

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (F.C.S.S) COMMITTEE WITHIN THE TOWN OF DRUMHELLER

WHEREAS section 145 of the *Municipal Government Act, R.S.A. 2000, c. M-26*, hereinafter referred to as the M.G.A., provides for Council to, by bylaw, establish council committees and other bodies;

AND WHEREAS section 145 of the M.G.A provides for Council to establish the functions of the committee and the procedures to be followed by the council committee or other bodies;

AND WHEREAS section 2 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 Town has entered into an agreement under section 3 of the *Family and Community Support Services Act* for the establishment, administration and operation of family and community support services program;

AND WHEREAS the Council of the Town of Drumheller deems it expedient and in the general interest of the Town to appoint a Family and Community Support Services (F.C.S.S) Committee to provide oversight regarding the administration and operation of the family and community support services program;

NOW THEREFORE the Council of the Town of Drumheller enacts the following:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Family and Community Support Services Bylaw" or the "FCSS Bylaw."

2. DEFINITIONS

2.1 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Chair*" means the highest elected member of the *Committee* who is responsible for calling and chairing all meetings;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as Chief Administrative Officer for the *Town of Drumheller*, or their designate;
- c) "*Committee*" means the Family and Community Support Services Committee;
- d) "*Council*" means the duly elected Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council & Committee Meeting Procedure Bylaw*" means the Council & Committee Meeting Procedure Bylaw #04.21, as amended from time to time, and its successor legislation;

- f) *"Family and Community Support Services Act" or "FCSS Act"* means the *Family and Community Support Services Act, R.S.A, C. F-3*, as amended from time to time, and its successor legislation.
- g) *"Municipal Government Act" or "MGA"* means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- h) *"Organizational Meeting"* means a meeting set for the purpose of appointing Council Members, setting the time and date for regular council meetings, reviewing of the code of conduct, and other agenda items pertaining to the organization of Council, which is held no later than fourteen (14) days after the third (3rd) Monday in October.
- i) *"Town of Drumheller" or "Town"* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Drumheller, as the context may require.

3. ESTABLISHMENT

3.1 The Family and Community Support Services *Committee* is hereby established.

4. RESPONSIBILITIES

4.1 The *Committee* is responsible for:

- a) approving, overseeing and monitoring all programs funded through the FCSS program, and ensuring these programs are successfully carried out by the CAO or his/her designate;
- b) reviewing grant applications and approving the disbursement of grant funds through the FCSS program by prioritizing community needs;
- c) directing all FCSS funding, within the constraints of the approved FCSS budget;
- d) recommending policies and procedures for the administration of the FCSS program; and
- e) presenting an annual report and recommended budget to *Council*, in conjunction with Administration.

4.2 The *Committee* shall carry out the responsibilities outlined in the *FCSS Act* and Regulations, which are to:

- a) promote and facilitate the development of stronger communities;
- b) promote public participation in planning, delivering, and governing the program and services provided under the program;
- c) promote and facilitate the involvement of volunteers;
- d) promote efficient and effective use of resources; and

- e) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

5. COMMITTEE COMPOSITION

- 5.1 The *Committee* shall consist of all seven (7) members of *Council*.
- 5.2 The *Committee Chair* shall be the Mayor of the *Town*; if the *Chair* is unable to attend a meeting of the *Committee*, a temporary *Chair* shall be elected from the members in attendance.
- 5.3 The *Committee* shall be appointed on an annual basis at the *Town's Organizational Meeting*.
- 5.4 The *Committee* shall consist of the following ex-officio, non-voting members, who will act in an advisory and support capacity:
 - a) the *Chief Administrative Officer*; and
 - b) any *Town* employee, who has appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program.

6. MEETING SCHEDULE

- 6.1 A minimum of two (2) regular meetings will be held per year.
- 6.2 The *Chair*:
 - a) may call a special meeting whenever the official considers it appropriate to do so; and
 - b) must call a special meeting if the official received a written request for the meeting from a majority of *Committee* members.

7. CONDUCT OF MEETINGS

- 7.1 Meetings shall be conducted in accordance with the *Council & Committee Meeting Procedure Bylaw*.
- 7.2 Three (3) members of the *Committee* shall constitute a quorum.
- 7.3 Members shall serve on the *Committee* for the duration of their *Council* term; If a member ceases to be a member of *Council*, they will cease to be a member of the *Committee*.
- 7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with Section 5.2.

8. MEETING MINUTES

- 8.1 Meeting minutes shall be prepared by an employee of the *Town*, signed by the *Chair*, and approved at a subsequent meeting.
- 8.2 Copies of approved meeting minutes shall be forwarded to Administration within one (1) week of approval and shall be published with the *Council Agenda* as information.

9. TRANSITIONAL

- 9.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
- 9.2 This Bylaw comes into full force and effect upon third and final reading.

READ A FIRST TIME THIS 18th DAY OF November 2024

READ A SECOND TIME THIS 18th DAY OF November 2024

READ A THIRD AND FINAL TIME THIS 2nd DAY OF December 2024



MAYOR



CHIEF ADMINISTRATIVE OFFICER

