

BYLAW NO. 09-17

LEDUC COUNTY

A BYLAW OF LEDUC COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE FAMILY AND COMMUNITY SUPPORT SERVICES (F.C.S.S.) ADVISORY COMMITTEE AND RESCIND BYLAW NO.15-11.

WHEREAS

Pursuant to Sections 145 and 146 of the Municipal Government Act, being Chapter M-26 Statutes of Alberta, 2000 and amendments thereto, the Council of Leduc County Council may pass a Bylaw for the establishment and functions of Council Committees;

the Council is desirous of amending the Terms of Reference for the Family and Community Support Services (F.C.S.S.) Committee and rescind Bylaw No. 15-11.

NOW THEREFORE

be it resolved that the Council of Leduc County, duly assembled, hereby enacts as follows:

1. The Committee

There is hereby established a Committee to be known as the Family and Community Support Services Advisory Committee.

2. Purpose and Responsibility

The Family and Community Support Services Advisory Committee is a Standing Committee of Council whose purpose is:

- 2.1 To oversee the development and operation of the program.
- 2.2 To act in an advisory capacity to County Council and to the F.C.S.S. Director.
- 2.3 To make recommendations to County Council regarding the direction of the program.
- 2.4 To ensure the F.C.S.S. Act and Regulations are adhered to.

3. Definitions

- 3.1 "F.C.S.S." means Family and Community Support Services;
- 3.2 "COMMITTEE" means Family and Community Support Services - Leduc County Advisory Committee;
- 3.3 "PROGRAM" means Family and Community Support Services Program;
- 3.4 "F.C.S.S. REGULATIONS" means Government of Alberta, Family and Community Support Services Act - Bill 7, Appendix, and Regulations;
- 3.5 "PARTICIPATING MUNICIPALITIES" means Calmar, Thorsby and Warburg;
- 3.6 "COUNTY" means Unit Authority - Leduc County Council;
- 3.7 "REPRESENTATIVE/MEMBER" means Advisory Committee member representing a participating municipality;
- 3.8 "PROJECTS" means All projects (direct and indirect) under the umbrella of F.C.S.S.;

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4. Membership

- 4.1 The Committee shall consist of eight members including:
 - a representative (1) of council from each participating municipality
 - County Council representatives (2)
 - members at large - County residents (2) with one representing rural east and the other representing rural west
- 4.2 The participating municipalities and County Council shall appoint an alternate representative of Council.
- 4.3 The appointed Committee members must have:
 - a vested interest and concern for social issues in his/her community, and
 - the ability to work with the Participating Municipality or the County
- 4.4 Persons employed in the administration of a Participating Municipality or the County are not eligible to serve as Committee representatives.
- 4.5 The rural representatives shall serve a two year term with the option for renewal up to two consecutive terms.
- 4.6 A chairperson and a vice chairperson shall be appointed from the membership of the committee at the first meeting of the calendar year.
- 4.7 Membership will terminate at the request of the Participating Municipality or the County. Resignations shall be made in writing to the Participating Municipality or the County with a copy to the Committee chairperson.

5. Absenteeism

Any member of the committee, who shall be absent for three (3) consecutive meetings of the Committee (unless such absence be caused by illness or authorized by the committee and entered into its minutes) shall be considered no longer interested in representing the municipality. A letter shall be sent to the Participating Municipality or the County with a copy to the member requesting the municipality to review the commitment of the appointed representative.

6. Meetings

- 6.1 Meetings of the committee shall be held monthly (except July and December).
- 6.2 Special meetings shall be called when deemed necessary by the Chair or at least three (3) members of the committee.
- 6.3 The date of three (3) days shall be given.

7. Voting Procedures

- 7.1 All members of the committee and their alternates shall be granted voting privileges.
A motion shall be considered carried when approved by a majority of the voting members. In the case of a tie vote, the motion shall be considered defeated.

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7.2 In the situation where a committee member and an alternate attend a meeting, the committee member only shall be granted voting privileges.

7.3 Every member is required to vote with the exception being a declared conflict of interest.

8. Quorum

A quorum constitutes the majority of the voting members of the committee. When a quorum is not achieved, an ad-hoc meeting may be accepted.

9. Powers and Duties

9.1 To act in an advisory capacity to the Director in the following areas:

- assessment of community needs
- financial matters, budget preparation and monitoring
- administration, project(s) issues and/or concerns
- municipality issues/concerns regarding the administration, projects of F.C.S.S.;

9.2 Makes recommendations to County on:

- annual F.C.S.S. budget
- issues/concerns regarding financial matters which pertain to monitoring of the F.C.S.S. budget;

9.3 Annually reviews and approves external funding requests and recommends approved projects for inclusion in the F.C.S.S. budget;

9.4 Establish policy and procedures for provision of external funding;

9.5 Appoint when deemed necessary, sub-committees to research, and/or review any special phase or matter pertaining to F.C.S.S. Sub-committees shall refer all recommendations to the Committee for decision;

9.6 Annually reviews and evaluates Leduc County projects in conjunction with the F.C.S.S. budget;

9.7 Monitors F.C.S.S. budget and project activities to ensure they adhere to the conditions of the F.C.S.S. Regulations and of the Municipalities;

9.8 Maintain contact with the Participating Municipal Councils and County Council regarding the activities, direction and operation of the Advisory Committee and the projects funded by F.C.S.S.;

9.9 Provides support to the staff of F.C.S.S. - Administration, Leduc County Projects and other Projects as deemed necessary; and

9.10 Promote awareness of the philosophy and mandate of F.C.S.S.

10. Administration Support

Clerical and minute taking assistance will be provided by the Administrative Assistant to the Family and Community Support Services Department.

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11. Limitations of Powers

11.1 Neither the committee, nor any of its members, shall have the power to pledge the credit of the County in any manner whatsoever; neither shall the committee, or its members, have power to authorize any expenditure to be charged against the County; and

11.2 All budgeted purchases and expenditures shall be sanctioned by the Director on the approved Leduc County requisition form.

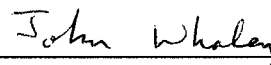
12. Bylaw No. 15-11- is hereby rescinded.

DONE AND PASSED in open Council assembled at Nisku, in the Province of Alberta, this 9th day of May, A.D. 2017.

Read a first time this 9th day of May, A.D. 2017.

Read a second time this 9th day of May, A.D. 2017.

Read a third time with the unanimous consent of the Council Members present and finally passed this 9th day of May, A.D. 2017.



MAYOR



COUNTY MANAGER