

BANFF FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY COMMITTEE

1.0 FCSS Framework Policies

1.1 Guiding Principles

- ❖ A community's most valuable resource is its people.
- ❖ Investing in people achieves great returns in all areas of community life.
- ❖ Partnerships are fundamental to community building.
- ❖ A community has unique needs and is best able to propose solutions and create opportunities to meet them.
- ❖ We can all make valuable contributions to our community, and our community needs the contributions of all of us.

1.2 Vision

Banff is a vibrant, inclusive community, where everyone is engaged and valued.

1.3 Mission

Banff FCSS fosters locally driven, preventative social initiatives to enhance the well being of our community.

1.4 Goals

- a. Provide preventative programming and services for school aged children, seniors, community groups, and individuals at risk in our community.
- b. Take a lead role in tackling affordability issues in our community
- c. Enhance visibility of FCSS within the community, municipality, and at the regional & provincial level.
- d. Ensure community needs are met through ongoing assessment and evaluation
- e. Fulfill the Disaster Social Services mandate in relation to the overall Municipal Excellence Plan.

1.5 Strategic Plan

The Town of Banff FCSS meets annually to develop and update their strategic plan.

2.0 The Committee

2.1 Purpose and Responsibility

The Committee is an advisory to the FCSS department. **Final decisions regarding the direction of FCSS rest with Town Council.**

The FCSS Supervisor reports and is accountable to the Director of Community Services. The Committee is an advisory to the FCSS department and provides input to the FCSS Supervisor through the strategic planning process and monitoring of outcomes. The administration and execution of the day-to-day operations of the FCSS program are the function of the FCSS Supervisor.

In general the role of the Advisory Committee is to encourage, promote and support programs and activities that will enhance the quality of life for the Banff community.

The following are the specific responsibilities of an FCSS Advisory Committee member:

- a. Act as a liaison between the citizens of the community and the Town of Banff FCSS. This includes an educational role to enable the citizens of Banff to become knowledgeable about the FCSS programs and services.
- b. Make recommendations to FCSS regarding the assessment of needs and the direction of programs.
- c. Encourage the development of new services in Banff, which fall under the preventative mandate of FCSS.
- d. Review all applications for community development grants and make recommendations for funding.
- e. Develop policies and procedures for the operations and functions of the Committee.

3.0 Board Membership

3.1 The Board will consists of :

- Six members who are Town residents from the public at large

3.2 The appointed Committee members must have:

- a vested interest and concern for social issues in Banff
- the ability to work within the Town of Banff's operating framework
- a minimum of one year residency in Banff and able to commit to a two year board term.

3.3 Persons employed in the administration of the Town of Banff are not eligible to serve as Committee members.

3.4 A chairperson and vice chairperson shall be appointed from the membership of the committee at the first meeting of the calendar year.

4.0 Meetings

4.1 Meetings of the committee will be held quarterly.

4.2 Special meetings may be called by the Chairperson or FCSS Supervisor by written or verbal request of a majority of the members on twenty-four hours notice.

4.3 All meetings of the Advisory Committee will be open to the public.

4.4 A quorum constitutes the majority of the voting members of the committee. When a quorum is not achieved, an ad-hoc meeting may be accepted.

4.5 Each member of the Committee shall have one vote. A member must be present to vote.

4.6 In the event of a tie, a motion shall be defeated.

4.7 The Chairperson and Supervisor will prepare an agenda for each meeting of the Advisory Committee. Advisory Committee members who wish to have items included on the agenda for a regular meeting will submit these items to the Chairperson or Supervisor one week prior to the meeting date. Emergency items may be incorporated as new business. Agendas will be distributed prior to each meeting.

4.8 The Supervisor will present a verbal or written report of their activities at each meeting unless otherwise directed.

4.9 In the absence of a Chairperson at a regular Advisory Committee meeting, the Vice Chairperson will be responsible for that meeting.

Board Member's Code of Conduct

5.0 Conflict of Interest

5.1 The members of the Committee are required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the Municipal Government Act, and if conflict is declared, the member shall not hear, or vote on, that item before the Committee.

5.2 FCSS Advisory Committee members who are participating in a vote on a Funding Application and are members of the organization that is applying for funding will be deemed to be in Conflict of Interest and should abstain from voting.

6.0 Confidentiality

6.1 Some items of Advisory Committee business may be confidential by nature, Advisory Committee members should be aware that, although minutes of the meeting are a matter of public record, personal discretion should be used when discussing such matters.

6.2 The Banff FCSS Advisory Committee recognizes the confidentiality of staff, client and volunteer records. Such records will not be made available unless requested through proper legal process, order or subpoena, as may be authorized by law.

6.3 Each member of the Advisory Committee, the Supervisor and members of staff shall maintain confidentiality with regard to the affairs of Banff FCSS.

7.0 Board Recruitment, Orientation, Training and Evaluation

7.1 Term of appointment shall be two years for all Banff FCSS Advisory Committee Members. On the expiration of the member's term of office, Committee members may apply for an additional two-year term.

7.2 In the event of a vacancy occurring, Banff FCSS will advertise for nominees for appointment to the vacant position.

7.3 A resigning member will notify the Banff FCSS Advisory Committee.

7.4 Vacancies are considered to have occurred when a member:

- ceases to reside in the Town of Banff
- dies
- resigns
- is absent for three consecutive meetings, the Committee recommends that replacement due to non-attendance or
- is replaced "for cause"

8.0 Committee Orientation

8.1 It is important that new board members are oriented to the FCSS Advisory Committee.

8.2 New FCSS Committee members will be supplied with a Committee Member Orientation Package, which shall include the following:

Family and Community Support Services Association Handbook
Banff FCSS Brochures
FCSS Department current year's budget
FCSS Strategic Plan

8.3 New Committee members will be encouraged to meet and review FCSS programs/services with the FCSS Supervisor.

9.0 Committee Training

Attendance at the annual FCSSAA Conference will be offered to one or two committee members yearly based on budget allocations.

10.0 Committee Evaluation

The Advisory Committee will conduct an evaluation of their performance as a Committee before the end of each calendar year.

11.0 Community Relationships

It is the position of the Banff FCSS Advisory Committee that an effective public relations program must involve all Advisory Committee and staff members. At a minimum, it is expected that Advisory Committee members and staff will promote a positive perception of Banff FCSS when interacting with local individuals or groups,

other FCSS Advisory Committees and/or agencies or services that are based in Banff or other communities.

All Advisory Committee decisions and activities to be released to the press shall be addressed by the Supervisor or Town of Banff- Manager of Communications.

All marketing of FCSS will be the responsibility of the Supervisor.