



## BYLAW 2025-126

**BEING A BYLAW OF THE TOWN OF DIAMOND VALLEY IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE FAMILY AND COMMUNITY SUPPORT SERVICES BOARD WITHIN THE TOWN OF DIAMOND VALLEY.**

**WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a municipal council has authority to govern and the authority to pass bylaws respecting the municipality, including services provided by or on behalf of the municipality;

**AND WHEREAS** the Council of the Town of Diamond Valley deems it desirable to pass a bylaw to establish a Family and Community Support Services (DVFCSS) Board to review funding applications and disburse grants;

**AND WHEREAS** the Town of Diamond Valley Council, in accordance with Section 3 of the *Family and Community Support Services Act* and its regulations, authorized the Town to enter into an agreement with the Minister responsible for the establishment, administration and operation of a Family and Community Support Service Program within the Town of Diamond Valley;

**AND WHEREAS** the Municipal Council has agreed on the form of and functions for this Board;

**THEREFORE, BE IT RESOLVED THAT** the Council of the Town of Diamond Valley, duly assembled in Council Chambers in Diamond Valley, Alberta, enacts as follows:

### 1.0 TITLE AND PURPOSE

- 1.1 This bylaw may be cited as the "Diamond Valley Family and Community Support Services (DVFCSS) Board Bylaw".

### 2.0 INTERPRETATION AND DEFINITIONS

- 2.1 In this bylaw and any schedules to this bylaw, the following terms, phrases, words and their derivations have the following meanings:

- (1) **CAO** means the Chief Administrative Officer of the Town of Diamond Valley.
- (2) **Council** means the duly elected Council of the Town of Diamond Valley.
- (3) **Terms of Reference** means those terms pertinent to the establishment and mandate of the Diamond Valley Family and Community Support Services and which are in addition to or beyond the parameters of this bylaw.
- (4) **Town** means the municipality of the Town of Diamond Valley in the Province of Alberta, or where the context so requires, its municipal boundaries.

- 2.2 The headings in this bylaw do not form part of this bylaw and do not affect its interpretation.

- 2.3 Any references in this bylaw to any statutes are to the *Province of Alberta Statutes* as amended or replaced from time to time and any amendments thereto.

- 2.4 Within the text of this bylaw;

- (1) use of a pronoun or determiner which indicates one gender includes all genders, unless the context requires otherwise, and
- (2) use of the singular includes the plural and the plural includes the singular, as the context requires.

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- 2.5 The word “may,” when used in this bylaw, is to be construed as permissive and empowering, and the words “must” or “shall” when used in this bylaw, are to be construed as imperative.

### **3.0 ESTABLISHMENT OF THE BOARD**

- 3.1 Council does hereby establish the Town of Diamond Valley Family and Community Support Services (DVFCSS) Board as set out in Schedule “A”, Terms of Reference, attached to and forming part of this bylaw.
- 3.2 Provincial Family and Community Support Services grant contributions from the Government of Alberta, along with the municipal contributions stated in the provincial agreement will serve as sources for funding the operations of the Diamond Valley Family and Community Support Services Program.
- 3.3 The Town of Diamond Valley shall be the signing authority with respect to the financial management of the Diamond Valley FCSS Board.

### **4.0 PURPOSE OF THE BOARD**

- 4.1 The Committee shall review FCSS funding applications submitted through the Coordinator and, in accordance with the FCSS Act and Regulations, approve or reject them.

### **5.0 SEVERABILITY**

- 5.1 If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be construed as if it had been enacted without the illegal, invalid or ultra vires provision.

### **6.0 GENERAL PROVISIONS AND COMING INTO FORCE**

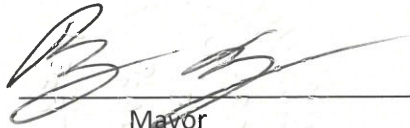

- 6.1 Nothing in this bylaw relieves any person from compliance with any other bylaw or any applicable federal or provincial law, regulation or enactment.
- 6.2 In the event of a conflict between this bylaw and any other bylaw or any applicable federal or provincial law, regulation or enactment respecting public health and safety, the other bylaw, law, regulation or enactment must prevail to the extent of the conflict.
- 6.3 This bylaw repeals Bylaw 2023-04 the Diamond Valley Family and Community Support Services (DVFCSS) Board Bylaw in its entirety and all amendments thereto.

