



## BYLAW NO. 476

### BEING A BYLAW OF THE VILLAGE OF NAMPA IN THE PROVINCE OF ALBERTA TO ESTABLISH AN ADVISORY COMMITTEE FOR THE NAMPA/NORTHERN SUNRISE COUNTY FAMILY AND COMMUNITY SUPPORT SERVICES

**WHEREAS**, the provisions of Section 145 and 146 of the *Municipal Government Act* R.S.A. 2000 Chapter M-26 provides that a council may establish council committee and other bodies and establish the functions of the committee and procedures to be followed by it.

**AND WHEREAS**, Village of Nampa is authorized under section 2 of the *Family and Community Support Services Act* to provide for the establishment, administration and operation of a Family and Community Support Services (FCSS) program; and

**AND WHEREAS**, Village of Nampa has entered into an agreement with the Alberta Ministry of Seniors, Community and Social Services for the establishment of an FCSS program; and

**NOW THEREFORE**, the Council of Village of Nampa, in the Province of Alberta, duly assembled, hereby enacts as follows:

#### 1. Nampa/Northern Sunrise County FCSS Advisory Committee Bylaw

- 1.1 This Bylaw shall be known as the Nampa/Northern Sunrise County "FCSS Advisory Committee Bylaw".

#### 2. DEFINITIONS

- 2.1 In this Bylaw, the following terms shall have the following meanings:
  - 2.1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, CM-26 as amended.
  - 2.1.2 "CAO" means the Chief Administrative Officer of both Village of Nampa and Northern Sunrise County, or their designate.
  - 2.1.3 "Council" means the Council of the Village of Nampa.
  - 2.1.4 "Village" means the Village of Nampa.
  - 2.1.5 "FCSS Committee" means the FCSS Advisory Committee of the Village of Nampa.
  - 2.1.6 "Committee Member" shall mean a duly appointed public member of the FCSS Advisory Committee of the Village of Nampa.
  - 2.1.7 "Director" shall mean the employee of FCSS Advisory Committee charged with the responsibility to implement the FCSS program on behalf of the Village of Nampa.
  - 2.1.8 "Participating Municipalities" refers to the Village of Nampa and Northern Sunrise County.

#### 3. PURPOSE

- 3.1 The purpose of the FCSS Committee is to provide the Village and County Councils and the Director of Community Services with a framework and direction on possible program opportunities in the Village of Nampa & Northern Sunrise County. Additionally, the Committee will consider regional programs that will benefit the Village and County Residents and Northwest Alberta as a whole.

#### **4. MEMBERSHIP**

- 4.1 The Committee shall consist of no more than ten members including
  - 4.1.1 One Village of Nampa Councillor and an alternate
  - 4.1.2 One Northern Sunrise County Councillor and alternate
  - 4.1.3 One public member appointment by the Village of Nampa Council
  - 4.1.4 Seven public members appointment by Northern Sunrise County representing the following communities:
    - 4.1.4.1 Cadotte Lake
    - 4.1.4.2 Harmon Valley/Reno
    - 4.1.4.3 Little Buffalo
    - 4.1.4.4 Marie Reine/Judah
    - 4.1.4.5 Nampa Rural
    - 4.1.4.6 St. Isidore
    - 4.1.4.7 Three Creeks/Wesley Creek
- 4.2 The term of membership shall be for one year. Committee members will be appointed annually by the respective Councils at their annual organizational meeting. Committee members must reapply each year and are eligible to be re-appointed at Council's discretion
- 4.3 To ensure diversity, the maximum term for each committee member, excluding Council is three years, unless otherwise directed by Council.
- 4.4 Each Committee member shall be required to volunteer for two (2) FCSS related events throughout the Village of Nampa/Northern Sunrise County during their term.
- 4.5 Persons employed in the administration of a Participating Municipality, are not eligible to serve as a Committee Member.
- 4.6 A chairperson shall be appointed from the membership of the committee at the first meeting after the annual Organizational Council Meeting. Appointment shall be a majority vote among the members.
- 4.7 The participating Municipalities may revoke the membership of their appointed Committee member for any reason deemed appropriate.
- 4.8 Any Board member may resign from the Board at any time if the resignation is sent in writing to the Participating Municipality with a copy provided to the Committee chairperson
- 4.9 If a vacancy occurs before Council's annual organizational meeting, Council may appoint a replacement for the remainder of the term.

#### **5. ABSENTEEISM**

- 5.1 Any member of the committee, who is absent for three (3) scheduled meetings of the Committee (unless such absence be caused by illness or authorized by the committee and entered into its minutes) may be removed, by a motion from Council, upon request from the FCSS Committee. The Committee must write a letter to Council outlining the request for the removal of the FCSS member.

## **6. MEETING ARRANGEMENT AND FREQUENCY**

6.1 The Board shall meet on a monthly basis with the exception of July and August, or at the discretion of the Committee.

## **7. MEETING, AGENDA AND MINUTES**

7.1 The Northern Sunrise County Director of Community Services shall prepare the agenda for each Committee meeting and circulate copies of the agenda, including draft minutes from the previous meeting, to each Committee member a minimum of five working days prior to each meeting.

## **8. FUNDING – PER DIEM AND EXPENSES**

8.1 Committee members will be paid honorariums, reimbursed for travel expenses and meals, and paid mileage for time spent attending approved meetings, seminars, and conferences. Members appointed to the FCSS Committee will be compensated at the rate established by Northern Sunrise County Council as per their Policy 3.18.

## **9. TRAINING AND EDUCATION**

9.1 Committee members are encouraged to take part in educational opportunities specific to FCSS. Northern Sunrise County will set a budget for training & education annually. The Committee may attend as many educational and training opportunities as they wish providing it stays within the set budget. Committee members will be required to report back on their conference experience at a regular FCSS Committee meeting. Committee Members will be paid as per Northern Sunrise County's Funding-Per diem and Expenses.

## **10. QUARTERLY GOALS AND OBJECTIVES**

10.1 The Director of Community Services will submit Quarterly Goals and Objectives to Council.

## **11. DIRECTOR OF COMMUNITY SERVICES**

11.1 The Director of Community Services will provide technical and administrative support to the Committee. The Director of Community Services is an employee of Northern Sunrise County, not the Committee, and will be solely responsible for overseeing the administration of FCSS programs and personnel matters.

## **12. PARTICIPATION BY OTHERS**

12.1 Resource persons can be invited by the Committee to provide expertise on specific topics.

## **13. CONFIDENTIALITY**

13.1 The Committee and the Director of Community Services may receive information that is of a confidential nature. The Committee reserves the right to review confidential information under a part of the meeting that would be closed to the general public. Information received by members at the closed meeting is not to be discussed outside the meeting. The Council member on the Committee or Director of Community Services shall provide the information discussed at the closed meeting to the respective Councils during a Closed Session of Council if necessary.

**14. LIMITATIONS AND POWER**

14.1 the Committee shall not pledge credit of either the Village of Nampa or the County in connection with any matters whatsoever, nor shall the Committee have any power to authorize any expenditures to be charged against the Participating Municipalities.

**15. SEVERABILITY PROVISION**

15.1 Should any provisions of this bylaw be invalid, then such invalid provisions shall be severed and the remaining bylaw be maintained.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect when it receives third reading and is duly signed.

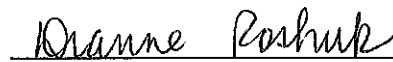
Read a first time this 16 day of January, 2024

Read a second time this 16 day of January, 2024

Read a third time this 20 day of February, 2024

Signed and made effective this 20 day of February, 2024

  
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Mayor

  
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Chief Administrative Officer