



## **TOWN OF EDSON BYLAW NO. 2285**

A Bylaw of the Town of Edson in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, to allow for the establishment of a Family and Community Support Services Advisory Board.

**WHEREAS** the *Municipal Government Act*, RSA 2000, Chapter M-26 authorizes Council to establish and prescribe functions of committees and other bodies;

**AND** the *Family and Community Support Services Act* ("Act"), RSA 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 Town has entered into an agreement with the Province of Alberta for the establishment of a Family and Community Support Service program;

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

**NOW THEREFORE** the Council of the Town of Edson, in the Province of Alberta, enacts as follows:

### **1. TITLE**

1.1 This Bylaw may be cited as the "Family and Community Support Services Advisory Board Bylaw".

### **2. DEFINITIONS**

2.1 In this Bylaw:

- a. "Board" means the Family and Community Support Services Advisory Board of the Town;
- b. "Chairperson" means the Chairperson as elected in accordance with section 8.1 of this Bylaw;
- c. "Town" means the Municipal Corporation of the Town of Edson, or the geographic area over which its municipal jurisdiction applies, as the context requires;
- d. "CAO" means the Chief Administrative Officer of the Town or their designate;
- e. "Council" means the Municipal Council of the Town;
- f. "Senior Manager, Community Services" means the Senior Manager, Community Services for the Town of Edson, or their designate. If the position of Senior Manager, Community Services is renamed or restructured, then it shall be understood as a reference to the position as renamed or restructured.
- g. "Vice-Chairperson" means the Vice-Chairperson as elected in accordance with Section 8.1 of this Bylaw; and
- h. "Yellowhead County" means the Municipal Corporation of Yellowhead County, or the

geographic area over which its municipal jurisdiction applies, as the context requires.

### **3. INTERPRETATION**

3.1 The following rules apply to the interpretation of this Bylaw:

- a. headings, titles, and margin notes in this Bylaw are for ease of reference only;
- b. gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
- c. every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable; and references to Bylaws and enactments in this Bylaw include amendments and replacement Bylaws and enactments, and regulations and orders thereunder.

### **4. BOARD PURPOSE**

4.1 The Board shall act in an advisory capacity in regards to a range of preventive social services, programs, initiatives, and issues impacting the Town.

### **5. MEMBERSHIP**

5.1 The Board shall consist of up to seven (7) members who shall be appointed by resolution of Council. The Board shall be composed of:

- a. one (1) member from Council; and
- b. up to six (6) members from the public at large.

5.2 An alternate member from Council may be appointed and, when participating in the meetings or activities of the Board in the place of the primary member, an alternate member shall have the same rights and obligations as the primary member, including but not limited to the right to vote on matters before the Board.

5.3 All persons appointed as members of the Board shall be residents of the Town or Yellowhead County and shall remain members only during such time as they continue to be residents of the Town or Yellowhead County.

5.4 No employee of the Town or Yellowhead County shall be eligible for appointment to the Board.

### **6. ADMINISTRATIVE SUPPORT**

6.1 The Senior Manager, Community Services shall serve as the administrative liaison to the Board.

6.2 The Senior Manager, Community Services may provide further administrative support to the Board as the Board may reasonably require.

## **7. TERM OF APPOINTMENT**

- 7.1 The term of appointment for all members shall be three (3) calendar years. Where feasible, appointments shall be staggered to allow for some continuity of membership from year to year.
- a. Notwithstanding anything in this section, Council may, where necessary to stagger members' terms, appoint members for terms shorter than three (3) calendar years.
- 7.2 Appointments of Board members shall be made at the annual Organizational Meeting of Council, unless a vacancy arises due to a resignation or forfeiture of a Board member's term in accordance with this Bylaw, or unless insufficient applications of satisfactory quality are received in advance of the Organizational Meeting of Council that would allow for all vacancies to be filled.
- 7.3 Board members may apply for re-appointment to the Board at the conclusion of their term of appointment, unless prohibited by Bylaw or policy.
- 7.4 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.
- 7.5 Subject to section 7.6, 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 appointment and another member shall be appointed in their place for the remainder of the term. The member so forfeiting their appointment shall be considered eligible for re-appointment unless prohibited by Bylaw or policy. The member shall receive written notice from the Chairperson advising of the forfeit of the member's appointment.
- 7.6 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.
- 7.7 Council may terminate the appointment of any member of the Board at any time prior to the expiration date of the member's term, and such member's appointment shall be deemed immediately forfeit upon receipt of a written notice delivered to that member.
- 7.8 Any member may resign from the Board at any time by sending a written notice to the Chairperson advising of the resignation and effective date.

