

TOWN OF HIGH RIVER
ALBERTA

BY-LAW 4420/2014

Being a By-law of the Town of High River to provide for the appointment of a Family & Community Support Services Advisory 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 Advisory 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 Advisory Board as appointed under III herein.
- (f) "Manager of Community Support 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 and the province of Alberta.

II. APPOINTMENT/TERM

- 1. The Town of High River Family & Community Support Services Advisory Board is hereby established and shall consist of a minimum of five (5) to a maximum of seven (7) members appointed by resolution of Council, which shall comprise the following:
 - (a) Members of the board, who are residents of the Town of High River, shall be appointed to three year terms.
- 2. Members may be appointed for two (2) consecutive terms.

3. Any member of the Board may resign at any time upon sending written notice to Council. The date the resignation is received shall be the effective date of resignation.
4. If any member of the Board 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.
5. 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.
6. A member of the Board shall be unable to remain a member if he/she ceases to be a resident of the town of High River within the meaning of the Municipal Government Act.
7. The Chairperson of the Board may be consulted when an appointment to the Board is considered by Council.

III. PROCEEDINGS

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 Secretary from its membership each year at the first regular meeting after the Organizational Meeting of Council.
3. The Manager of Community Support Services, as the Town appointee, shall be an active member however shall not have a vote on matters under consideration.
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 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. The Chairperson shall vote on every question, and, in the event of a tie, the motion shall be lost.

9. 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.
10. 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 and must be present to 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 Advisory 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, acting as the voice on issues related to social well-being, shall provide input and advice on service and future direction of the program (within the scope of Family and Community Support Services).
3. The Board may appoint subcommittees to deal with any special projects within the scope of Family & Community Support Services.
4. Prior to Council's annual budget deliberation the Board shall review the budget prepared by the manager of Community Support Services, showing in reasonable form and detail, the expenditures proposed to be made by the Family & Community Support Services during the coming year.
5. The Board shall be restricted in its expenditures to the amounts and purposes shown in the budget as approved by Council, unless the Board gains approval from Council to expend budget funds, in whole or in part, for other purposes within the jurisdiction of the Board.
6. 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.

7. 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.
8. The Board shall make complete annual reports to the Town Council and other reports from time to time as requested.
9. Approval of projects receiving Family and Community Support Services funding is subject to meeting funding requirements as defined in the Family & Community Support Services Regulation.

Bylaw 3675/90 and all amendments thereto are hereby rescinded.

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 ____ DAY
OF _____ A.D. 2015.

MAYOR/DEPUTY MAYOR

CHIEF EXECUTIVE OFFICER