



~~ROCKY VIEW COUNTY~~



ROCKY VIEW COUNTY

# **BYLAW C-~~7387-2014~~8436-2023**

## **OFFICE CONSOLIDATION**

A bylaw of Rocky View County, in the Province of Alberta to establish a Family and Community Support Services Board.

WHEREAS section 145 of the *Municipal Government Act* enables Council to pass a bylaw to establish a committee, its functions, and the procedures to be followed by it;

AND WHEREAS section 2(a) of the *Family and Community Support Services Act* provides that a municipality may provide for the establishment, administration, and operation of a family and community support services program within the municipality;

AND WHEREAS the County has entered into an agreement under section 3 of the *Family and Community Support Services Act*;

AND WHEREAS the County desires to establish a governing board to provide oversight regarding municipal and community preventative programs and services;

NOW THEREFORE the Council of Rocky View County enacts as follows:

### **PART 1 – Title**

1. This bylaw ~~shall~~may be ~~known~~cited as the “*Family and Community Support Services Board Bylaw* or *FCSS Board Bylaw*”.

### **Definitions**

2. Words in this bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule ‘A’ of this bylaw.

### **Establishment of ~~the Family and Community Support Services Board Bylaw~~“Board”**

### **PART 2 – DEFINITIONS**

1. ~~“Board”~~ “**Board**” means the Rocky View Family and Community Support Services Board (FCSS Board).

2. ~~“Council”~~ “**Council**” shall mean the Council of Rocky View County, consisting of nine (9) members including the Reeve, each of whom except the Reeve has the title “Councillor”

3. ~~“Administration”~~ “**Administration**” means the general operations of the Municipality, including all personnel, financial and other related resources, as permitted by the *Municipal Government Act* and any successor legislation.



4. ~~"Municipality"~~ shall mean the ~~Municipal Corporation of Rocky View County~~

### ~~PART 3 – ESTABLISHMENT OF BOARD~~

~~43~~ ~~Rocky View Family and Community Support Services Board (FCSS Board)~~ The Board is hereby established as follows:

- (1) The ~~Municipality's~~ County's general municipal tax revenues and the ~~Province's~~ FCSS grant provided by the Province of Alberta will serve as sources for funding the operations and expenditures of the ~~FCSS~~ Board.
- (2) The ~~Municipality shall be~~ County is the signing authority with respect to the financial management of the ~~FCSS~~ Board.

### ~~PART 4 – Purpose of the Board~~

~~24~~ To advise Council on policies concerning human services in the ~~community~~ County.

~~35~~ To be concerned with the quality of community social services ~~for all age groups and segments within its boundaries of County residents~~.

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~~46~~ Determine FCSS policies and procedures, within the framework of the ~~FCSS Act and Regulations~~ Family and Community Support Services Act and Family and Support Services Regulation.

~~57~~ Direct the activities of the County FCSS program.

### ~~PART 5 – TERMS OF OFFICE~~

#### ~~That membership will be~~ Appointment of Members

~~68~~ Members are appointed by resolution of ~~the Council of the Municipal District of Rocky View No. 44 on the following basis.~~

~~9~~ The Board consists of ~~seven (7) members of which two (2) are Councillors and five (5) are members at large. and two Councillors.~~

~~10~~ Members at large, who are residents of the Municipality, shall be are appointed by ~~Council~~ for a three year term ~~of office at its Organizational Meeting. Two and~~ Councillors shall be are appointed by ~~Council~~ for a two year term.

~~11~~ Members are appointed at Council's organizational meeting. Council may make appointments outside of the organizational meeting as deemed necessary.

~~(1)~~ Council will appoint a member to fill a vacant position within 90 days of a member resigning their position.

~~712~~ The Board's Chair must be a Councillor and is appointed for a two year term by Council at its organizational meeting.<sup>4</sup>

~~13~~ Any regular member of the FCSS The Board's Vice-Chair may be a Councillor or a member at large and is appointed for a two year term by the Board at its first meeting after Council's organizational meeting.

~~14~~ Council may request the resignation of any member at any time for any reason and any member may resign at any time by sending a written notice to the Chair of the Board who is.

~~15~~ All appointments are effective as of the date of the Council resolution, unless otherwise specified.

