

## COUNTY OF ST. PAUL NO. 19

### BY-LAW NO. 1599

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A Bylaw of the County of St. Paul No. 19 in the Province of Alberta to establish the Family and Community Support Services Board (FCSS) of the County of St. Paul.

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**WHEREAS**, Section 145 of the Municipal Government Act. S.A. 2000, Chapter M-26 enables a Council to pass a bylaw to establish the functions of an FCSS Board.

**NOW, THEREFORE**, the Council of the County of St. Paul No. 19, in the Province of Alberta, duly assembled hereby enacts as follows:

1. Area

- 1.1 The County of St. Paul No. 19 FCSS Board will encompass the area designated as the County of St. Paul.

2. Purpose

The County of St. Paul No. 19 FCSS shall manage the ongoing development and operation of the FCSS Program within the Alberta Act and Regulations of Family and Community Support Services.

3. Membership

- 3.1 The County FCSS Board shall have a total of seven (7) members.

- 3.2 County Council shall appoint three (3) elected members to the FCSS Board for a three (3) year term.

Four (4) Board Members at large, shall be appointed by County Council for a three (3) year term. Although not a requirement, due consideration will be given to members-at-large from Divisions that are not represented by Council.

- 3.3 All appointed FCSS Board Members will serve as a people's representative for the Municipality as a whole.

Remuneration will be paid as per section 4(f) of the Family and Community Support Services Regulations.

- 3.4 FCSS Board Members may be required to serve as a County FCSS representative on other Boards, Agencies or Committees.

- 3.5 If an appointed Board Member is absent from three (3) regular consecutive meetings without being authorized by a resolution of the FCSS Board, he/she will be disqualified from the Board.

4. Officers and Duties

4.1 Chairperson

The FCSS Board Chairperson shall be appointed by the elected County Council for a three year term.

The Chairperson shall in conjunction with the FCSS Director, plan monthly meetings, prepare Agendas, chair monthly meetings, appoint representatives or sub-committees and call special meetings if required.

4.2 Vice-Chairperson

The Vice-Chairperson shall be elected by the FCSS board for a three year term and will assume the Chairperson's role in the absence of the Chairperson.

4.3 Recording Secretary

The recording secretary shall be appointed by the FCSS Board to meet the needs of the FCSS Board.

5. Regular Meeting

5.1 The FCSS Board shall meet once a month at an established date, time and designated place agreed to by the membership.

5.2 Agenda items shall be submitted to the FCSS Director prior to the meeting date; however any board member may raise additional items not previously raised before the board. All unfinished business shall be forwarded to the next meeting.

5.3 A quorum for conducting business at a regular meeting shall not be less than four (4) members.

6. Bylaw No. 1560 is hereby repealed.

7. This Bylaw comes into effect upon its final passing thereof.

Read a first time in Council this            day of            , A.D. 2012.

Read a second time in Council this            day of            , A.D. 2012.

Read a third time in Council this            day of            , A.D. 2012.

Signed by the CEO and Chief Administrative Officer this            day of            , 2012.

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Reeve

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Chief Administrative Officer