READING THIS 11TH DAY OF OCTOBER, 2016.

“Original Signed _____
Mayor

“Original Signed _____
Chief Administrative Officer

MOTION BY COUNCILLOR PHILLIPS THAT BYLAW 16-025 BE GIVEN SECOND READING THIS 22ND DAY OF NOVEMBER, 2016.

MOTION BY COUNCILLOR AUSTIN THAT BYLAW 16-025 BE GIVEN THIRD AND FINAL READING THIS 22ND DAY OF NOVEMBER, 2016.

“Original Signed _____
Mayor

“Original Signed _____
Chief Administrative Officer