

Bylaw No. 1065-2020
FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD
BYLAW

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A BY-LAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, authorizes Council to establish and prescribe functions of committees and other bodies;

AND the *Family and Community Support Services Act* ("Act"), R.S.A. 2000, Chapter F-3 authorizes a municipality to provide for the establishment, administration and operation of a family and community support service program;

AND, pursuant to that Act, the City has entered into an agreement with the Province of Alberta for the establishment of a Family and Community Support Service program;

AND, the City is desirous of establishing a Board to provide advice regarding municipal social services programs;

NOW THEREFORE, Council 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 City;
Chairperson:	the Chairperson as elected in accordance with Section 4 of this Bylaw;
City:	the Municipal Corporation of the City of Leduc;
City Manager:	the Chief Administrative Officer of the City, as appointed pursuant to the <i>Municipal Government Act</i> , or delegate;
Council:	the Municipal Council of the City;
Vice-Chairperson	the Vice-Chairperson as elected in accordance with Section 4 of this Bylaw.

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PART III: APPLICATION

1. Purpose of the Board
 - a) The Board shall advise Council on a range of appropriate preventive social services and social issues impacting the City.
2. Membership
 - a) The Board shall consist of a minimum of five (5) to a maximum of seven (7) members who shall be appointed by resolution of Council. The Board shall be composed of:
 - i) one member from Council; and
 - ii) a minimum of four (4) to a maximum of six (6) members from the public at large.
 - b) An alternate member from Council may be appointed.
 - c) All persons appointed as members of the Board shall be residents of the City and shall remain members only during such time as they continue to be residents of the City.
 - d) No employee of the City shall be eligible for appointment to the Board.
 - e) The City Manager shall serve as the administrative liaison to the Board.
 - f) The City Manager may provide further administrative support to the Board as the Board may reasonably require.
3. Term of Office
 - a) The terms of office for all members shall be up to three (3) calendar years. Appointments shall be staggered so as to allow for some continuity of membership from year to year.
 - b) Notwithstanding section 3a, all members may remain in office until their respective successors are appointed.

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- c) Board members may apply for re-appointment to the Board at the conclusion of their term of office, unless prohibited by Bylaw or policy.
 - 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 eligible for re-appointment unless prohibited by Bylaw or policy. The member shall receive written notice from the City Manager advising of the forfeit of the member's 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 reasons, 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 City Manager advising of the resignation and effective date.
4. Proceedings
- a) The Board shall elect a Chairperson and Vice-Chairperson during the last scheduled meeting of the calendar year.

The Chairperson and Vice-Chairperson shall be any member of the Board, but shall not be an elected representative from Council.
 - b) At least six regular meetings of the Board shall be held annually. The time and place shall be determined by the Board at its first

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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 Chairperson 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 City Manager.
 - d) The minutes of all regular and special meetings shall be recorded and maintained by the City Manager.
 - e) A majority of the total members of the Board shall constitute a quorum.
 - f) The Chairperson shall have a vote on any question and in the event of a tie, the motion shall be lost.
 - g) The Board may appoint sub-committees to deal with any of the matters coming within the scope and jurisdiction of the Board.
 - h) All meetings of the Board shall be open to the public, unless the Board adopts a resolution to meet in a closed session. No formal business of the Board shall be conducted during a closed session, and no resolutions may be adopted in closed session other than a resolution to return to open session.
 - i) In all cases not provided for in this Bylaw, Board procedure shall be as required in the Council Procedures Bylaw 493-2001 and in all other cases, as Robert's Rules of Order may apply.
5. Responsibility 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 actively seek out information from the general population relating to the perceived community needs and satisfaction with the range and quality of social support services being offered in the City.
 - c) The Board shall hear, and consider, representations by an individual, organization, or delegation of citizens with respect to

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Family and Community Support Services Programs. Such representations shall be requested in advance of a regular meeting of the Board.

- d) The Board may receive reports from the City Manager concerning the various projects in operation and those being considered.
 - e) The Board shall advise Council on:
 - i) 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.
 - ii) the establishment of new programs, public or private, designed to prevent the emergence of social problems or provide support to the family and community.
 - f) The Board shall review and consider Family and Community Support Services projects and applications received through the office of the City Manager and shall recommend approval, deferment or rejection of such projects to Council.
 - g) 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.
 - h) The Board shall encourage and promote cooperation among all local organizations involved with the provision of family and community support services.
6. Limitations and Power
- a) The Board shall not pledge credit of the City in connection with any matters whatsoever, nor shall the Board have any power to authorize any expenditures to be charged against the City.

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PART IV: REPEAL

7. Bylaw No. 396-97 is hereby repealed.

READ A FIRST TIME IN COUNCIL THIS 11TH DAY OF JANUARY, 2021

READ A SECOND TIME IN COUNCIL THIS 11TH DAY OF JANUARY, 2021.

READ A THIRD TIME IN COUNCIL THIS 11TH DAY OF JANUARY, 2021.

“Original Signed”

MAYOR

“Original Signed”

CITY CLERK

January 11, 2021

Date Signed