

**BYLAW 1963-20
OF THE
CITY OF WETASKIWIN
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE CITY OF WETASKIWIN IN THE PROVINCE OF ALBERTA TO
ESTABLISH A GOVERNING BOARD FOR THE WETASKIWIN FAMILY AND
COMMUNITY SUPPORT SERVICES**

WHEREAS the City of Wetaskiwin is authorized, under the *Family and Community Support Services Act* and the *Municipal Government Act* to provide for the establishment, administration and operation of a Family and Community Support Services (FCSS) program; and

WHEREAS the City of Wetaskiwin has entered into an agreement with the Alberta Ministry of Community and Social Services for the establishment of an FCSS program; and

WHEREAS the City of Wetaskiwin desires to establish a governing board to provide oversight regarding municipal and community preventative programs and services;

NOW THEREFORE, the Council of the City of Wetaskiwin, duly assembled, enacts as follows:

1. This Bylaw may be cited as the “FCSS Governing Board Bylaw”.

2. **Definitions:**

In this Bylaw, the following terms shall have the following meanings:

- 2.1 “**Board**” shall mean the FCSS Governing Board of the City of Wetaskiwin.
- 2.2 “**Board Member**” shall mean a duly appointed member of the FCSS Governing Board of the City of Wetaskiwin.
- 2.3 “**City**” means the City of Wetaskiwin, a municipal corporation.
- 2.4 “**Council**” shall mean the Council of the City of Wetaskiwin.
- 2.5 “**FCSS**” shall mean the Family and Community Support Services.
- 2.6 “**FCSS Manager**” shall mean the employee of the FCSS Governing Board charged with the responsibility to implement the FCSS program on behalf of the City of Wetaskiwin.

2.7 **“Preventive Social Programs and Services”** shall mean activities, programs and services that are proactive in nature and promote and enhance the well-being of individuals, families and communities, and are 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, if and when they arise.

3. **Creation of the Board**

3.1 The FCSS Governing Board is hereby established.

3.2 The Board shall consist of five (5) Board Members, of which no more than one (1) may be a member of City Council.

3.3 The City of Wetaskiwin FCSS Governing Board will recommend the appointments of members-at-large and the Council of the City of Wetaskiwin shall authorize their on Council appointment.

3.4 In appointing members to serve on the Board, the FCSS Governing Board will specify that the term of appointment for each appointed Board Member will be two years. The Board may choose to stagger the terms of appointment to allow for new membership opportunities on a continuous basis.

3.5 Council for The City of Wetaskiwin may appoint their own member of council to the board without FCSS Governing Board Approval. This appointment shall last a minimum one-year term, with eligibility for a two-year appointment based on council discretion.

3.6 In order to be eligible to serve on the Board, a person must be at least 18 years of age, be a resident of the City of Wetaskiwin, and submit an application to serve on the Board, in the manner prescribed by the FCSS Governing Board. If at any time a Board Member ceases to be a resident of the City of Wetaskiwin, their appointment to the Board shall terminate immediately.

3.7 The Board will establish The City of Wetaskiwin FCSS Policy and Procedure guide, and in default of this guide follow the guidelines set forth by the City.

4. **Board Mandate and Limitations of Authority**

4.1 The Board shall be governing in nature and shall provide advice and guidance to the FCSS Manager regarding the development of FCSS programs and services.

- 4.2 The Board shall elect a Chairperson, Vice-Chairperson, and Secretary as officers of the Board and appoint two members at large to comprise the five member board.
- 4.3 The City of Wetaskiwin will maintain the accounts payable and receivable for the Board.
- 4.4 The Board will engage the services of a paid Manager and such other paid full-time or part-time employees as it deems necessary. The Manager is responsible to the Board, and all other staff shall be responsible to the Manager. The Board is responsible to provide reports to City Council. The City of Wetaskiwin will administer for employee benefits such as LAPP, medical/dental coverage, vacation and sick banks, and other standard benefits to all full-time FCSS staff.
- 4.5 Board Members shall bring forward input and feedback from the community regarding current and potential FCSS programs and services.
- 4.6 The Board will hear and consider presentations from other groups and individuals that advance the purpose and the mandate of FCSS.
- 4.7 The Board shall encourage collaboration and innovation with other organizations within the community, or serving the community, that share a common mission or principles of FCSS.
- 4.8 Board Members will review funding applications and, in consultation with the FCSS Manager, award funding allocations.
- 4.9 Through its FCSS Manager, FCSS has the authority to authorize FCSS expenditures up to \$5,000 without additional approval from the Board. Expenditures over \$5,000 must be pre-approved by the Board and must meet Provincial Tendering and Purchasing guidelines. This condition may be waived under a State of Local Emergency or other community or public health crisis.

5. **Board Meetings and Procedures**

- 5.1 The Board will meet regularly to discuss and provide recommendations on FCSS-related matters.
- 5.2 The frequency of Board meetings will be established by the Board.
- 5.3 The Board may establish its own meeting procedures and may consider the meeting procedures of City Council in doing so.

- 5.4 Meetings will be led by a Chairperson, being a Board Member selected from among the Board by a simple majority.
- 5.5 The Board may only change the appointment of the Chairperson if
 - I. The Chairperson requests to step down.
 - II. The Chairperson moves out of the designated area of representation.
 - III. The Chairperson has been in direct violation of policy or procedure as set forth in the City of Wetaskiwin FCSS Policy and Procedure Manual.
 - IV. The Chairperson represents a conflict of interest between FCSS business and the community

Any change in appointment inside the appointed term shall be done with written notification to the Chair and Vice Chairpersons and a vote of the board. This matter shall then be presented to City Council for approval.

- 5.6 For purposes of holding a meeting, a quorum shall be three (3) members.
- 5.7 All Board Members, including the Chairperson, are voting members of the Board. Only Board Members may vote on a matter at a Board meeting.

6. Coming into Force

- 6.1 This Bylaw shall come into full force and effect upon final passing and signing.

READ a first time this 11 day of May, 2020.

READ a second time this 11 day of May, 2020.

READ a third time this 11 day of May, 2020.

ORIGINAL SIGNED

TYLER GANDAM, MAYOR

ORIGINAL SIGNED

SUE HOWARD, CITY MANAGER