

**BYLAW 2034-23
OF THE
CITY OF WETASKIWIN
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE CITY OF WETASKIWIN IN THE PROVINCE OF ALBERTA TO
ESTABLISH A GOVERNING BOARD FOR THE WETASKIWIN FAMILY AND
COMMUNITY SUPPORT SERVICES**

WHEREAS the City of Wetaskiwin is authorized, under the *Family and Community Support Services Act* and the *Municipal Government Act* to provide for the establishment, administration and operation of a Family and Community Support Services (FCSS) program; and

WHEREAS the City of Wetaskiwin has entered into an agreement with the Alberta Ministry of Community and Social Services for the establishment of an FCSS program; and

WHEREAS the City of Wetaskiwin desires to establish a governing board to provide for the oversight, establishment, administration and operation of municipal and community preventative programs and services;

NOW THEREFORE, the Council of the City of Wetaskiwin, duly assembled, enacts as follows:

1. Bylaw 1963-20 of the City of Wetaskiwin is hereby repealed in its entirety and is replaced with this Bylaw.
2. A Family and Community Support Services Governing Board is hereby established. The Board shall be known as “the Wetaskiwin FCSS Governing Board of the City of Wetaskiwin.”

3. **Definitions:**

In this Bylaw, the following terms shall have the following meanings:

- 3.1 **“Act”** shall mean the *Family and Community Support Services Act*, RSA 2000, c F-3 and its *Regulations*, as updated and amended from time to time.
- 3.2 **“Board”** or **“Wetaskiwin FCSS”** shall mean the Wetaskiwin FCSS Governing Board of the City of Wetaskiwin.
- 3.3 **“Board Member”** shall mean a duly appointed member of the Wetaskiwin FCSS Governing Board of the City of Wetaskiwin.
- 3.4 **“City”** means the City of Wetaskiwin, a municipal corporation.

- 3.5 “**Council**” shall mean the Council of the City of Wetaskiwin.
- 3.6 “**FCSS**” shall mean Family and Community Support Services.
- 3.7 “**Executive Director**” shall mean the sole employee of the Wetaskiwin FCSS Governing Board charged with the responsibility to implement the FCSS program on behalf of the City of Wetaskiwin.
- 3.8 “**Preventive Social Programs and Services**” shall mean activities, programs and services that are proactive in nature and promote and enhance the well-being of individuals, families and communities, and are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations, if and when they arise.

4. **Board Composition**

- 4.1 The Board shall consist of not fewer than five (5) and not more than ten (10) members appointed by Council. A maximum of two (2) Board members shall be appointed from among Council, and the remainder shall be appointed from among the residents of the City.
- 4.2 Each Board member shall hold office for a term of four (4) years. Council may choose to stagger the terms of appointment to allow for new membership opportunities on a continuous basis.
- 4.3 Any Board member may resign at any time by sending written notice to that effect to the City Manager of the City, and Council will approve or remove by resolution all board members.

5. **Powers and Duties – City of Wetaskiwin**

- 5.1 The City may enter into an Agreement with the Minister to provide for the establishment, administration, and operation of a Family and Community Support Services program as outlined in the Act.
- 5.2 The City may receive funds from the Minister which are granted under the Act and shall deliver those funds received to the Board on behalf of the Minister.
- 5.3 The City shall annually appoint an auditor who shall review the financial records of the Board and conduct a review engagement at a minimum or, if required by Council, an audit and shall provide the City with an annual financial report.

- 5.4 The City's Chief Administrative Officer (or designate) will be invited to attend Board meetings.

6. Powers and Duties – Wetaskiwin FCSS Board

- 6.1 The Board shall establish, administer, and operate one or more FCSS programs for the City in accordance with the *Family and Community Support Services Act*, RSA 2000, c F-3 and its Regulations as updated and amended from time to time. The Board shall be a governance board and shall be responsible to Council.
- 6.2 The Board shall hire an Executive Director, and such other paid full-time or part-time employees as it deems necessary, to administer, operate, and develop the City's FCSS programs. All FCSS employees are employees of the Board and independent from the City of Wetaskiwin. The Board shall provide advice and direction to the Executive Director regarding the administration, operation, and development of the City's FCSS programs. The Executive Director shall be responsible to the Board, and all other staff shall be responsible to the Executive Director.
- 6.3 The Executive Director, in consultation with the Board, shall review funding applications, and award funding allocations, for the City's FCSS programs.
- 6.4 The Board shall have the power to sign such legal agreements as may be necessary to administer, operate, and develop the City's FCSS programs.
- 6.5 Any decision regarding the Board's budget shall be voted on by all Board members or their alternates.
- 6.6 The Board shall provide the City with quarterly financial reports.

7. Meetings

- 7.1 The Board shall meet to discuss and provide advice and direction on FCSS-related matters once every four (4) months at minimum and at any other times as it considers necessary. The Board shall establish its own meeting rules and procedures for all meetings.

8. Limitations

- 8.1 Unless authorized by Council, neither the Board nor any Board member shall have the power to pledge the credit of the City, to authorize any expenditure, or to appropriate or expend public monies, in any manner

whatsoever beyond those expenditures included in the City's FCSS budget.

READ a first time, this 17th day of July 2023.

READ a second time, this 17th day of July 2023.

READ a third time this, 17th day of July 2023.

ORIGINAL SIGNED
TYLER GANDAM, MAYOR

ORIGINAL SIGNED
SUE HOWARD, CITY MANAGER