

**Town of Fort Macleod  
BYLAW NO. 1964**

Being a Bylaw in the Town of Fort Macleod in the province of Alberta for the purpose entering into an agreement with the Municipal District of Willow Creek No. 26 to form a district Family and Community Support Services Board.

WHEREAS, pursuant to the *Municipal Government Act, Chapter 26, RSA 200* a council may pass bylaws for municipal purpose of providing services to the Municipality.

AND WHEREAS, the Council of the Town of Fort Macleod deems it expedient to enter into an agreement with the MD of Willow Creek for the formation of a district Family and Community Support Services board.

Now therefor the Council of the Town of Fort Macleod, in the province of Alberta, in Council assembled enact as follows:

- I. That the Town of Fort Macleod enter into an agreement with the Municipal District of Willow Creek No.26 to form a district Family and Community Support Services Board. Said agreement in attached hereto and forms "Schedule A" of this bylaw.
- II. That Bylaw No. 1628 of the Town of Fort Macleod are hereby rescinded.
- III. This Bylaw shall come into effect upon third and final reading and duly signed.

Read a first time this 9<sup>th</sup> day of January, 2023.

Read for Second time this 9<sup>th</sup> day of January, 2023.

Read for Third time this 9<sup>th</sup> day of January, 2023.

SIGNED AND PASSED THIS 9<sup>th</sup> day of January, 2023.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE A – BYLAW 1964**

Memorandum of Agreement Effective this 9<sup>th</sup> day of January, 2023

**BETWEEN**

**The Town of Fort Macleod**  
(herein after call the "Town")

and

**The Municipal District of Willow Creek No.26**  
(herein after called the MD)

**WHEREAS:**

**1. Board Established**

- The Town shall, together with a portion of the MD, establish a Board to be know as the "Fort Macleod a District Family and Community Support Services Board" (FCSS Board).
- The Fort Macleod and District FCSS Board will encompass that part of the MD south of a line running east and west two miles north of the Township Nine (9) north boundary and the area north of this line and east of the Oldman River in Township ten (10), ranges 23, 24, and 25, west of the fourth (4<sup>th</sup>) meridian, and the Town of Fort Macleod.

**2. Board Membership**

- a) The Board shall consist of up to eight (8) voting Board Members as follows:
  - One member of the Council of the Town of Fort Macleod.
  - One Member of the Council of the MD
  - Four Volunteer Members of the electors of the Town of Fort Macleod.
  - One Volunteer Member of the electors of MD
  - One Youth Member from either jurisdiction (between the ages of 16-18), if filled this position would not affect quorum
- b) The Council members of the Board shall be appointed annually for a one-year term at the annual organizational meeting for each council.
- c) Of the five (5) volunteer members, all appointments will be for a two-year term. Community appointments will be made at each Council's annual organizational meeting.
- d) Absenteeism: Should any appointed board member be absent from three consecutive regular meetings without notice, the respective council may, upon recommendation from the FCSS Board, declare the membership of the absent Board Member vacant and advertise for a new member to form the board as stated above in section 2. a).



### 3. Conduct of Business

- a) The board shall select from among themselves a chairperson and a vice chairperson. Elected officials are not eligible for these positions.
- b) The FCSS Coordinator for the Town shall be the secretary for the Board.
- c) The Board shall meet monthly; the time and place to be set by resolution of the Board at mutual accommodation of the majority of board members.
- d) Special meetings may be called on three days' notice by the Chairperson or at the request of any three (3) Board members making their request in writing to the Chairperson.
- e) A quorum for the purpose of decision making, shall consist of five voting members, one of whom must be the chairperson or Vice-Chairperson.
- f) Meetings shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Roberts Rules of Order, revised.
- g) Neither the Board nor any member thereof shall have the power to authorize any expenditure charged under the Town of Fort Macleod.
- h) A minute book shall be kept, and minutes of all meeting recorded therein. At minimum one copy of all minutes shall be kept locked by the FCSS Coordinator and shared with the Town and the MD as requested.

### 4. Duties of the Board

- a) In general terms, the Board is charged with responsibility to operate all FCSS programs for the Town and the included portion of the MD, more specifically, the Board will:
  - i. Direct the FCSS Coordinator as required to carry out the approved programs
  - ii. Develop and monitor programs as required by the communities, within the FCSS mandate.
  - iii. Direct FCSS finances within budgetary limits set by Council.
  - iv. Establish user fees for programs (when necessary) under their mandate.
  - v. Negotiate and recommend to Council contracts and agreements as required.
  - vi. Formulate policies for programs as required.
  - vii. File a written annual report with both the Town and MD Councils that provides details on annual programming and operations of the FCSS.
  - viii. Establish sub-committees as required for areas of specific and relevant interests of the Board.
  - ix. The Board shall assist with work of local service groups to coordinate services and activities.
- b) The Town reserves unto itself all matters relating to personnel, ie: hiring, disciplining and termination. The Board shall be allowed input into the hiring as outlined in the Towns Recruitment and Selection policy. Additionally, the Board will be consulted, and their recommendations considered in the setting of the job description for the FCSS Coordinator.

### 5. General

- a) The Town will act as the Municipal Authority for the Board and provide the necessary insurance
- b) In consideration for their participation on the Board, the MD will provide to the Town a portion of their provincial FCSS grant and their 20% contribution grants to assist with the operations of the Board.

- c) This agreement may be terminated by either municipality by giving a minimum of six months written notice to the other municipal authority. However, withdrawal will only become effective on January 1 of the following year and ensuring all provincial requirements to terminate have been met.

Town of Fort Macleod

  
\_\_\_\_\_  
Mayor

Municipal District of Willow Creek No.26

  
\_\_\_\_\_  
Reeve