

TOWN OF HIGH RIVER
ALBERTA

BY-LAW 3796/95

Being a By-law of the Town of High River to provide for the appointment of a Family & Community Support Services Board.

WHEREAS Section 7 of the Municipal Government Act, R.S.A. 1994, Chapter M-26.1 authorizes Council to pass by-laws for municipal purposes; and

WHEREAS the Council of the Town of High River considers it expedient to establish such a Board:

NOW
THEREFORE the Council of the Town of High River duly assembled enacts as follows:

I. DEFINITIONS

- (a) "Act" means The Municipal Government Act 1994 as amended.
- (b) "Board" shall mean Family & Community Support Services Board of the Town of High River.
- (c) "Council" shall mean the Council of the Town of High River.
- (d) "Town" shall mean the Town of High River in the Province of Alberta.
- (e) "Secretary of the Board" shall mean the Secretary to the Family & Community Support Services Board as appointed under III herein.
- (f) "Manager of Community Services" shall mean the staff person responsible for ensuring that the Family & Community Support Services Program is successfully delivered within the mandate established by the Council of the Town of High River.

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II. APPOINTMENT/TERM

- 1. The Town of High River Family & Community Support Services Board is hereby established and shall consist of seven (7) members appointed by resolution of Council, which shall comprise the following:
 - (a) Seven (7) persons from the public at large, who are residents of the Town of High River(two year terms).
- 2. Members may be appointed for three (3) consecutive terms.
- 3. Upon expiry of their term each member shall remain in office until a successor is appointed by Council.
- 4. Any member of the Board may resign at any time upon sending written notice to Council. The date the resignation is received by Council shall be the effective date of resignation.

5. If any member of the Board dies, resigns or ceases to be a member of the Board during the term which he/she is appointed, the vacancy shall be filled as soon as possible thereafter, and such appointment shall be effective only during the remaining term of the person vacating.
6. Any member of the Board who is absent from three consecutive Regular meetings shall be automatically removed from the Board unless the absence was previously authorized by resolution of the Board.
7. A member of the Board shall be unable to remain a member if he/she ceases to be a resident within the meaning of the Municipal Government Act.
8. The Chairperson of the Board may be consulted when an appointment to the Board is considered by Council.

III. PROCEEDINGS

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1. The Board will hold no less than ten (10) regular meetings each year and it may hold special meetings at the call of the Chairperson, or any four (4) members upon 24 hours notice.
2. The Board shall elect a Chairperson and Vice-Chairperson from its membership each year at the first regular meeting after the Organizational Meeting of Council.
3. The Office of Secretary of the Board is hereby established and shall be filled by a staff member designated by the Manager of Community Services, but he/she shall not have a vote on matters thereon.
4. The majority of the members of the Board constitutes a quorum.
5. Any decision of the Board reached by a majority of its members shall be deemed to be the decision of the Board.
6. The Board, should it deem desirable, may request a person or persons to attend its meetings in an advisory capacity, but such person or persons shall not be members of the board and shall not have a vote therein.
7. Board members shall receive such remuneration and expenses as established by resolution of Council.
8. Only those members of the Board in attendance at a meeting of

the Board may vote on any matter then before the Board.

9. The Chairperson shall vote on every question, and, in the event of a tie, the motion shall be lost.
10. Motions put forth must be voted on by all members except motions in which a member has a direct or indirect interest. A request to abstain from discussions and voting and the reason for same shall be recorded in the Minutes.
11. The Board may adopt such rules or procedures as its members may agree upon.
12. Meetings of the Board shall be open to the Public, but all matters relating to client confidentiality shall be conducted in closed sessions.

IV. BOARD MEMBERS

1. Each Board member will have one vote.
2. Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the said Board nor any member thereof have power to authorize any expenditure to be charged against the Town.
3. No member of the Board shall issue or purport to issue any order, direction or instruction to any member of the Town staff.

V. POWER AND DUTIES OF THE BOARD

1. The High River Family & Community Support Services Board is established as an Advisory Board to Council in pursuing and implementing Family & Community Support Services within the Town of High River.
2. The Board shall have the power to make such rules, regulations and policy with regards to direct programming and facilities as it may deem necessary from time to time, provided such rules and regulations are not inconsistent with power herein confined.
3. The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.
4. The Board will act as a coordinating body and cooperate with, and encourage all organizations; public, private, civic, social and religious, supporting, promoting or working for Family &

Community Support Services.

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5. The Board being cognizant of the total Family & Community Support Services organization of the Town of High River may hear and consider representations by any individual, organization or delegation with respect to Family & Community Support Services and act on such recommendations arising therefrom as the Board shall deem to be in the general interest of all citizens.
6. Annually, the Board shall review prior to submission to the High River Town Council, the budget prepared by the Manager showing in reasonable form and detail the expenditures proposed to be made by the Family & Community Support Services Department during the next following year.
7. The Board shall be restricted in its expenditures to the amounts and purposes shown on the budget as approved by the High River Town Council, and provided that with approval of the High River Town Council amounts shown in the budget as intended to be expended for a specific purpose may be used in whole or in part for some other purpose or purposes within the jurisdiction of the Board.
8. Town Council shall authorize all staff positions and these positions shall be filled according to the terms of the Town of High River personnel policy.
9. The Board shall assist the Manager of Community Services in forming plans and priorities concerning Family & Community Support Services with a view to establishment of comprehensive programs to suit the assessed needs of the community.
10. The Board shall make complete annual reports to the Town Council and other reports from time to time as requested.
11. Lines of authority are outlined on the attached Organization Chart of the Town of High River.
12. Approval of projects receiving F.C.S.S. funding is subject to meeting funding requirements as defined under Schedule "A" herein.

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By-law No. 3675/90 is hereby rescinded.

Any amendments and/or changes to Schedule "A" may be made from time to time by resolution of Council.

This By-law shall come into full force and effect on the date of final passing thereof.

READ A FIRST, SECOND AND BY UNANIMOUS CONSENT OF ALL COUNCIL PRESENT A THIRD AND FINAL TIME THIS 27TH DAY OF FEBRUARY A.D. 1995.

MAYOR/DEPUTY MAYOR

TOWN MANAGER