~~16~~ A person ceases to be a member of the Board when they:

~~(1)~~ are absent from three consecutive Board meetings, unless ~~such~~ the absence ~~be~~ caused by is due to illness, or ~~he/she be~~ authorized by resolution of the FCSS Board entered upon its minutes, shall forfeit his or her office, and another regular member shall be named by

<sup>4</sup> ~~Bylaw C-8199-2021~~

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the ~~FCSS Board for the remainder of his or her term of office.~~Board through resolution;

5. ~~Council may request the resignation of any members of the FCSS Board at any time prior to the expiry date of the member's term of office and any member of the Board may resign therefrom at any time upon sending a written notice to the Secretary of the Board.~~
6. ~~All appointments shall become effective as of the date of the Council resolution, unless otherwise specified.~~
7. ~~In October each year at its Organizational Meeting, Council shall appoint members to fill vacant positions. Council shall appoint a member to fill a vacant position within 30 days of any member resigning their position.~~
8. ~~A person ceases~~cease to be a ~~member of the Board when he or she:~~
- a. ~~misses three consecutive regular meetings of the Board, unless the absence is caused through illness or is authorized by resolution of the Board;~~
  - (2) ~~ceases to be a~~County resident ~~of the M.D. of Rocky View;~~
  - (3) ~~is~~are hired in any capacity ~~with~~by the ~~M.D. of Rocky View; and~~County; or
  - (4) submits a written notice of resignation to the ~~Municipality~~Chair of the Board.
- §17 ~~The Board may appoint committees of its members and/or citizens at large members of the public to study various issues and to make recommendations back to the Board.~~

## PART 6 – CONDUCT OF MEETINGS

9. ~~A Chair must be a Councillor and will be appointed by Council at the annual Organizational Meeting for a two year term, and the Vice-Chair may be a Councillor or member at large and will be appointed for a two year term by the FCSS Board at its first meeting after the annual Organizational Meeting.<sup>2</sup>~~

Regular meetings of the Board shall be \_\_\_\_\_

<sup>2</sup>~~Bylaw C-8199-2021~~



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### Conduct of Meetings

918 ~~Board meetings are~~ held at a place and time determined by the Chair, in consultation with the Board.

~~10. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein. Copies of the Minutes shall be filed with the Secretary of the Municipality.~~

~~11. The Chair shall vote on any question and in the event of a tie vote, the motion shall be deemed lost.<sup>3</sup>~~

~~12. Special meetings of the Board may be called by the Chair.<sup>4</sup>~~

4019 A majority of the Board's members ~~of the Board shall constitute~~ constitutes quorum.

4420 Each member present at a Board meeting ~~of the Board shall~~ must vote ~~when the vote is taken~~ unless prohibited from so doing by reason of a pecuniary interest or conflict of interest, in which case the member ~~shall be excused from~~ must leave the meeting room while discussion of athe matter occurs and while the related vote is taken.

## ~~PART 7 – POWERS AND DUTIES OF THE BOARD~~

### ~~The FCSS Board shall have the power to~~ Responsibilities

4221 ~~The Board may~~ make rules and regulations and ~~to form~~ policies as it ~~may deem~~ deems necessary ~~from time to time, provide such, provided~~ rules, regulations, and policies are consistent with the powers ~~herein conferred. Copies and amendments of such rules, regulation and policies shall be filed with the Secretary of the Municipality.~~ delegated to the Board in this bylaw.

~~13. The Board shall be concerned with:~~

22 The Board's core focus areas are:

- (1) identifying local needs;
- (2) deciding what programs and activities will take place or be funded;
- (3) developing, evaluating, maintaining or cancelling programs; and
- (4) providing public relations for FCSS.

<sup>3</sup> ~~Bylaw C-8199-2021~~

<sup>4</sup> ~~Bylaw C-8199-2021~~



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23 ~~To~~ The Board's responsibilities are to:

- ~~(5)~~(1) Recommend policy to Council for consideration;
- ~~(6)~~(2) ~~To provide co-operation and joint planning~~ Collaborate with related community groups and agencies;
- ~~(7)~~(3) ~~To~~ Encourage community groups and interested ~~citizens~~ members of the public to make representations to the Board in the development and review of the Board's policy recommendations to Council;
- ~~(8)~~(4) ~~To~~ Develop and recommend standards concerning community social services programming;
- ~~(9)~~(5) ~~To encourage citizen~~ Encourage public participation in program development;
- ~~(10)~~(6) ~~To~~ Review and approve FCSS grants for Community Services programming within the overall FCSS budget as approved by Council.;
- ~~(11)~~(7) ~~To work to establish a liaison~~ Liaise with similar groups in order to co-ordinate Community Services programs of a common purpose and;
- ~~(12)~~(8) ~~In the fall of each year to~~ Recommend to Council in fall of each year an operating and capital budget for Community Services programs for the following year.

## ~~PART 8 – GENERAL REQUIREMENTS OF THE BOARD~~

- ~~13~~24 The Board ~~shall present annually a~~ presents an annual report to Council or Committee, written by the Coordinator, outlining the activities of the Board for the past year.
- ~~14.~~ The Board shall annually present a budget of revenues and expenditures for the following year for all matters over which, under the terms of the Bylaw, the FCSS Board has jurisdiction.
- ~~15.~~ The FCSS Board shall forward annual reports, and other reports from time to time as required, to the Municipality.
- ~~16.~~ Neither the FCSS Board, nor any member thereof shall have the power to pledge the credit of the Municipality in connection with any matter whatsoever, nor shall the said FCSS Board or any member thereof have any power to authorize any expenditure to be charged against the Municipality.
- ~~25~~ The Reeve Board Members must adhere to the County's Board and Committee Code of Conduct Bylaw.
- ~~17.~~ Family and/or Deputy Reeve and the Municipal Secretary are and are deemed to be authorized to enter into and execute any agreements in order to complete the provision and requirements of the Bylaw.



