



DRUMHELLER VALLEY

OFFICE CONSOLIDATION

of

BYLAW #34.24

FCSS COMMITTEE BYLAW

This Bylaw and its amendments have been consolidated into a single publication for the convenience of users. The official Bylaw and all associated amending Bylaws are available at Town Hall and should be consulted in interpreting and applying this Bylaw. In the case of any dispute the original Bylaw and all associated amending Bylaws shall prevail. For more information, please contact the Manager of Legislative Services.

For convenience, the amending Bylaw Number(s) and a brief description have been listed below.

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AMENDMENTS TO BYLAW #34.24

Bylaw	Date	Description
Bylaw #23.25	July 7, 2025	Amendment to Bylaw #34.24 to transform the FCSS Committee from a Council member administrative body to an advisory body by incorporating members at large that represent local social services agencies. Changes include the addition of sections on conflicts of interest and attendance, additional rules for committee composition, and changes to the authority of the Committee under section 4.

TOWN OF DRUMHELLER
BYLAW NUMBER 34.24
DEPARTMENT: LEGISLATIVE SERVICES

FCSS COMMITTEE BYLAW

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE FAMILY AND COMMUNITY
SUPPORT SERVICES (FCSS) 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 (FCSS) 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 Committee Bylaw" or the "FCSS Committee Bylaw." (BL23.25)

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 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.
- f.1) "*Members at Large*" means a voting member of the public appointed by Council to a *Council Committee*. (BL23.25)
- 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;
- h.1) "*Social Services Agency*" is a not-for-profit or government organization that provides treatment and/or preventative services designed to enhance the physical and/or mental well-being of an individual. (BL23.25)
- 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) offering advice and recommendations regarding the oversight and monitoring of all programs funded through the FCSS program; (BL23.25)
- b) reviewing grant applications and providing recommendations to *Council* on the disbursement of grant funds through the FCSS program by prioritizing community needs; (BL23.25)
- c) providing recommendation on the allocation of all FCSS funding, within the constraints of the approved FCSS budget; (BL23.25)
- d) recommending policies 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 adhere to 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.

4.3 The *Committee* is intended to act in an advisory capacity only; *Council* shall not delegate any of *Council's* powers, duties, or functions to the *Committee* other than those outlined in this Bylaw. (BL23.25)

4.4 The *Committee*, being advisory in nature, shall have no power to:

- a) act on behalf of the *Town*;
- b) enter into contracts or agreements;
- c) make purchases on behalf of the *Town*;
- d) issue any statements on behalf of the *Town*;
- e) direct or give direction to any person or group, including but not limited to *Town* employees;
- f) obligate or bind the *Town* in any manner whatsoever; or
- g) otherwise affect the rights, duties, or obligations of the *Town* as a municipal corporation.

(BL23.25)

5. COMMITTEE COMPOSITION

5.1 The membership of the *Committee* shall not exceed the following seven (7) voting members:

- a) four (4) members of *Council*, including the Mayor and three (3) Councillors, who shall be appointed annually at the *Town of Drumheller Organizational Meeting*; and
- b) not more than three (3) *Members at Large* who represent *Town of Drumheller* social services agencies, and who shall be appointed by *Council*.

(BL23.25)

- 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 Members at Large:
- a) shall be appointed for a specified term, which shall not exceed three (3) years; and
 - b) shall **not** be appointed for more than three (3) consecutive terms. (BL23.25)
- 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* or designate; and
 - b) any *Town* employee, who has been appointed by the *Chief Administrative Officer* to assist in the administration of the FCSS program. (BL23.25)
- 5.5 When a vacancy arises prior to the expiration of the term for which a *Committee Member* was appointed, a successor *Committee Member* may be appointed by Council to fill the vacancy for the remainder of the term. (BL23.25)
- 5.6 *Town of Drumheller* employees are not eligible for appointment to the *Committee*. (BL23.25)

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 Four (4) members of the *Committee* shall constitute a quorum. (BL23.25)
- 7.3 *Council* 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*. (BL23.25)

7.4 Meetings shall be called and chaired by the *Chair*, appointed in accordance with section 5.2.

7(1). ATTENDANCE

7(1).1 Any *Member at Large* who is absent from three (3) consecutive meetings which are held during the calendar year, shall forfeit their office and the vacancy recruited for the remainder of the term. (BL23.25)

7(1).2 *Council* may by resolution, at any time in its sole discretion and without cause, revoke the appointment of a *Committee Member*. (BL23.25)

7(1).3 A *Committee Member* may resign from the *Committee* at any time by sending a written notice to the *Chair* advising them of their resignation and the effective date. (BL23.25)

7(1).4 No right or privilege of any *Member at Large* is transferable to another person; all rights and privileges cease when the *Committee Member* resigns, dies, or is expelled from the *Committee*. (BL23.25)

8. MEETING MINUTES

8.1 Meeting minutes shall be written be recorded 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 Meeting Agenda as information. (BL23.25)

8(1). CONFLICT OF INTEREST & CONFIDENTIALITY

8(1).1 Information gained through the course of participation on the *Committee* cannot be used for personal interest or gain, or for the personal interest or gain of a family member, friend or business associate of a *Committee Member*. (BL23.25)

8(1).2 Conflict of interest occurs when a *Committee member's* personal, financial, or other interests could improperly influence, or appear to influence, their judgment or actions in the execution of their duties. (BL23.25)

8(1).3 If any real or perceived conflict of interest arises through the course of participation on the *Committee*, any member(s) of the *Committee* implicated by the real or perceived conflict of interest shall:

- a) disclose the real or perceived conflict of interest to the members of the *Committee* or the *Chair* as soon as possible;
- b) refrain from participation in the discussion of the matter, unless otherwise directed by the *Committee*; and
- c) refrain from voting on the matter and be absent from the meeting when voting is taking place.

- 8(1).4 The real or perceived conflict of interest shall be recorded in the minutes, along with the time the implicated member(s) leave and return to the meeting. (BL23.25)
- 8(1).5 *Committee* members shall **not** disclose confidential information belonging to or obtained through their affiliation with the *Committee*. (BL23.25)

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 2025.

READ A SECOND TIME THIS 18TH DAY OF NOVEMBER 2025.

READ A THIRD AND FINAL TIME THIS 2ND DAY OF DECEMBER 2025.