



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1813**

A Bylaw of the Town of Claresholm to rescind Bylaw #1621 and being a Bylaw to establish a Family & Community Support Services Board and to define its powers, duties and responsibilities.

WHEREAS the Council of the Town of Claresholm has authorized a Family and Community Support Services Program for the Town of Claresholm;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Sections 12 and 13 of the *Municipal Government Act* and Section 2-3 of the Family and Community Support Services Act, has entered into an agreement with the Minister of Seniors, Community and Social Services for the establishment, administration, and operation of a joint Family and Community Support Services Program, and;

WHEREAS the Council deems it expedient to establish a Board to be known as the Claresholm & District Family & Community Support Services (FCSS) Board as hereinafter set forth;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“CLARESHOLM & DISTRICT FCSS BOARD BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Board”** means the Claresholm & District FCSS Board, which is an advisory Board to Council.
 - b) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
 - c) **“Council”** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

- 3.1 There is hereby established a Claresholm & District FCSS Board.

SECTION 4 BOARD MEMBERSHIP

- 4.1 The Board shall be appointed by Council and consist of the following:
- a) Two (2) members to represent Council;
 - b) Three (3) to five (5) members to represent the community at large, one which may be a youth;
 - c) One (1) member will be appointed by the Municipal District of Willow Creek as long as they contribute a share of their FCSS funding to this program.
- 4.2 Members of the Board must be residents of Claresholm and District with the exception of 4.1(c) and each appointee shall remain a member only so long as he/she continues to be a resident.
- 4.3 Appointments shall be for three (3) years, except in the first year of the passing of this bylaw wherein Council shall, as nearly as possible, appoint 1/3 of the members for a term of one (1) year, 1/3 of the members for a term of two (2) years and the remaining members for a term of three (3) years.
- 4.4 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

- 5.1 The Board shall select from among themselves a Chairperson, Vice Chairperson and Secretary.
- 5.2 The Board will meet bi-monthly at a time to be set by resolution of Council, with no meetings scheduled to take place in July or August.
- 5.3 Members may attend meetings virtually, with 24 hours prior notice and approval of the Board Chair.

- 5.4 Special Meetings may be called by the Chairperson or by request to the Chairperson signed by a majority of the Board Members.
- 5.5 If any Member of the Board is absent from three (3) consecutive regular meetings, Council may, upon recommendation from the Board, declare the office of such absent Board Member to be vacant.
- 5.6 A quorum for meetings of the Board shall be a simple majority of the appointed Board Members, one of whom must be the Chairperson or Vice Chairperson.
- 5.7 When any matter relating to proceedings within the board arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts Rules of Order*.
- 5.8 Neither the Board nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.
- 5.9 The CAO is responsible for all matters relating to personnel.

SECTION 6 DUTIES OF THE BOARD

- 6.1 In general terms, the Board is charged with responsibility to operate Claresholm & District FCSS Programs. More specifically, the Board will:
 - a) Approve, oversee and assess programs as required by the community within the FCSS mandate;
 - b) Ensure the FCSS Director carries out the approved programs;
 - c) Direct FCSS finances within budgetary approval set by Council;
 - d) Negotiate and recommend to Council contracts and agreements as required;
 - e) Report to Council monthly on operations;
 - f) Formulate policies for programs as required.

SECTION 7 SEVERABILITY PROVISION

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

- 8.1 Bylaw #1621 and all amendments thereto are hereby repealed.
- 8.2 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this 8th day of September, 2025 A.D.

Read a second time in Council this day of 2025 A.D.

Read a third time in Council and finally passed in Council this day of 2025 A.D.

Brad Schlossberger, Mayor

Abe Tinney, CAO