

**TOWN OF SEXSMITH
FAMILY AND COMMUNITY SUPPORT SERVICES
BY-LAW NO. 879**

A BY-LAW OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA TO ESTABLISH A LOCAL UNIT AUTHORITY AND AN ADVISORY BOARD TO PROVIDE FAMILY AND COMMUNITY SUPPORT SERVICES FOR THE TOWN OF SEXSMITH.

WHEREAS: Section 2 of the Family and Community Support Services Act, Chapter F, 1.1, 1989, determines 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 Minister of Family and Social Services has given his consent to the Town of Sexsmith to establish its own local separate Unit Authority to provide Family and Community Support Service within the Town of Sexsmith, and

WHEREAS: Section 3.(3) of the Family and Community Support Services Act states that where a Municipality provides for the establishment, administration and operation of a program in a manner that is satisfactory to the Minister, the Minister may pay the Municipality an amount not exceeding 80% of the cost of the program, and

WHEREAS: The Council of the Town of Sexsmith recognizes the need for a Local “Advisory Board” to assist and advise in the operation of Family and Community Support Services programs.

NOW THEREFORE:

The Municipal Council of the Town of Sexsmith, in the Province of Alberta, duly assembled hereby enacts the following:

THE BOARD

1. This Bylaw shall be known as the “Family and Community Support Services Bylaw.
2. A Board shall be established, known as the “Family and Community Support Services Advisory Board” responsible for Family and Community Support Services under the authority of the Town Council.

MEMBERSHIP

3. (a) This Bylaw recognizes the need and shall appoint one elected council member and a minimum of 6 members, to a maximum of ten members, from the public at large, to the FCSS Advisory Board. The members from the public at large shall represent the following:

1 resident aged 55 plus representing Senior Citizens
1 resident representing families with young children
1 resident representing youths (aged 12 – 17)
1 resident representing school system/education
1 resident representing a religious affiliation
1 residents representing the general public

Upon vacancies the positions of Families with Young Children and/or General Public will be advertised in the Sexsmith Sentinel a minimum of one time. If no one makes application then current board members will actively recruit from the community. In the event that more than one person should apply a selection committee of 2 board members and the director will review the

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applications and interview interested persons. The selection committee will make a decision as to who would best represent the vacant position.

Representatives will liaison with projects sponsored by the Town of Sexsmith Family and Community Support Services and with community organizations.

- (b) All appointments shall be approved by the council of the Town of Sexsmith.
- (c) The appointed members shall serve a three-year term of office. Members may serve two consecutive terms, then must take a one-year mandatory break, and may be re-appointed for another term following the mandatory break.
- (d) The Advisory Board shall at their annual organizational meeting appoint a Chairperson and a Secretary.
- (e) Any member of the Board may resign at any time upon sending written notice to the Advisory Board.
- (f) A member ceases to be a member of the Advisory Board when he/she:
 - i) fails to attend three (3) consecutive regular meetings of the Board, without notice;
 - ii) ceases to be a resident of the Town; or
 - iii) is hired in any capacity with the Town.
- (g) A majority of the members of the Board constitutes a quorum.

DUTIES AND RESPONSIBILITIES

- 4. (a) To receive and review preventative project proposals and budgets for programs whose point of origin is in the Town of Sexsmith.
 - (b) To advise Council regarding policies which are consistent with the communities needs.
 - (c) To identify the needs within the community that fall within the mandate of Family and Community Support Services.
 - (d) To act as a catalyst to respond to needs identified within the community.
 - (e) To meet for monthly meetings to a maximum of 10 per year.
 - (f) To review, comment and recommend to Council the policy for grants, municipal assistance, and specific grant applications for the Family and Community Support Services programming.
5. Without restricting the generalities of the foregoing, the Board is authorized to:
- a) Recommend policy to Council for development and revision of the Family and Community Support Services Programming.
 - b) Provide co-operation and joint planning with related community groups and agencies.
 - c) Promote, encourage and facilitate volunteerism and use of volunteers, and to encourage citizen participation in program development.

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- d) Develop and ensure quality of service concerning programming.
- e) To liaise with similar groups in order to co-ordinate Family and Community Support Services Programs of a common purpose.

LIMITATIONS

- 6. For administrative and co-ordination purposes, the Director shall report to the Town Manager.

ENACTMENT

- 7. Bylaw No. 689, Bylaw No. 777 and Bylaw No. 813 are hereby repealed.
- 8. This Bylaw shall come into force and effect upon final reading thereof.

READ A FIRST TIME THIS 16th DAY OF NOVEMBER, 2009

READ A SECOND TIME THIS 16th DAY OF NOVEMBER, 2009

RECONSIDERED FINALLY PASSED AND ADOPTED A THIRD TIME THIS 16th DAY OF NOVEMBER, 2009

C. Lagace, Mayor

Carolyn Gaunt, Town Administrator