## ~~PART 9 – FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR~~

### ~~A Family & Community Support Services Coordinator shall be~~

~~4426~~ 4426 A Family and Community Support Services Coordinator is hired by Administration ~~in consultation with the FCSS Board.~~

## ~~PART 10 – DUTIES OF THE FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR~~

~~4527~~ 4527 The Coordinator ~~shall be hired~~ is responsible for carrying out the purpose of fulfilling the wishes of the Board ~~Board's direction~~ with respect to its programs. ~~S/he shall be responsible to complete all instructions by the Board, to carry on and carrying out~~ the day to day administrative duties of the Board ~~and to be a consultant to the Board and to the program or programs.~~

28 The Coordinator ~~shall will:~~

- (1) work with the Board in reviewing community needs, ~~problems, aspirations~~ challenges, and resources.;
- (2) ~~The Coordinator shall~~ work with the Board in reviewing applications and recommending approval, deferment, rejection, or planning alternatives.;
- (3) ~~The Coordinator will~~ attend all Board meetings and ~~record~~ ensure minutes ~~thereof are recorded;~~
- (4) ~~The Coordinator will~~ assume responsibility for liaison, cooperation, and coordination of ~~activates~~ activities with related social service fields and other ~~Family and Community Support Services~~ FCSS programs.;
- (5) ~~The Coordinator shall be involved in continuing evaluation of all~~ continuously evaluate approved projects.;
- (6) ~~The Coordinator shall be responsible for submitting~~ submit the appropriate documents to the provincial department as required under the *Family and Community Support Services Act* and *Family and Support Services Regulation*.; and
- (7) ~~The Coordinator shall~~ present to the Board annually a report outlining the activities of the Coordinator for the past year.

## ~~PART 11 – TRANSITIONAL~~

~~1. Bylaw C-6543-2007 is hereby repealed.~~



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Repeal and Effective Date

(1) Bylaw C-7387-2014 is repealed upon this bylaw passing and coming into full force and effect.

~~(1)~~(2) Bylaw C-8436-2023 is passed and comes into full force and effect when it receives third reading, and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per in accordance with the *Municipal Government Act*.





Division: All  
File: 1006-300

~~READ A FIRST TIME IN COUNCIL this 24<sup>th</sup> day of June, 2014~~

~~READ A SECOND TIME IN COUNCIL this 24<sup>th</sup> day of June, 2014~~

~~UNANIMOUS PERMISSION FOR THIRD READING 24<sup>th</sup> day of June, 2014~~

~~READ A THIRD TIME IN COUNCIL this 24<sup>th</sup> day of June, 2014~~

~~\_\_\_\_\_  
"Margaret Bahcheli"~~

~~\_\_\_\_\_  
Reeve~~

~~\_\_\_\_\_  
"Nona Housenga"~~

~~\_\_\_\_\_  
Chief Administrative Officer or Designate~~

~~\_\_\_\_\_  
June 24, 2014~~

~~Date Bylaw Signed~~

~~READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023~~

~~READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023~~

~~UNANIMOUS PERMISSION FOR THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_, 2023~~

~~READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023~~

~~\_\_\_\_\_  
Reeve~~

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\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date Bylaw Signed

\_\_\_\_\_



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Schedule 'A' – Definitions

- (1) “Administration” means means the operations and staff of Rocky View County under the direction of the Chief Administrative Officer;
- (2) “Board” means the Rocky View County Family and Community Support Services Board;
- (3) “Board and Committee Code of Conduct Bylaw” means Rocky View County Board and Committee Code of Conduct Bylaw C-7855-2018, as amended or replaced from time to time.
- (4) “Council” means the duly elected Council of Rocky View County;
- (5) “Councillor” means a duly elected member of Council;
- (6) “County” means Rocky View County;
- (7) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County pursuant to the Municipal Government Act or their authorized designate;
- (8) “Family and Community Support Services Act” means the Family and Community Support Services Act, RSA 2000, c F-3, as amended or replaced from time to time;
- (9) “Family and Community Support Services Regulation” means the Family and Community Support Services Regulation, Alta Reg 218/1994.
- (10) “FCSS” means Family and Community Support Services;
- (11) “Member” means a member appointed to the Board;
- (12) “Member at large” means a person appointed to the Board who is a member of the public and not a Councillor;
- (13) “Municipal Government Act” means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time;
- (14) “Organizational meeting” means the organizational meeting as defined and outlined in the Municipal Government Act.
- (15) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.