6.4 This bylaw comes into force and effect on the date of third and final reading.

READ A FIRST TIME on the 1<sup>st</sup> day of October, 2025

READ A SECOND TIME on the 1<sup>st</sup> day of October, 2025

READ A THIRD AND FINAL TIME on the 1<sup>st</sup> day of October, 2025

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

Elected Official Initial B

CAO Initial D

## SCHEDULE "A"

### Town of Diamond Valley Family and Community Support Services Board TERMS OF REFERENCE

#	ITEM	DETAILS
1	<b>NAME</b>	Diamond Valley Family and Community Support Services Board
2	<b>GENERAL PURPOSE</b>	The Committee shall review and consider Family and Community Support Services funding applications received through the office of the FCSS Coordinator and, subject to meeting funding requirements as defined in the <i>Family and Community Support Services Act</i> and Regulations, shall provide funding approval or rejection of such projects.
3	<b>MEMBERSHIP, COMPOSITION &amp; APPOINTMENT TERMS</b>	<ol style="list-style-type: none"> <li>1. The Board will be comprised of representatives from the Town of Diamond Valley, including Council and residents.</li> <li>2. One (1) member of Council to be appointed at the annual Organizational Meeting of Council. Council representatives may claim remuneration in accordance with Town policy.</li> <li>3. Five(5) members at large, which may include one (1) youth member, will be selected from the Town of Diamond Valley and appointments must be approved by Council. Membership shall be on a volunteer basis.</li> <li>4. Members will be appointed for a maximum term of four (4) years with a maximum of two consecutive terms and can be extended at the discretion of Council.</li> </ol>
4	<b>ACTIVITY LEVEL</b>	The Board shall meet as required to accomplish objectives as set out in Section 2.
5	<b>MEETING PROCEDURES</b>	<ol style="list-style-type: none"> <li>1. The Board will follow meeting procedures as outlined in the Council Procedure Bylaw, as amended from time to time.</li> <li>2. Each Board member shall have one vote.</li> <li>3. Minutes will be recorded at each meeting.</li> </ol>

6	<b>LEADERSHIP &amp; GOVERNANCE STRUCTURE</b>	<ol style="list-style-type: none"> <li>1. A quorum consists of the simple majority of the voting Board members.</li> <li>2. If a member is absent from three (3) consecutive meetings without a valid reason, the Chair may request the member's resignation from the Board.</li> <li>3. The Board shall select its own Chair and Vice-Chair at the first meeting taking place after September 1 of each year.</li> <li>4. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and Board duties.</li> </ol>
7	<b>REPORTING</b>	Adopted minutes, reports, or Requests for Decision will be submitted to Council in accordance with Council Agenda submission requirements.
8	<b>WORKING PRINCIPLES</b>	The Board will review all submitted applications prior to the first meeting in January and allocate funds according to the provincial FCSS guidelines.
9	<b>RESOURCES-FINANCIAL</b>	Funding for the Family and Community Support program shall be managed by the Town of Diamond Valley. The budget will be determined annually by Council based on the municipal contribution requirement outlined by the Province of Alberta.
10	<b>RESOURCES- HUMAN</b>	<ol style="list-style-type: none"> <li>1. The Board will be supported by the FCSS Coordinator,</li> <li>2. Where deemed necessary by the Chief Administrative Officer, dedicated administrative and management support will be provided to the Board.</li> <li>3. Meeting location is provided by the Town of Diamond Valley.</li> </ol>
11	<b>COMMUNICATION</b>	<ol style="list-style-type: none"> <li>1. Times and locations of meetings shall be communicated to the Board members via email.</li> <li>2. Meetings are open to the public, meeting dates and times will be posted on the Town website.</li> </ol>
12	<b>REVIEW and EVALUATION</b>	<ol style="list-style-type: none"> <li>1. Any recommendations to revise the Terms of Reference will be forwarded to Council for approval and direction for bylaw amendments.</li> </ol>
14	<b>ADDITIONAL INFORMATION</b>	Refer to: <ul style="list-style-type: none"> <li>• any relevant Town Bylaws and Policies as determined by staff.</li> <li>• Government of Alberta Family and Community Support Services Act - Program Handbook and Framework/Policies.</li> </ul>