## **8. PROCEEDINGS**

- 8.1 The Board shall elect a Chairperson and Vice-Chairperson during the first scheduled meeting of each calendar year. The Chairperson and Vice-Chairperson shall be any member of the Board appointed from the public at large, and shall not be a representative from Council.
- 8.2 At least four (4) regular meetings of the Board shall be held annually. The time and place shall be determined by the Board at its first regular meeting, but may be changed by the Board from time to time as the Board may deem advisable. For clarity, when scheduling meetings, the Board shall

also establish the time and place of the following year's initial meeting.

- 8.3 Special Meetings may be called by the Chairperson of the Board:
- a. on twenty-four (24) hours' notice to all members; or
  - b. at the request of any three (3) members of the Board.
- 8.4 Notice of meetings shall be given as required under the Municipal Government Act, RSA 2000, Chapter M-26, and may be given using one or more of the methods set out in the current Town of Edson Advertising Bylaw.
- 8.5 A majority of the total members of the Board shall constitute a quorum.
- 8.6 The Chairperson shall have a vote on any question and in the event of a tie, the motion shall be deemed defeated.
- 8.7 The Board may appoint sub-committees to deal with any of the matters coming within the scope and jurisdiction of the Board.
- 8.8 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.
- 8.9 Where a procedural matter is not addressed in this Bylaw, Board procedure shall be:
- a. In accordance with the current Council Procedural Bylaw of the Town of Edson; or
  - b. Where the matter is not addressed in the Council Procedural Bylaw, in accordance with Robert's Rules of Order.
- 8.10 Requests by individuals, organizations, or delegations of citizens to present to the Board must be:
- a. delivered to the Senior Manager, Community Services a minimum of five (5) business days before the meeting to which they pertain;
  - b. in writing; and
  - c. in a form prescribed by or acceptable to the Senior Manager, Community Services.
- 8.11 Requests made under section 8.10 which do not relate to matters within the Board's responsibility or authority will be denied.
- 8.12 Eligible requests made under section 8.10 will be included on the agenda of a subsequent Board meeting, to be selected by the Senior Manager, Community Services with consideration given to:
- a. the nature of the other items on the agenda;
  - b. the amount of other items on the agenda; and
  - c. any other scheduling parameter the Senior Manager, Community Services deems relevant.

**9. RESPONSIBILITY AND AUTHORITY**

9.1 The Board shall advise Council on:

- a. The formulation of plans and priorities regarding Family and Community Support Services programs;
- b. The establishment of new programs, public or private, designed to prevent the emergence of social problems or provide support to families and the community;
- c. The recommended approval, deferment, or rejection of Family and Community Support Services projects and applications received through the office of the CAO;
- d. The recommended approval or denial by Council of applications for Town FCSS grants;
- e. The recommended programs, facilities, or other matters for consideration in the Family and Community Support Services budget.
- f. All other matters affecting the development of Family and Community Support Services Programs.

9.2 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 Town.

9.3 The Board shall hear, and consider, representations by individuals, organizations, or delegations of citizens with respect to Family and Community Support Services programs.

9.4 The Board shall encourage and promote cooperation among all local organizations involved with the provision of Family and Community Support Services.

9.5 The Board may receive reports from the Senior Manager, Community Services concerning ongoing Family and Community Support Services programs and projects, or those being anticipated or proposed.

**10. LIMITATIONS AND POWER**

10.1 The Board shall not pledge credit of the Town in connection with any matters whatsoever, nor shall the Board have any power to authorize any expenditures to be charged against the Town.

**11. EFFECTIVE DATE**

11.1 This Bylaw shall come into effect upon third reading.

**READ** a first time this 17<sup>th</sup> day of January, 2023.

**READ** a second time this 17<sup>th</sup> day of January, 2023.

**READ** a third time and finally passed this 17<sup>th</sup> day of January, 2023.

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Mayor Kevin Zahara

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Christine Beveridge, CAO